

First Klass Enterprise, LLC



www.FKenterprise.com

1901 Manhattan Blvd., Bldg. D
Harvey, Louisiana 70058

504.641.4400



Communication Makes the Difference

DAILY

To keep the communications lines open between First Class Enterprise and yourself, we will leave a memo pad at your desk. If you need special attention in a particular area, just leave a note; it's the first place we check when we come to the building. By the same token, if we come across anything with the building, such as leaking plumbing, loose outlet boxes, doors not secured or low restroom supplies, we report it to you on the memo pad.

INSPECTIONS

First Class Enterprise will routinely inspect the building to make sure all areas are being cleaned exactly the way it specified in the contract. These inspection reports become part of you account file and are used to review and, if necessary, modify and customize your cleaning program. In addition, we set up a log sheet on your account and contact you periodically to make sure the job is being performed, not only to your satisfaction, but also to ours.

FEEDBACK

We value the input of everyone who is affected by our service. That is why, on a periodic basis, we leave this sheet at each desk on your facility. We want to know from your employees or tenants their evaluation of the job we are doing, as well as listen to their suggestions on how your building can be better serviced. This has proven to be an excellent tool in keeping you employees or tenants satisfied with the cleaning service.

ONE-ON-ONE

Each month, a contact evaluation sheet is completed and signed by the contact person. This one-on-one evaluation process helps the client and the cleaning crew get to know and understand each other. This evaluation sheet will help to maintain the performance level to your satisfaction.



Executive Summary





First Klass Enterprises
504.641.4400

Executive Summary

FKE is a private, locally owned corporation that specializes in custodial, grounds, and facility maintenance services, and selected industrial clients.

FKE is DBE certified and approved.

FKE services New Orleans and its surrounding areas. We have over 35 years of experience, and are familiar with the conditions and the challenging labor market in New Orleans. We are committed to meeting and surpassing your expectations of providing a noticeable improvement in the cleanliness and overall functionality of your facilities. Often we find that our approach to providing these services exceeds a client's expectations.

It is critical to have the proper technical and trained staff to perform the different types of maintenance needs that are found in both newer and older buildings. During this contract. The proper amount of maintenance employees will be put into place and staffing will be maintained at the level needed to provide the utmost service. FKE will be sure to provide the necessary training to ensure that employees maintain proper technical and mechanical skills.

The management team will be responsible for balancing out the priorities of routine, preventative maintenance and special project work. This balance is critical to maintaining the facilities properly on a day-to-day basis (security, safety, comfort, lighting, and plumbing, along with preserving the life span of equipment) and planning for future improvements. FKE's trained managers and supervisors will provide timely response to your needs to promote clear communications and prompt and efficient customer service.

FKE has the experience, expertise, management tools and methods necessary to deliver the highest level of service that you deserve. FKE has a professionally trained management staff with inspired leadership that will successfully implement custodial, facility service, and grounds keeping programs that will deliver a high level of cleanliness to your facilities. We will use our best practices of hiring, retaining and properly equipping good people at every level of employment.

FKE's account managers lives in the New Orleans area to ensure timely responses to all of your needs. FKE will conduct regular performance reviews with individual supervisors and board members if necessary. Client feedback is very important to FKE. In the event of a customer request or issue, we pride ourselves on our prompt, efficient, and thorough response. A keen sense of urgency is extremely important to maintain clients' trust and confidence. FKE is very appreciative and excited about the opportunity to provide professional custodial, maintenance, and grounds services to your association.





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Name	Type	City	Status
FIRST KCLASS ENTERPRISES LLC OF LOUISIANA	Limited Liability Company (Non-Louisiana)	NEW ORLEANS	Active

Previous Names

Business: FIRST KCLASS ENTERPRISES LLC OF LOUISIANA

Charter Number: 41153723Q

Registration Date: 4/24/2013

Domicile Address

4901 COPERNICUS STREET
NEW ORLEANS, DE 70131

Mailing Address

FIRST KCLASS ENTERPRISES LLC OF LOUISIANA
1901 MANHATTAN BLVD BUILDING D
HARVEY, LA 70058

Principal Business Office

FIRST KCLASS ENTERPRISES LLC OF LOUISIANA
1901 MANHATTAN BLVD BUILDING D
HARVEY, LA 70058

Registered Office in Louisiana

1901 MANHATTAN BLVD
SUITE D
HARVEY, LA 70058

Principal Business Establishment in Louisiana

4901 COPERNICUS STREET
NEW ORLEANS, LA 70131

Status

Status: Active

Annual Report Status: In Good Standing

Qualified: 4/24/2013

Last Report Filed: 3/28/2023

Type: Limited Liability Company (Non-Louisiana)

Registered Agent(s)

Agent:	GEORGINA MASTERS
Address 1:	1901 MANHATTAN BLVD
Address 2:	SUITE D
City, State, Zip:	HARVEY, LA 70058
Appointment Date:	1/24/2017

Officer(s)

Additional Officers: No

Officer:	GEORGINA MASTERS
Title:	Manager, Member
Address 1:	1901 MANHATTAN BLVD
Address 2:	SUITE D
City, State, Zip:	HARVEY, LA 70058
Officer:	TERRY GADDIS
Title:	Member
Address 1:	1901 MANHATTAN BLVD
Address 2:	SUITE D
City, State, Zip:	HARVEY, LA 70058

Amendments on File (5)

Description	Date
Foreign LLC Statement of Change	3/9/2015

Foreign LLC Statement of Change	1/24/2017
Foreign LLC Statement of Change	1/27/2018
Foreign LLC Statement of Change	6/22/2021
Appointing, Change, or Resign of Officer	3/2/2022

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STATE & LOCAL DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

1340 Poydras Street, Suite 1800 | New Orleans, LA 70112



August 3, 2023

VIA EMAIL

Ms. Georgina Masters
First Klass Enterprises LLC
1901 Manhattan Blvd., Suite D
Harvey, LA 70058
gm@fkenterprise.com

RE: SLDBE Certification Renewal

Dear Ms. Masters:

We are pleased to inform you that **First Klass Enterprises LLC** has been approved for re-certification as a State & Local Disadvantaged Business Enterprise (SLDBE). This approval represents certification with the City of New Orleans, Sewerage & Water Board of New Orleans, and the Louis Armstrong New Orleans International Airport

Your firm's contact information will remain active on the online SLDBE Directory (<http://neworleans.dbesystem.com>). It will reflect your areas of certification. Your specialties will be listed with the following NAICS as:

- NAICS 561720 Janitorial services**
- NAICS 561210 Facilities Support Services**
- NAICS 561730 Landscaping Services**
- NAICS 561790 Pressure washing (e.g., buildings, decks, fences)**

A re-certification notice will be emailed to you prior to the date of expiration. However, should you not receive notification from this office for your re-certification, it is your responsibility to contact us. The submittal of this information is necessary to ensure that there is no interruption in your certified status. **If a re-certification application is not received by the renewal date, we will proceed with decertification procedures. Additionally, you must notify our office immediately regarding any changes which affect the social and economic disadvantaged status, size, ownership, or control of your firm.**

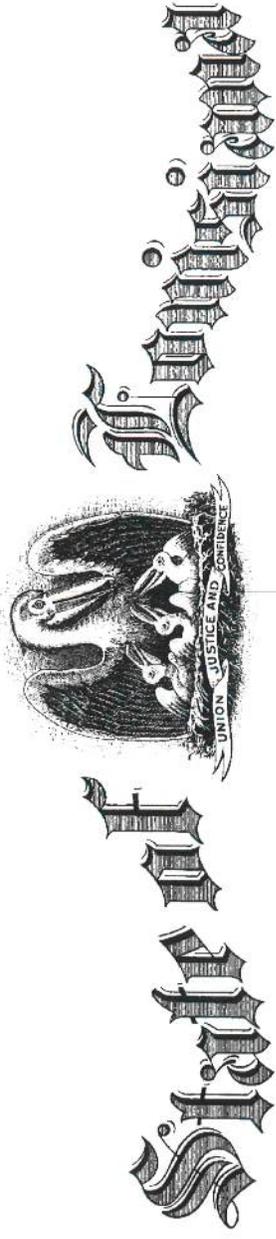
We reserve the right to withdraw this certification if at any time it is determined that DBE certification was knowingly obtained by the submission of false, misleading, or incorrect data. We further reserve the right to request additional information and/or conduct an on-site visit at any time while your certification is active.

If you have any questions and or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Lori Barthelemy".

Lori Barthelemy
Director



State Licensing Board for Contractors

FIRST KLASS ENTERPRISES LLC OF LOUISIANA
1901 Manhattan Blvd Bldg. D
Harvey, LA 70058

This is to Certify that:

is duly licensed and entitled to practice the following classifications

LIMITED SPECIALTY SERVICES



Witness our hand and seal of the Board dated,
Baton Rouge, LA 20th day of November 2023

See Malott
Chairman

[Signature]
Director

Andy [Signature]
Treasurer

Expiration Date: September 3, 2024

License No: 72579

This License Is Not Transferrable

Human Resources



Human Resources

First Klass Enterprise, LLC





First Klass Enterprises
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HUMAN RESOURCES

Hiring and Documentation Policies

Employee Screening and Hiring Standards

FKE, LLC utilizes several methods of employment recruitment and screening. These include strict hiring standards, criminal background checks and drug screening. We also provide a policy of insurance assuring the security of our client's employees and assets. We believe FKE's hiring standards are the highest in the industry. To minimize liabilities, reduce turn over and objectively qualify the best possible candidates, FKE utilizes a comprehensive pre-employment screening program for all applicants, which includes:

- Thorough verification of US employment eligibility
- Criminal background checks for 100% of applicants
- Motor vehicle records check where applicable
- Comprehensive pre-employment and random drug screening per contract
- Vetting of applicants through work and personal reference checks
- Qualifying of employees through FKE training programs
- DOD clearance as required
- Nuclear regulatory commission level clearances as required
- Higher than average pay scale with work incentives
- FKE provides all our full-time employees with insurance, life insurance and at no cost to our employees
- FKE utilizes an employee referral program

Criminal Background Check

No one will be eligible for employment with FKE LLC if convicted within the past seven (7) years of:

- Felony
- Fraud
- Forgery
- Weapons charge
- Burglary
- Robbery



- Theft
- Assault and Battery
- Possession of a controlled substance
- Manufacturing of a controlled substance
- Delivery of controlled substance

Convictions for DWI's will not automatically result in disqualification if the applicant is applying for a non-driving position. However, multiple offenses must be discussed directly with the VP of Risk Management. Convictions for DWI more recent than seven (7) years will disqualify applicants seeking for "driver" positions.

Any convictions not specifically listed here must be discussed with the VP of Risk Management for resolution.

Drug Testing

Pre-employment drug testing occurs for most major accounts and upon client request.

Post-Accident drug testing occurs in all cases.

Employee Recruitment and Development Programs

FKE's approach to identifying, recruiting and retaining employees of all levels is important in assuring consistent service to our clients. Our turnover rate is well below industry standard. We take great care to implement procedures and practices to manage potential gaps created by turnover and alleviate any impact on our clients.

FKE is committed to hiring and retaining the most productive and qualified staff for each account. By hiring the right people and implementing proactive programs such as quality assurance, employee incentives, training and risk management programs allows our management team to keep liability and turnover low while exceeding client expectations.

We meet our personnel needs by selecting, promoting and transferring associates or applicants from among those best qualified to perform the work required. Equal employment opportunity is provided to all and promoting from within most often fills most vacancies.

FKE maintains a full-service, professional human resources department, which includes full-time recruiters and support personnel dedicated to each branch and major account. These experts utilize all available means to ensure that the best staff is always available and "in the pipeline." Recruiting methods include internet advertising, job fairs, local advertising in the newspapers as well as employee referrals.

Development Programs – Once our extensive interview process is completed, our employees must begin training procedures that include hands-on experience followed by testing of learned knowledge that include:

- Health and Safety practices within the workplace.
- Sanitation practices.
- General training for cleaning of offices medical facility Etc.
- Environmental health and safety.
- **One-on-one** training with an Operations Manager for a minimum of 5 days – this is to ensure that they are completing tasks that they were trained to do as well as having any questions answered first hand.

Equal Employment Opportunity

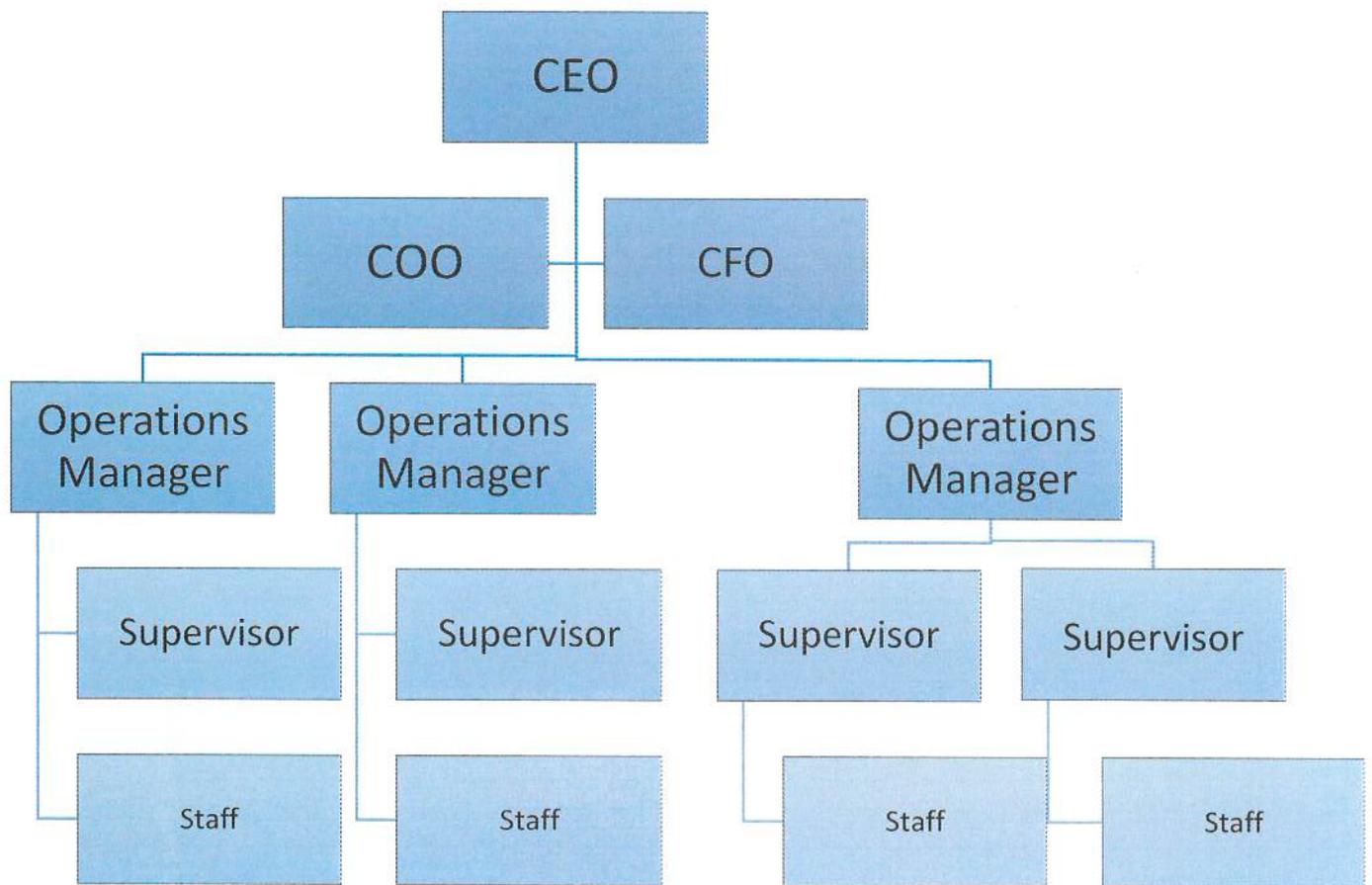
FKE is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, and disability or veteran status.

We fill our employment needs by selecting, promoting and transferring associates or applicants from among those most qualified to perform the available work, with a view toward selecting the most qualified candidate for the job and attempting to fill vacancies by promoting from within. Equal opportunity extends to all aspects of the employment relationship, including but not limited to hiring, transfers, promotions, training, termination, working conditions, compensation, benefits and other terms and conditions of employment. We comply with federal and state equal employment opportunity laws and strive to keep the workplace free from all forms of harassment, including sexual harassment. It is against the law to harass others based on their sex, sexual orientation, age, race, color, national origin, religion, marital or veteran status, citizenship, disability and/or other protected personal characteristics. Harassment includes but is not limited to making derogatory remarks about such characteristics, making 'jokes' about ethnic and/or other groups, and other verbal, physical and visual behavior. We consider harassment in all forms to be a serious offense.

Associates who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor or their Human Resources Department. Complaints are investigated immediately and handled as confidentially as possible. FKE ensures that associates following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Supervisors or associates found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, up to and including immediate termination of employment.





Policies and Procedures

- Workplace safety is at the forefront of our policies
- Each employee spends a total of 12 hours in training prior to the start of work including biohazard compliance.
- Site Supervisors ensure each employee is trained and executing the work in a safe and timely fashion.
- Communication is essential. The staff communicate with the site supervisors who in turn relay to the Operation managers, who report to the COO.

Law Compliance

- Site supervisors meet weekly with the staff to ensure employees are in compliance with company law
- Site supervisors meet with the staff to ensure emergency and safety procedures are understood.
- Companies officers meet weekly to ensure compliance of government laws and treatment of staff are being followed.
- Treatment of the customer are at the forefront of the company's day to day operations.

Compliance

- The CEO meets weekly with all managers to ensure the satisfaction of the customer meets all requirements related to the business.
- The company complies with rules and regulations so that management is not compromised, and the long-term sustainability of the organization is guaranteed.
- The company is transparently and ethically ensuring in the interests of the community, employees, society and other stakeholder are met.
- Compliance is a prevalent business concern when dealing with company waste and abides by all EPA standard.

Quality Control



Quality Control

First Klass Enterprise, LLC





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Quality Control

FKE LLC is a web-based central operating system. This system integrates various management tools into one streamlined program allowing FKE to better meet the needs our clients. The system is comprehensive, user-friendly and an Effective management tool.

The FKE modules include:

Quality Portal:

- Learning, Human Resource,
- General Info/ Video Training with supervision
- Request Tracking System (RTS)
- Commitment to Community

FKE QUALITY

The FKE quality application is a web-based tool that helps our site managers and users measure and quantify the quality of service delivered to clients. Its primary purpose is to create a random method of inspection to accurately measure quality across an entire site.

This system quantitatively scores quality by employee Room, floor, and building. This Module identifies the most commonly occurring deficiencies. Which can then be addressed through focused training. The following points are key to understanding the Primary purpose of the inspection system Thorough. Non-subjective inspections are the backbone of the system that allows FKE to obtain statistically significant numbers of random samples of performance across an entire client site. Quality is rated on the simple score of Satisfactory/Unsatisfactory. When specifications are limited or reduced, the system option of Not Applicable (NA) should be used. This tells FKE to ignore the area not being serviced.



Detailed Task Report:

FKE represents the cumulative average scores of each item/task inspected throughout a given time period while providing a perspective on which specific items are affecting the scores. FKE managers would focus attention on the lower third of the scores through additional training and coaching. Of course, attention would be paid to the other, higher scoring areas to ensure those areas did not drop.

Preventative Maintenance Scheduling

The preventive maintenance for all equipment and systems is scheduled through FKE software. This allows management to maximize labor resources by assigning appropriate trades staff to perform preventive maintenance as part of a corrective work order on a piece of equipment if the timing of the two coincides. The module is especially important in coordinating "risk based criteria" for maintenance of equipment in facilities with shrinking labor resources. Should it be necessary for outside contractors to perform preventive maintenance on a piece of equipment, a work order is issued and the tracking of the work is handled the same as if the in-house staff performed the work.

Equipment History: By Piece of Equipment or Building System

An important advantage of tracking all work orders, both in-house and outside contractor, and assigning them to the specific piece of equipment or building system, is that all costs associated with the maintenance of that equipment becomes part of the record. Labor, parts, and material costs are part of the history of each piece of equipment and the ability of the management to make informed decisions on "repair vs. replace" is based upon solid data. It is the lack of this type of data that results in additional operating and capital cost.

FKE Software Installation-Installation and training on the system should take no longer than a week. With training being the bulk of the time. It may take as long as three weeks to perform a complete asset audit and input data if the current database is not up to date. The work order system and other daily functions would be operational in three days from the time of notification. The implementation of the system could be completed within the 60-day time frame in the proposal with the assistance of being supplied with existing equipment inventory, preferably in electronic form.



Commitment to Community

First Klass Enterprise LLC of Louisiana has the 3 P's **Pride**, **Performance**, and **Productivity** we implement this in everything that we do. We practice justice, equality, and compassion in human relations, we respect the dignity of all persons and accept individual differences, and we respect the property of others.

First Klass Enterprises LLC is very committed to assisting and help the community. FKE sponsor different schools in the community area and work closely with "Night out against Crime". We also sponsor feed the homeless, we offer a back-to-school backpack give away, and we currently have a scholarship fund set up that can we offer to kids at local schools. First Klass even rewards their employees by providing life insurance policies at "No cost".

First Klass Enterprises First Klass Enterprises looks forward to providing future assistance to our employees as well as our community.





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Introduction to a Green Program

This document is an overview of the FKE Green Program, and is designed as a template to aid in Green Program implementation. Our Green Program offers a wide range of environmentally friendly products and concepts that deliver a healthier and more responsible way to perform cleaning requirements. This program includes concepts, procedures, and products that are used together in order to achieve maximum results and efficiency. It is not just the use of chemicals or equipment, but the way we obtain maximum results and efficiency and operate the program that make the difference.

Our customers and communities are becoming more aware of the “Green Products”, and how much healthier and safer they are; we can explain it very simply:

Health Reasons

- Air pollution is an average of 2-5times greater indoors and can be 100 times greater after some cleaning activities
- Sick building syndrome has been linked, in part, to some cleaning products being used.

Liability Reasons

- Who is responsible if the products used to clean the building sicken officer worker?
- Any company can be sued for causing health problems, are you at risk because of the cleaning products you are selling when safer alternatives are available?

Business Reasons

- Janitorial injuries: workers Comp Claims are 2 per 100, 4 per 100 are unreported
- Productivity is more than 5% higher in “green” buildings”
- Building owners are exploring whether they can charge more for ”green” buildings.
- Insurance rate might be lowered for using products that are safer.
- Worker compensation claims should decrease
- Actual injuries and missed time from work will decrease peer pressure.

Our program is a derivative of the USGBC LEED program. LEED stands for Leadership in Energy and Environmental Design and is a national voluntary standard that certifies green facilities that meet the stringent environmental criteria. The goal of the LEED Program and FKE program is to create a healthier and more environmentally responsible facility. The reason for including these products is that they offer a performance tested and critically evaluated benchmark for your program. The USGBC's LEED Program will evaluate several aspects of a



facility, not just the sustainable resources portion. It does not just look at individual products, but the program and its requirements as a whole.

Benefits of Green Products

- Shows employees and clients that you care about their well-being
- More productivity increase in offices 2-15%
- Provide healthier and cleaner indoor environment
- Responsible solution to lessen impact on environment
- Reduce cost
- Reduce product consumption
- Reduce turnover
- Increase in productivity
- Increase in patient satisfaction
- Decline in absenteeism
- Fewer products needed = less confusion and less space consumed

Final Thoughts

Green Cleaning can make a huge impact towards reducing our impact on the environment, and studies have shown that it is a value to our industry, improving health, performance and productivity.



Equipment & Supplies





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PROPOSED EQUIPMENT LIST

<u>Manufacturer</u>	<u>Description</u>
Rubbermaid	90 Gallon Trash Can
Rubbermaid	Brute Dolly
Rubbermaid	RBMD utility Truck 1 CU.YD
Rubbermaid	Mop Bucket/Wringer Combo
Rubbermaid	Brute Maids Caddy
Rubbermaid	25 Quart Pail
Rubbermaid	"Caution Wet Floor Sign"
Rubbermaid	Gray Janitor's Cart
Sanitaire	Vacuum Model 886
Sanitaire	Mighty Mite Vac
Tennant	15gal wet/Dry Vac
Tennant	Front mount squeegee for wet/dry
Tennant	Low Speed Buffer 20" 175 rpm
Tennant	HEPA backpack Vac
Tennant	2-Speed Air Mover
Tennant	26" space vacuum
Clarke	Propane Stripper Kawasaki Engine
Tennant	T-7 Rider Auto Scrubber 32"
Tennant	T350 Auto Scrubber 32"
Clarke	27" Propane Buffer Kawasaki Eng.
Tennant	Carpet Extractor 10 gallon
Kaivac	Restroom cleaning system



Supplies Proposed for General Cleaning

Paper Products

<u>Item #</u>	<u>Description</u>
FJ20204	White Multifold Towels
FJ25999	Brown Multifold Towels
FJ26601	6/sfXJ Univ. White Roll Towel
FJ26401	Brown 8t1 Universal Roll Towel
FJ345T	Toilet Tissue2 Ply 96 rolls
FJ13702	Toilet Tissue2 Ply 12/1000'
FJ13102	Toilet Tissue2 Ply 8/2000'
FJ047046	Toilet Seat Covers

Liners

<u>Item #</u>	<u>Description</u>
KS242406N	Liners 24 x 24, 1,000/case
KS334012N	Liners 33 x 40, 1,000/case
KS404813N	Liners 40 x 48, 200/case
KS3860XG	Liners 38 x 60, 200/case, Gray
KS303710HV	Liners 30 x 38, 10 17s/roll
KS4348XG	Liners 43 x 48 2mil Gray 90/case
HSP260	#77 Sani sac Liners



Cleaners

<u>Item #</u>	<u>Description</u>
** Items for - CDC Certified	
*BGD 337_SDS	Big D Pheno D Citrus HDDTR
*BH Concentrate	Terminator OS Disinfectant buckeye
*MSDS/OSHA	Neutra Clean
*Mico/Antim	Floor EPA Antimicrobial floor finish
COL4278	Ajax w/bleach 36/21 oz.
HSP03901	Cherry Urinal Screen 20/box
KELO35412	Acid Free Bathroom Cleaner 19/32 oz.
KELO40441	Mint Disinfectant 17/1 Gallon
KELO40641	Pine Disinfectant 4/1 Gallon
KEI9410	Hospital Disinfectant 12/16 oz.
MXMQC5020	Glass Cleaner Conc. 10/quarts
KELO40241	Lemon Disinfectant 8/1 Gallon
KEI40841	Neutral Cleaner 15/ 1 Gallon
KEI345441	Super Delimit 4/1 Gallon
MXMCC907	Gum Remover 4/case
KEI9400	Utility Cleaner 12/22 oz.
IP103FHNT-L	Powder free gloves Large Medium & small
MISSPUMIE	Pumice Stick 1/case
WIL04208	Short Handle Utility Brush
WIL99209	Stainless Tooth Brush
IMP3203R	Putty Knife
TOLCOKS24	24 OL Bottles/ 10 cases
T320W	Trigger sprayers/ 7 cases
TF928	Lambs wool Duster 28"



TF942	Lamb wool Duster Telesco Qic
WIL1301-02	Bowl Mops
WIL50217	Bowl Brushes
T4208121P	5 Gallon Buddy Jugs
RM2649G	Brute Maids Caddy
INTEX539-25	Blue Surgical Rags 25#
IMP700	Dust Pan
RM2007	Lobby Dust Pan
JWX04616	Freedom Stripper 5 Gallon
JWX04576	Bravo for Asbestos Floors 5 Gallon
JWX03700	Pro Strip 5 Gallon
JWX04651	Vectra 5 Gallon
JWX05431	Snapback Sprobuff 4/1 Gallon
JWX04067	Snapback UHS Restorer 4/1 Gallon
JWX04518	GP Forward Gallon (All Purpose Cllr)
JWX04689	Stride Floral Gallon Neutral Cleaner
JWX03904	Stride Citrus Gallon Neutral Cleaner
JWX04441	Lemon Shine up furniture polish furniture Polish
JWX04553	Glance Aerosol Utility Cleaner
JWX03682	Soil Release Conc. 4/1 Gallon
MXMCC950	Deformer 4/1 Gallon
Extraction	Plus4/1 Gallon
JWX04451	Deep Gloss Stainless 24/17 oz.

Hand Care

<u>Item #</u>	<u>Description</u>
JWX05500	Soft Core Lotion Soap 7/ cases
JWX05510	Soft Care Antiseptic Soap 25/ Cases
KEL021041	Pink Lotion Soap 18/1 Gallon
SF92538	Triangle Lotion Soap 18/500ml



KS7520-02	Antibacterial Soap 2/Spool
GJ7596	Goo w/crushable 2/5000ml
P&G290004	Lava Soap 48/40z. Bars

Wet Mops

<u>Item #</u>	<u>Description</u>
WIL429-02	24 oz. Atomic looped mop
WIL2224-32	32 oz. Wide bond cotton cut end

Dust Mops

<u>Item #</u>	<u>Description</u>
WIL524-1	Dust Mop refill 5" x 24" 50
M253	Dust Mop Frame 5" x 24" 45
WIL585-60	Dust Mop Handle
PI19	19" Carpet Bonnet
CBAIR	Lightweight Corn Broom
EURSC684	Sanitaire Vacuum
NOB13710	Eureka Belts
FJ29616	Yellow Treated Dust Cloth 12/120
RM2643G	39 Gallon Brute Gray
RM2640	Brute Dolly
RM229	Brute Maids Caddy
10 Quart Pail	Mop Bucket/Wringer Combo
RM6112-77	"Caution Wet Floor Sign"

ELECTROSTATIC DISINFECTION BLAST SPRAYER

ULC 0502	6- Newbyinn Electric ULV Fogger 1.32gallon Atomizer 1000w
PEF 06202	9- Petra Electric Fogger 4. Gallon mist blower fogger
Ele pef 07202	7-Portable Electro ULV Fogger Atomizer Back pack 12L



Custodial, Maintenance, & Grounds



Custodial, Maintenance, & Grounds

First Klass Enterprise, LLC





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Daily Services:

- All interior and exterior trash receptacles shall be emptied, and trash removed to the compactor located on the property.
- Note: Install new trash liners furnished as needed.
- All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
- All floor mats and floors under mats shall be cleaned.
- Clean water fountains with germicidal detergent and polish after cleaning.
- Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
- All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
- All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
- All other interior glass and windows shall be spot cleaned.
- All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
- Remove all trash and paper from stairwells.
- All stairwells must be swept and cleaned with mop if necessary.
- All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
- Vacuum all carpeting.
- Damp wipe table tops and seats in kitchen areas.
- Wipe down chairs in lobby or waiting areas.
- Wipe all non-office doors with disinfectant.
- All exterior building entrances shall be cleaned and swept if needed.



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Restrooms - Daily

- Restroom receptacles shall be filled in all bathrooms, including private bathrooms.
- Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor
- Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
- Clean and polish mirrors.
- Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- Toilet seats shall be cleaned and disinfected on both sides.

- Wet mop and rinse restroom floors with disinfectant.
- All walls and partitions shall be cleaned to remove spots and splashes.
- Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
- Wipe all bathroom door handles, inside and outside with disinfectant.

****** Always have wet floor signs visible when mopping floors.******

Weekly Services:

- All tile and hard surface floors shall be spray buffed, including stairways.
- Elevator tile floors shall be waxed, if necessary.
- Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, windowsills, and ledges.
- All toilet/urinal partitions shall be washed and disinfected.
- Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
- All handrails, including stairways, shall be cleaned if needed.



First Klass Enterprises
504.641.4400

Monthly Services:

- Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
- Remove fingerprints and marks from light switches, door frames and area around door handles.
- Vacuum all upholstered furniture.
- All walls, doors, frames, and baseboards shall be cleaned as needed.
- Stairways shall be swept and dusted for cobwebs.
- Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

- All blinds shall be dusted every six months.
- All A/C vent diffusers (Supply, Return and Bathroom Exhausts) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

Contract



Contract

First Klass Enterprise, LLC



Professional Services Agreement

between

FIRST KLASS ENTERPRISES LLC

and

Jefferson Parish Department of Juvenile Services

dated as of

April 9th 2024

TABLE OF CONTENTS

PROFESSIONAL SERVICES AGREEMENT3

1. DEFINITIONS.3

2. SERVICES......5

3. SERVICE PROVIDER’S OBLIGATIONS.5

4. CUSTOMER’S OBLIGATIONS.6

5. CHANGE ORDERS......6

6. TERM AND TERMINATION.7

7. FEES AND EXPENSES; PAYMENT TERMS......8

8. REPRESENTATIONS AND WARRANTIES......9

9. INDEMNIFICATION......10

10. INDEMNIFICATION PROCEDURES...... 11

11. LIMITATION OF LIABILITY.13

12. INSURANCE.14

13. NON-SOLICITATION......15

14. NON-EXCLUSIVITY......15

15. FORCE MAJEURE.15

16. MISCELLANEOUS.16

Professional Services Agreement

This Professional Services Agreement (this “**Agreement**”), dated as of **03/08/2024** (the “**Effective Date**”), is by and between **FIRST KLASS ENTERPRISES LLC**, a limited liability company organized under the laws of the State of Louisiana, with offices located at 1901 Manhattan Boulevard, Building D, Harvey, Louisiana 70058 (the “**Service Provider**”) and **Jefferson Parish Dept. Juvenile Services** with offices located at **1546 Gretna Blvd. Harvey, La. 70058, 1546 B Gretna Blvd. Harvey, La. 70058 & 3420 N.Causeway Blvd. Metairie, La. 70002** (100 David Drive Metairie, La, 70003 Location Under construction) (the “**Customer**” and together with **Service Provider**, the “Parties,” and each, a “Party”).

Customer desires to retain **Service Provider** to provide certain custodial and other services upon the terms and conditions set forth in this **Agreement**, and **Service Provider** is willing to perform such services.

In consideration of the mutual promises set forth in this **Agreement**, the **Parties** agree as follows:

1. Definitions.

“**Action**” means any claim, demand, suit, action, and every other legal or administrative proceeding and means of dispute resolution, whether direct or indirect.

“**Affiliate**” of a **Person** means any other **Person** that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such **Person**. The term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a **Person**, whether through the ownership of voting securities, by contract, or otherwise.

“**Agreement**” has the meaning set forth in the preamble.

“**Applicable Rate**” means a rate of interest that is calculated on a daily basis and compounded monthly at a rate that is the lesser of: (a) 5% and (b) the highest rate permissible under applicable law.

“**Change Order**” has the meaning set forth in Section 5.2.

“**Claim Notice**” has the meaning set forth in Section 10.

“**Covered Employee**” has the meaning set forth in Section 13.

“**Customer**” has the meaning set forth in the preamble.

“**Customer Contract Manager**” has the meaning set forth in Section 4.1(a).

“**Defaulting Party**” has the meaning set forth in Section 6.

“**Force Majeure Event**” has the meaning set forth in Section 15.

“Impacted Party” has the meaning set forth in Section 15.

“Indemnified Party” has the meaning set forth in Section 9.1.

“Indemnified Claim” has the meaning set forth in Section 10.

“Indemnifying Party” has the meaning set forth in Section 9.1.

“Initial Term” has the meaning set forth in Section 6.1.

“Initial Term Price” has the meaning set forth in Section 7.

“Losses” has the meaning set forth in Section 9.

“Notice” has the meaning set forth in Section 16.4.

“Person” means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association, or other juridical entity.

“Renewal Term” has the meaning set forth in Section 6.2.

“Service Provider” has the meaning set forth in the preamble.

“Service Provider Contract Manager” has the meaning set forth in Section 3.1(a).

“Service Provider Equipment” means any equipment, systems, cabling, or facilities provided by or on behalf of Service Provider and used directly or indirectly in the provision of the Services.

“Service Provider’s Obligations” has the meaning set forth in Section 3.

“Service Provider Personnel” means all employees engaged by Service Provider to perform the Services.

“Service Provider Proposal” means Customer’s request for proposal for the Services and Service Provider’s response, which shall be attached as Exhibit A, unless a Statement of Work is prepared.

“Services” mean the services to be provided by Service Provider under this Agreement, as described in more detail in the Statement of Work and Service Provider’s Obligations.

“Statement of Work” means either (a) the **Service Provider Proposal**, or (b) a separate document titled the Statement of Work, if one is created, that is entered into by the parties and attached to this Agreement as Exhibit A.

“Term” has the meaning set forth in Section 6.

2. Services.

2.1 **Service Provider** shall provide **Services** to **Customer** as described in **Statement of Work** in accordance with the terms and conditions of this **Agreement**.

2.2 **Statement of Work** shall include the following information, if applicable:

(a) a detailed description of **Services** to be performed, which shall remain the same during each **Renewal Term** unless amended in writing by the **Parties**;

(b) the date upon which **Services** will commence;

(c) the titles of any key personnel and/or identity of **Service Provider Contract Manager** and **Customer Contract Manager**;

(d) the fees to be paid to **Service Provider** under the **Statement of Work**; and

(e) any other terms and conditions agreed upon by the parties in connection with the **Services**.

3. Service Provider's Obligations.

3.1 **Service Provider** shall:

(a) appoint a **Service Provider** employee to serve as a primary contact with respect to this **Agreement** and who will have the authority to act on behalf of **Service Provider** in connection with matters pertaining to this **Agreement** (the "**Service Provider Contract Manager**");

(b) maintain the same **Service Provider Contract Manager** throughout the **Term** of this **Agreement** except for changes in such personnel due to **Customer's** written request, the resignation or termination of such personnel, or other circumstances outside of **Service Provider's** reasonable control;

(c) before the date on which the **Services** are to start, obtain, and at all times during the **Term** of this **Agreement** maintain, all necessary licenses and consents applicable to the provision of the **Services**; and

(d) comply with, and ensure that all **Service Provider Personnel** comply with, all rules, regulations, and policies of **Customer** that are communicated to **Service Provider** in writing and general health and safety practices and procedures.

3.2 Background Checks. If specifically requested in the **Statement of Work**, any background checks of any **Service Provider Personnel** shall be limited to (i) ensuring that such **Service Provider Personnel** has the legal right to work in the United States, and (ii) a review of credit history, references, and criminal record, in accordance with state, federal, and

local law. Background checks of **Service Provider Personnel** will be conducted by **Service Provider** only upon receipt of a written request from the **Customer**.

3.3 Payroll. **Service Provider** is responsible for the payment of **Service Provider Personnel** compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.

4. Customer's Obligations.

4.1 **Customer** shall:

(a) cooperate with **Service Provider** in all matters relating to the **Services** and appoint a **Customer** employee to serve as the primary contact for **Service Provider** with respect to this **Agreement** and have the authority to act on behalf of **Customer** with respect to matters pertaining to this **Agreement** (the "**Customer Contract Manager**");

(b) provide such access to **Customer's** premises as may reasonably be required for the purposes of performing **Services**;

(c) respond promptly to any **Service Provider** request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for **Service Provider** to perform **Services** in accordance with the requirements of this **Agreement**; and

(d) make timely payments as instructed in this **Agreement**.

4.2 If **Services** are prevented or delayed by any act or omission of **Customer**, **Customer's** Affiliates, or other **Person** outside of **Service Provider's** reasonable control, **Service Provider** shall not be deemed in breach of its obligations under this **Agreement** or otherwise liable for any costs, charges, or losses sustained or incurred by **Customer**, in each case, to the extent arising directly or indirectly from such prevention or delay.

5. Change Orders.

5.1 If either **Party** wishes to change the scope or performance of the **Services**, that **Party** shall submit details of the requested change to the other **Party** in accordance with the **Notice** provisions in Section 16.4. **Service Provider** shall, within a reasonable time (not to exceed 7 business days) after receiving a **Customer**-initiated request **Notice** or at the time that **Service Provider** initiates a change request **Notice**, provide a written estimate to **Customer** of:

(a) the likely time required to implement the change;

(b) any necessary variations to the fees and other charges for **Services** arising from the change;

- (c) the likely effect of the change on **Services**;
- (d) any other impact the change might have on the performance of this **Agreement**; and
- (e) any other information reasonably requested by **Customer**.

5.2 Promptly after receipt of the written estimate, the parties shall negotiate and agree in writing on the terms of such change (a "**Change Order**"). Neither **Party** shall be bound by any **Change Order** unless mutually agreed upon in writing in accordance with Section 16.9.

6. Term and Termination.

6.1 Initial Term. This **Agreement** shall commence as of the Effective Date and shall continue thereafter for a period of one (1) year (the "**Initial Term**") unless sooner terminated pursuant to this Section 6.

6.2 Renewal Term. Upon expiration of the **Initial Term**, this **Agreement** shall automatically renew for additional successive one (1) year term(s) unless either **Party** provides **Notice** of nonrenewal at least sixty (60) days prior to the end of the then-current term (each a "**Renewal Term**" and, together with the **Initial Term**, the "**Term**"). If the Term is renewed for one or more **Renewal Term**, the terms and conditions of this **Agreement** during each **Renewal Term** shall be the same as the terms and conditions in effect immediately prior to such renewal, subject to any change in fees in accordance with Section 7.7. If **Customer** provides timely **Notice** of nonrenewal, then this **Agreement** shall terminate on the expiration of the then-current **Renewal Term**, unless sooner terminated as provided in this Section 6.

6.3 Termination for Convenience. Either **Party**, in its sole discretion, may terminate this **Agreement**, in whole or in part, at any time without cause by providing at least ninety (90) days' prior **Notice** to the other **Party**.

6.4 Termination for Cause. Either **Party** may terminate this **Agreement** for cause, which termination shall be effective upon **Notice** to the other **Party** (the "**Defaulting Party**"), if the **Defaulting Party**:

- (a) breaches this **Agreement**, including by non-payment of any invoice(s) issued and/or sums due pursuant to Section 7 of this **Agreement**, and such breach is incapable of cure or, with respect to a breach capable of cure, the **Defaulting Party** does not cure such breach within thirty (30) days after receipt of **Notice** of such breach; or

- (b) (i) becomes insolvent or admits its inability to pay its debts generally as they become due; (ii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within thirty (30) business days or is not dismissed or vacated within thirty (30) days after filing; (iii) is dissolved or liquidated or takes any corporate action for such purpose; (iv) makes a general assignment for the benefit of creditors; or (v) has a receiver, trustee,

custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

6.5 Effects of Termination or Expiration. Upon expiration or termination of this **Agreement** for any reason:

(a) **Service Provider** shall:

(i) promptly deliver to **Customer** all **Services** for which **Customer** has paid;

(ii) promptly remove any **Service Provider Equipment** located at **Customer's** premises;

(iii) transmit a final invoice to **Customer** within 30 days of completing work; and

(iv) upon **Customer's** written request and at **Customer's** expense, provide reasonable cooperation and assistance to **Customer** in transitioning the **Services** to a different **Person**.

(b) **Customer** shall:

(i) promptly pay for all **Services** actually performed by **Service Provider**;

(ii) cooperate with removal of **Service Provider Equipment** located at **Customer's** premise; and

(iii) promptly pay final invoice.

7. Fees and Expenses; Payment Terms.

7.1 Price. In consideration of the provision of **Services** by **Service Provider** and the rights granted to **Customer** under this **Agreement**, **Customer** shall pay the fees set forth in the **Statement of Work**, the total of which shall be referred to as the "**Initial Term Price**."

7.2 Expenses. **Customer** agrees to reimburse **Service Provider** for all actual, documented out-of-pocket expenses incurred by **Service Provider** in connection with the performance of **Services** and have been ratified or approved in advance by **Customer**.

7.3 Payment Terms. **Service Provider** shall issue monthly invoices to **Customer** in accordance with the terms of this section, and **Customer** shall pay all properly invoiced amounts due to **Service Provider** within thirty (30) days after **Customer's** **Notice** of each such invoice. All payments shall be in US dollars and made by check mailed to **Service Provider** at the address provided in Section 16.4.

7.4 Late Payments. If **Customer** fails to pay **Service Provider** any sum when due, then, in addition to all other remedies available under this **Agreement** and at law (which remedies **Service Provider** does not waive by the exercise of any right under this Section 7),

(a) all such sums due bear interest at the **Applicable Rate** starting on the date such sum is due until but excluding the date the overdue amount plus the **Applicable Rate** is fully paid; and

(b) if such failure continues for thirty (30) days after **Notice**, **Customer** is deemed to be in material breach of this **Agreement** and **Service Provider** may immediately suspend any **Service**, and terminate this **Agreement** pursuant to Section 6.4.

7.5 Late Payment Collection. **Customer** shall reimburse **Service Provider** for all costs incurred in collecting any overdue sums and related interest, including attorneys' fees, legal costs, court costs, and collection agency fees. If a check tendered by **Customer** is returned for insufficient funds, uncollected funds or stopped payment, **Customer** shall pay **Service Provider** a twenty-five dollar (\$25.00) fee.

7.6 No Setoff. **Customer** shall not withhold payment of any amounts due and payable under this **Agreement** by reason of any setoff of any claim or dispute with **Service Provider**, whether relating to **Service Provider**'s breach or otherwise.

7.7 Rate Increase. The **Parties** agree that after the expiration of the **Initial Term** and each subsequent **Renewal Term**, **Service Provider** may increase its standard fee rates specified in the **Statement of Work** upon at least sixty (60) days' prior **Notice** to **Customer**. The amount of such increase shall be the greater of:

(a) the percentage rate of increase for the immediately preceding twelve-month period in the Consumer Price Index available through U.S. Bureau of Labor Statistics (bls.gov) or, if such index is not available, such other index as the parties may agree most closely resembles such index; or

(b) five percent (5%).

7.8 Taxes. **Customer** shall be responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by **Customer**.

8. Representations and Warranties.

8.1 Each **Party** represents and warrants to the other Party that:

(a) it is duly organized, validly existing, and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering;

(b) it has the full right, power, and authority to enter into this **Agreement**, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder;

(c) the execution of this **Agreement** by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the **Party**;

(d) it is in compliance with, and shall perform **Services** and obligations in compliance with, all applicable laws; and

(e) when executed and delivered by such **Party**, this **Agreement** will constitute the legal, valid, and binding obligation of such **Party**, enforceable against such **Party** in accordance with its terms.

8.2 **Service Provider** represents and warrants to **Customer** that it shall perform **Services** using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner, and shall devote adequate resources to meet its obligations under this **Agreement**.

8.3 EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, (A) EACH PARTY HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE UNDER THIS AGREEMENT, AND (B) SERVICE PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY.

9. Indemnification.

9.1 Service Provider Indemnification. Subject to the terms and conditions set forth in Sections 9.2 (Exceptions and Limitations on Indemnification) and 10 (Indemnification Procedures), **Customer** (as "**Indemnifying Party**") shall indemnify, hold harmless, and defend **Service Provider** and its Affiliates ("**Indemnified Party**") against any and all losses, damages, diminutions in value, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including professional fees and attorneys' fees, that are incurred by **Indemnified Party** (collectively, "**Losses**"), arising out of or related to any third-party claim alleging:

(a) breach or non-fulfillment of any representation or warranty set forth in Section 8 of this **Agreement** by **Indemnifying Party**;

(b) any negligent or more culpable act or omission of **Indemnifying Party**, and its **Affiliates** (including any reckless, willful, or intentional misconduct) in connection with the performance of its obligations under this **Agreement**;

(c) any bodily injury, death of any person, or damage to property caused by the negligent or more culpable acts or omissions of **Indemnifying Party** and its **Affiliates** (including any reckless, willful, or intentional misconduct); or

(d) any failure by **Indemnifying Party** to comply with any applicable federal, state or local laws, regulations or codes in the performance of its obligations under this **Agreement**.

(e) Notwithstanding anything to the contrary in this **Agreement**, this Section 9.1 does not apply to any claim (whether direct or indirect) for which a sole and exclusive remedy is provided under another section of this **Agreement**.

9.2 Exceptions and Limitations on Indemnification. Notwithstanding anything to the contrary in this **Agreement**, **Indemnifying Party** is not obligated to indemnify, hold harmless, or defend **Indemnified Party** against any claim (whether direct or indirect) if such claim or corresponding **Losses** result from **Indemnified Party's** gross negligence or more culpable act or omission (including reckless, willful, or intentional misconduct).

10. Indemnification Procedures.

10.1 Notice of Third-Party Claims. **Indemnified Party** shall give **Indemnifying Party** prompt **Notice** (a "**Claim Notice**") of any **Losses** or discovery of facts on which **Indemnified Party** intends to base a request for indemnification under Section 9.1 (**Service Provider Indemnification**). **Indemnified Party's** failure to provide a **Claim Notice** to **Indemnifying Party** under this Section 10 does not relieve **Indemnifying Party** of any liability that **Indemnifying Party** may have to **Indemnified Party**, but in no event shall **Indemnifying Party** be liable for any **Losses** that result directly from a delay in providing a **Claim Notice**, which delay materially prejudices the defense of the related third-party claim. Each **Claim Notice** must contain a description of the third-party claim and the nature and amount of the related **Losses** (to the extent that the nature and amount of the **Losses** are known at the time). **Indemnified Party** shall furnish promptly to **Indemnifying Party** copies of all papers and official documents received in respect of any **Losses**. **Indemnifying Party's** duty to defend applies immediately, regardless of whether **Indemnified Party** has paid any sums or incurred any detriment arising out of or relating, directly or indirectly, to any third-party claim.

10.2 Indemnifying Party Control of Defense. **Indemnifying Party** may assume, at its sole option, control of the defense, appeal, or settlement of any third-party claim that is reasonably likely to give rise to an indemnification claim under Section 9.1 (**Service Provider Indemnification**) (an "**Indemnified Claim**") by sending **Notice** of the assumption to **Indemnified Party** on or before 20 business days after receipt of a **Claim Notice** to acknowledge responsibility for the defense of such **Indemnified Claim** and undertake, conduct, and control, through reputable independent counsel of its own choosing (which **Indemnified Party** shall find reasonably satisfactory) and at **Indemnifying Party's** sole cost and expense, the settlement or defense thereof.

10.3 Indemnified Party's Obligations Regarding Indemnifying Party's Control of Defense. If **Indemnifying Party** assumes control of the defense under Section 10.2 (**Indemnifying Party Control of Defense**), **Indemnified Party**:

(a) shall fully cooperate with **Indemnifying Party** in connection therewith; and

(b) may employ, at any time, separate counsel to represent it; provided, that **Indemnified Party** is solely responsible for the costs and expenses of any such separate counsel.

10.4 Indemnified Party Control of Defense. Notwithstanding anything to the contrary in Section 10 (**Indemnification Procedures**), **Indemnified Party** may defend an **Indemnified Claim** with counsel of its own choosing and without the **Indemnifying Party's** participation if:

(a) the **Indemnified Claim** is one for which **Indemnified Party** properly gave **Indemnifying Party** a **Claim Notice** under Section 10.1 (**Notice of Third-Party Claims**), and **Indemnifying Party** fails to assume the defense or refuses to defend the **Indemnified Claim** under Section 10.2 (**Indemnifying Party Control of Defense**);

(b) the **Indemnified Claim** seeks only an injunction or other equitable relief against **Indemnified Party**; or

(c) **Indemnified Party** reasonably believes:

(i) that there are one or more legal or equitable defenses available to it that are different from or in addition to those available to **Indemnifying Party**; and

(ii) counsel for **Indemnifying Party** could not adequately represent the interest of **Indemnified Party** because such interest could be a conflict with those of **Indemnifying Party**; or

(iii) such action or proceeding involves, or could have a material effect on, any material matter beyond the scope of indemnification or defense obligations of **Indemnifying Party**.

10.5 Indemnifying Party's Obligations Regarding Indemnified Party's Control of Defense. If **Indemnified Party** assumes control of the defense under Section 10.4 (**Indemnified Party Control of Defense**), **Indemnifying Party** shall:

(a) reimburse **Indemnified Party** promptly and periodically for the costs properly incurred in defending against the **Indemnified Claim** (including attorneys' fees and expenses); and

(b) remain responsible to **Indemnified Party** for any **Losses** indemnified under Section 9.1 (Service Provider Indemnification).

10.6 Settlement of Indemnified Claims by Indemnifying Party. **Indemnifying Party** shall give prompt **Notice** to **Indemnified Party** of any proposed settlement of an **Indemnified Claim**. **Indemnifying Party** may not, without **Indemnified Party's** prior written consent,

which **Indemnified Party** shall not unreasonably withhold, condition or delay, settle or compromise any indemnification-related claim or consent to the entry of any indemnification-related judgment unless such settlement, compromise, or consent:

- (a) includes an unconditional release of **Indemnified Party** from all liability arising out of or related to such claim;
- (b) does not contain any admission or statement suggesting any wrongdoing or liability on behalf of **Indemnified Party**; and
- (c) does not contain any equitable order, judgment or term (other than the fact of payment or the amount of such payment) that in any manner affects, restrains or interferes with the business of **Indemnified Party**.

10.7 Settlement of Indemnified Claims by Indemnified Party. **Indemnified Party** may not settle or compromise any claim or consent to the entry of any judgment regarding which it is seeking indemnification hereunder without the prior written consent of **Indemnifying Party**, which **Indemnifying Party** shall not unreasonably withhold, condition or delay, unless:

- (a) if the **Indemnified Claim** is one for which **Indemnified Party** properly gave **Indemnifying Party** a **Claim Notice** under Section 10.1 (**Notice of Third-Party Claims**), and **Indemnifying Party** fails to assume the defense or refuses to defend the **Indemnified Claim** under Section 10.4 (**Indemnifying Party Control of Defense**); or
- (b) such settlement, compromise, or consent:
 - (i) includes an unconditional release of **Indemnifying Party** from all liability arising out of such claim;
 - (ii) does not contain any admission or statement suggesting any wrongdoing or liability on behalf of **Indemnifying Party**; and
 - (iii) does not contain any equitable order, judgment, or term (other than the fact of payment or the amount of such payment) that in any manner affects, restrains or interferes with the business of **Indemnifying Party**.

11. Limitation of Liability.

11.1 No Consequential or Indirect Damages. EXCEPT AS OTHERWISE PROVIDED IN SECTION 11.3, IN NO EVENT SHALL SERVICE PROVIDER OR ANY OF ITS AFFILIATES BE LIABLE UNDER THIS **AGREEMENT TO CUSTOMER** OR ANY THIRD PARTY FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR ENHANCED DAMAGES, LOST PROFITS OR REVENUES OR DIMINUTION IN VALUE, ARISING OUT OF, OR RELATING TO, AND/OR IN CONNECTION WITH ANY BREACH OF THIS **AGREEMENT**, REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER OR NOT SERVICE PROVIDER WAS ADVISED OF THE POSSIBILITY OF

SUCH DAMAGES, AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) UPON WHICH THE CLAIM IS BASED.

11.2 No Tort Liability. IN NO EVENT SHALL **SERVICE PROVIDER** OR ANY OF ITS **AFFILIATES** BE LIABLE UNDER A TORT THEORY OF LIABILITY FOR ANY DAMAGES CAUSED BY NEGLIGENT CONDUCT THAT HAS NOT CAUSED PHYSICAL INJURY.

11.3 Maximum Liability. EXCEPT AS OTHERWISE PROVIDED IN SECTION 11.3, IN NO EVENT SHALL **SERVICE PROVIDER'S** AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS **AGREEMENT**, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL OF THE AMOUNTS PAID AND AMOUNTS ACCRUED BUT NOT YET PAID TO SERVICE PROVIDER PURSUANT TO THIS **AGREEMENT** IN THE TERM PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

11.4 Reformation. SHOULD A COURT OR ARBITRATOR DETERMINE THAT THIS PROVISION IS UNENFORCEABLE, IN WHOLE OR IN PART, THEN IT IS THE INTENTION OF THE PARTIES THAT THIS PROVISION BE REFORMED BY SUCH COURT OR ARBITRATOR TO PROVIDE FOR THE MAXIMUM LIMITATION OF LIABILITY ALLOWED BY APPLICABLE LAW.

11.5 Subrogation. **Service Provider** and **Customer** waive all rights against each other, for any damages resulting from any loss to the extent such loss is covered by any insurance that may be applicable. This mutual waiver of subrogation shall be effective as to a person or entity even though that person would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

12. Insurance.

12.1 At all times during the **Term** of this **Agreement**, **Service Provider** shall procure and maintain Commercial General Liability with limits no less than \$1,000,000.00 per occurrence and \$3,000,000.00 in the aggregate, which shall include contractual liability and/or other coverage.

12.2 Proof of all insurance policies required pursuant to this Section shall have been provided to **Customer** in **Service Provider's** response to **Customer's** Request for Proposal, and shall remain in full force and effect during the Term of this **Agreement** unless:

(a) **Service Provider** provides **Customer** at least thirty (30) days' prior **Notice** of cancellation or non-renewal of policy coverage; and

(b) prior to such cancellation, the **Service Provider** shall have new insurance policies in place that meet the requirements of this Section 12.

12.3 Upon the written request of **Customer**, **Service Provider** shall provide **Customer** with copies of the certificates of insurance and policy endorsements for all insurance coverage required by this Section 12, and **Service Provider** shall not do anything to invalidate such insurance. This Section 12 shall not be construed in any manner as waiving, restricting, or limiting the liability of either **Party** for any obligations imposed under this **Agreement** (including but not limited to, any provisions requiring a **Party** hereto to indemnify, defend, and hold the other harmless under this **Agreement**).

13. Non-Solicitation.

13.1 Non-Solicitation of Employees. **Customer** understands and acknowledges that **Service Provider** has expended and continues to expend significant time and expense in recruiting and training its employees and that the loss of employees would cause significant and irreparable harm to **Service Provider**. The **Customer** agrees and covenants not to directly or indirectly solicit, hire, or recruit for its own benefit or the benefit of any other **Person**, or so attempt to solicit, hire, or recruit, any employee of the **Service Provider** or any employee who has been employed by **Service Provider** for the duration of this **Agreement** (collectively, "**Covered Employee**"), or induce any **Covered Employee** to terminate their employment for a period of two years, immediately following the termination this **Agreement**, regardless of the reason for the termination.

(a) **Customer** further agrees and covenants not to directly or indirectly solicit, hire, recruit, or attempt to solicit, hire, or recruit, any employee of **Service Provider** or any employee who has been employed by **Service Provider** within the Parishes of Orleans and Jefferson.

(b) This non-solicitation provision explicitly covers all forms of oral, written, or electronic communication, including, but not limited to, communications by email, regular mail, express mail, telephone, fax, instant message, and social media, including, but not limited to, Facebook, LinkedIn, Instagram, and Twitter, and any other social media platform, whether or not in existence at the time of entering into this **Agreement**.

13.2 Liquidated Damages. If the **Customer** breaches Section 13.1, the **Customer** shall, on demand, pay to the **Service Provider** a sum equal to 50% of the **Initial Term Price**.

14. Non-Exclusivity.

The **Service Provider** retains the right to perform the same or similar type of services for third parties during the **Term** of this **Agreement**.

15. Force Majeure.

15.1 No **Party** shall be liable or responsible to the other **Party**, or be deemed to have defaulted under or breached this **Agreement**, for any failure or delay in fulfilling or performing any term of this **Agreement** (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("**Impacted Party**") control, including, without

limitation, the following force majeure events (“**Force Majeure Events**”): (a) acts of God; (b) flood, fire, earthquake, epidemic, pandemic, quarantine, hurricane, or other natural disaster; (c) war, explosion, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, Law, or actions; (e) national or regional emergency; (f) strikes, labor stoppages or slowdowns, or other industrial disturbances; and (g) any other similar events or circumstances beyond the control of the **Impacted Party**.

15.2 The **Impacted Party** shall give **Notice** within seven (7) days of the **Force Majeure Event** to the other party, stating the period of time the occurrence is expected to continue. The **Impacted Party** shall use diligent efforts to end the failure or delay and ensure the effects of such **Force Majeure Event** are minimized. The **Impacted Party** shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the **Impacted Party's** failure or delay remains uncured for a period of 60 consecutive days following **Notice** given by it under this Section 15.2, either **Party** may thereafter terminate this **Agreement** upon 15 days’ **Notice**.

15.3 During the **Force Majeure Event**, the non-affected **Party** may similarly suspend its performance obligations until such time as the **Impacted Party** resumes performance.

15.4 If a **Force Majeure Event** results in increased costs for and/or significantly changed circumstances affecting the ability of the **Impacted Party** to comply with its obligations under this **Agreement**, the **Parties** agree to negotiate a satisfactory solution in good faith, which may include additional costs. If a satisfactory solution cannot be amicably reached, the **Impacted Party** may terminate this **Agreement** by providing thirty (30) days’ prior **Notice** to the other **Party**.

16. Miscellaneous.

16.1 Further Assurances. Each of the **Parties** shall execute and deliver such additional documents, instruments, conveyances, and assurances and take such further actions as may be reasonably required to carry out the provisions of this **Agreement**.

16.2 Relationship of the Parties. Nothing herein shall be construed to create a joint venture or partnership between the **Parties** hereto or an employee/employer or agency relationship. **Service Provider** shall be an independent contractor pursuant to this **Agreement**. Neither **Party** shall have any express or implied right or authority to assume or create any obligations on behalf of or in the name of the other **Party** or to bind the other **Party** to any contract, agreement, or undertaking with any third party.

16.3 Public Announcements. Neither **Party** shall issue or release any announcement, statement, press release, or other publicity or marketing materials relating to this **Agreement**, or otherwise use the other **Party's** trademarks, service marks, trade names, logos, symbols, or brand names, in each case, without the prior written consent of the other **Party**.

16.4 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a “**Notice**”) shall be in writing and shall be deemed to have

been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile (with confirmation of transmission) or email if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed by certified or registered mail, return receipt requested, postage prepaid. Notices must be sent to the respective **Parties** at the addresses indicated below (or at such other address for a **Party** as shall be specified in a **Notice** given in accordance with this Section 16.4):

If to Service Provider: **First Klass Enterprises LLC**
 Attention: **Georgina Masters/Terry Gaddis**
 1901 Manhattan Boulevard, Bldg. D
 Harvey, LA 70058

 Email: **gm@fkenterprise.com /Owner@Fkenterprise.com**

If to Customer: **Jefferson Parish Dept of Juvenile Services**
 200 Derbigny Street Suite 4400
 PhoneNumber: 504-364-2680
 Email: **Sfolve@jeffparish.net**
 Attention: **Shanna Folve**

16.5 Interpretation. The headings in this **Agreement** are for reference only and shall not affect the interpretation of this **Agreement**. This **Agreement** shall be construed without regard to any presumption or rule requiring construction or interpretation against the **Party** drafting an instrument or causing any instrument to be drafted. Unless the context otherwise requires, references herein:

- (a) to Sections, Exhibits, and Statements of Work refer to the Sections of, Exhibits, and Statements of Work attached to this **Agreement**;
- (b) to an agreement, instrument, or other document refer to such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and
- (c) to a statute refer to such statute or law as amended from time to time, and includes any successor legislation thereto and any regulations promulgated thereunder.

16.6 Entire Agreement. The Exhibits and Statements of Work referred to herein shall be construed with, and as an integral part of, this **Agreement** to the same extent as if they were set forth verbatim herein. This **Agreement**, together with all Exhibits and Statements of Work, and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the **Parties** with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms and provisions of this **Agreement** and those of any Exhibit or Statement of Work, the following

order of precedence shall govern: (a) first, this Agreement, exclusive of its Exhibits; (b) second, the Statement of Work; and (c) third, any Exhibits to this **Agreement**.

16.7 Assignment. Neither **Party** may assign, transfer, or delegate any or all of its rights or obligations under this **Agreement** without the prior written consent of the other **Party**, which consent shall not be unreasonably withheld or delayed; provided, that, upon prior **Notice** to the other **Party**, either **Party** may assign the **Agreement** to an **Affiliate** of such **Party** or to a successor of all or substantially all of the assets of such party through merger, reorganization, consolidation, or acquisition. No assignment shall relieve the assigning **Party** of any of its obligations hereunder. Any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. This **Agreement** shall be binding upon and shall inure to the benefit of the **Parties** and their respective successors and permitted assigns.

16.8 No Third-Party Beneficiaries. This **Agreement** is for the sole benefit of the **Parties** and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other **Person** any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this **Agreement**.

16.9 Amendment and Modification. This **Agreement** may only be amended, modified, or supplemented by an agreement in writing signed by each **Party**.

16.10 No Waiver.

(a) No Oral Waivers. No waiver under this **Agreement** is effective unless it is in writing, identified as a waiver to this **Agreement**, and signed by an authorized representative of the **Party** waiving its right.

(b) Waiver Only for Specific Instance and Purpose. Any waiver authorized on one occasion is effective only in that instance and only for the purpose stated, and does not operate as a waiver with respect to any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver.

(c) Failure, Delay, and Course of Dealing Not a Waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this **Agreement** shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

16.11 Severability. If any term or provision of this **Agreement** is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this **Agreement** or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the **Parties** shall negotiate in good faith to modify this **Agreement** so as to give effect to the original intent of the **Parties** as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

16.12 Governing Law. This **Agreement** and all related documents including all Exhibits, and all matters arising out of or relating to this **Agreement**, whether sounding in contract, tort, or statute are governed by and construed in accordance with the laws of the State of Louisiana without giving effect to any choice or conflict of laws provisions thereof (whether of Louisiana or any other jurisdiction) that would cause the laws of any jurisdiction other than those of Louisiana to apply. The **Parties** agree that the United Nations Convention on Contracts for the International Sale of Goods does not apply to this **Agreement**.

16.13 Submission to Jurisdiction. Any legal suit, **Action**, or proceeding arising out of or relating to this **Agreement** or the Services shall be instituted exclusively in in any United States federal court or state court with jurisdiction in the Parish of Jefferson in the State of Louisiana, namely the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana, and the United States District Court of the Eastern District of Louisiana, and each Party irrevocably submits to the exclusive jurisdiction of these courts in any such suit, **Action**, or proceeding. Service of process, summons, notice, or other document by mail to such **Party**'s address set forth herein shall be effective service of process for any suit, **Action**, or other proceeding brought in any such court.

16.14 Waiver of Jury Trial. EACH **PARTY** IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL **ACTION**, PROCEEDING, CAUSE OF **ACTION**, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS **AGREEMENT**, INCLUDING ANY EXHIBITS, SCHEDULES, AND APPENDICES ATTACHED TO THIS **AGREEMENT**, OR THE SERVICES CONTEMPLATED HEREBY. EACH **PARTY** CERTIFIES AND ACKNOWLEDGES THAT (A) NO REPRESENTATIVE OF THE OTHER **PARTY** HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT THE OTHER **PARTY** WOULD NOT SEEK TO ENFORCE THE FOREGOING WAIVER IN THE EVENT OF A LEGAL **ACTION**, (B) IT HAS CONSIDERED THE IMPLICATIONS OF THIS WAIVER, (C) IT MAKES THIS WAIVER KNOWINGLY AND VOLUNTARILY, AND (D) IT HAS BEEN INDUCED TO ENTER INTO THIS **AGREEMENT** BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND CERTIFICATIONS IN THIS SECTION.

16.15 Specific Performance. Each **Party** acknowledges that a breach by a **Party** of Section 13 (Non-Solicitation) may cause the non-breaching **Party** irreparable damages, for which an award of damages would not be adequate compensation. The **Parties** consequently agree that, in the event of such breach or threatened breach, the non-breaching **Party** will be entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance, and any other relief that may be available from any court of competent jurisdiction (without any requirement to post bond).

16.16 Attorneys' Fees. If any **Action**, suit, or other legal or administrative proceeding is instituted or commenced by either **Party** against the other **Party** arising out of or related to this **Agreement**, the prevailing party in the suit, **Action**, or proceeding shall be entitled to recover, in addition to all other damages to which it may be entitled, the costs incurred by such **Party** in conducting the suit, **Action**, or proceeding, including actual attorneys' fees, expenses, and court costs.

16.17 Counterparts. This **Agreement** may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this **Agreement** delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original, signed copy of this **Agreement**.

16.18 Business Days. If any date on which a **Party** is required to make a payment or perform any other obligation pursuant to the terms of this **Agreement** is not a business day, then such **Party** shall make such payment or perform such obligation on the next succeeding business day.

16.19 Time of the Essence. Time shall be of the essence in this **Agreement**.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this **Agreement** as of the Effective Date first above written.

FIRST KCLASS ENTERPRISES, LLC

By _____

Name Georgina Masters

Title: CFO

Jefferson Parish Department of Juvenile
Service

By _____

Name:

Title:

EXHIBIT A

STATEMENT OF WORK

This **Statement of Work** ("SOW"), adopts and incorporates by reference the terms and conditions of the professional services agreement to which it is attached ("**Master Agreement**"), which was effective on **April 9, 2024**, between FIRST KLASS ENTERPRISES LLC, a limited liability company organized under the laws of the State of Louisiana ("**Service Provider**") and [**Jefferson Parish Dept of Juvenile Services**, State of Louisiana ("**Customer**," and together with **Service Provider**, the "**Parties**," and each, a "**Party**"), as it may be amended from time to time. This SOW is effective beginning on _____ ("**Effective Date**") and **Services** shall begin on _____. This SOW shall remain in effect in accordance with the **Master Agreement**. **Services** performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW, the **Master Agreement**, and any applicable **Change Orders**. Capitalized terms used but not defined in this SOW shall have the meanings set out in the **Master Agreement**.

1. **Defined Terms**. For purposes of this SOW, the following terms shall have the following meanings:
 - “**[DEFINED TERM]**” [TEXT OF DEFINITION].
 - “**[DEFINED TERM]**” [TEXT OF DEFINITION].]
2. **Scope of Work**. Janitorial Contract for Inspire NOLA Charter Schools
3. **Contract Managers**. The following personnel are designated as Contract Managers under the Master Agreement:
 - a. Customer Contract Manager: _____ Position _____
 - b. Service Provider Contract Manager: **Terry D. Gaddis/ Georgina Masters**
[CONTACT INFORMATION] **504-641-4400**
4. **Services Schedule**. The Service Provider shall carry out the requested services with the prescribed frequencies: outline in **Scope of work**
5. **Pricing**. All costs listed below are based on the scope and assumptions included in this SOW

IN Witness WHEREOF, the Parties hereto have executed the Agreement this

_____ Year of 2024

**Jefferson Parish Department of Juvenile Service
200 Derbigny Street Suite 4400
Gretna, La. 70053**

**First Klass Enterprises, LLC.
1901 Manhattan Blvd Suite D
Harvey, La. 70058**

Director of Finance/Operations

FKE Representative

Print Name

Georgina G. Masters
Print Name

**INITIAL CLEANING
(OPTIONAL)**

**Jefferson Parish Department of Juvenile Service
200 Derbigny Street Suite 400
Gretna La. 70053**

THERE SHALL BE A ONE TIME AND ONE TIME ONLY CHARGE OF:

\$00.00

A. FLOORS

1. Machine strip all tile floors, taking care to get into corners, along edges and beneath furniture.
2. Rinse, reseal and refinish all tile floors.
3. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

B. OFFICES

1. Thoroughly wipe vertical and horizontal surfaces including desks, files, window sills, tables, chairs, telephones and calculators.
2. Accomplish all high dusting of light fixtures, air diffusers and doorframes.
3. Wash all partition and lobby glass.
4. Wash trash receptacles, using disinfectant.

C. RESTROOMS

1. Scour and disinfect all basins, toilets, urinals and showers inside and outside.
2. Polish all bright work, attempting to remove lime and mineral deposits.
3. Wash trash receptacles, using a disinfectant.
4. Wash all partitions with a high co-efficient disinfectant.

D. CARPET

1. Shampoo carpet using the extraction/bonnet method.
2. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

E. CAFETERIA

1. Machine strip all tile floors, taking care to get into corners, along edges and beneath furniture.
2. Rinse, reseal and refinish all tile floors.

Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

E. WINDOWS (Common Areas)

- 1. Thoroughly clean exterior windows and side areas
- 2. Damp wipe all window frames.

Client Approval:

X _____
Signature

Print name and Title

INITIAL CLEAN COMPLETED

I, the undersigned, have inspected and agree that the initial

Cleaning the amount of

\$00.00

as indicated in the First Klass Enterprise contract,

has been completed to my satisfaction.

**Jefferson Parish Department of Juvenile Service
200 Derbigny Street Suite 4400
Gretna, LA. 70053**

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE

FKE SIGNATURE



First Class Enterprises
504.641.4400

Proposed Staffing

Location: 1546 Gretna Blvd Harvey, La. 70058

Position	Shift	Wages
Day Porter	8:00am- 5:00pm	\$16.00-\$18.50
General Cleaner (1-2)	4:30pm-10:30pm	\$15.00-\$16.50
Operations Manager	Daily Onsite Visits	Salaried
Hour may be subject to change according to Activities		

Location: 1546-B Gretna Blvd Harvey, La. 70058

Position	Shift	Wages
General Cleaner (1-2)	4:30pm-10:30pm	\$15.00-\$16.50
Operations Manager	daily onsite visits	Salaried
Hour may be subject to change according to Activities		

Location: 3420 N. Causeway Blvd. Metairie, La. 70002

Position	Shift	Wages
General Cleaner (1-2)	4:30pm-10:30pm	\$15.00-\$16.50
Operations Manager	Daily onsite visits	Salaried
Hour may be subject to change according to Activities		



Pricing Schedule-Per Year

Location:	Janitorial Cost Per Year
1546 Gretna Blvd Harvey, La. 70058	\$111,232.80
Total	\$111,232.08

Location:	Janitorial Cost Per Year
1546 -B Gretna Blvd Harvey, La. 70058	\$136,896.00
Total	\$136,896.00

Location:	Janitorial Cost Per Year
3420 N. Causeway (Temp Location) Metairie, La. 70002	\$36,900.00
Total	\$36,900.00

This price includes all Labor, supervision, Material & Equipment, custodial consumables, payroll taxes, Insurance Etc.

****Emergency work billed at \$27.00 Per hour****



Pricing Schedule-Per Month

Location:	Janitorial Cost Per Month
1546 Gretna Blvd Harvey, La. 70058	\$9,269.40 .30 sf.
Total	\$9,269.40

Location:	Janitorial Cost Per Month
1546 -B Gretna Blvd Harvey, La. 70058	\$11,408.00 .31 sf
Total	\$11,408.00

Location:	Janitorial Cost Per Month
3420 N. Causeway (Temp Location) Metairie, La. 70002	\$3,450.00 .41 sf.
Total	\$3,450.00



First Class Enterprises
504.641.4400

Pricing Schedule-Per Month

Location: NEW LOCATION	Janitorial Cost Per Month
100 David Drive Metairie La. 70003	\$3,680.00 .32 sf.
Total	\$3,680.00

Pricing Schedule-Per Year

Location: NEW LOCATION	Janitorial Cost Per Year
100 David Drive Metairie La. 70003	\$44,160.00
Total	\$44,160.00

**** Pricing is subject to change base on supplies cost and move in date****

*****This Location – is currently under construction and is not on BID Total amount *****

Insurance



Insurance

First Class Enterprise, LLC





First Class Enterprises
504.641.4400

About Our Insurance

1. **Certificate of insurance** We enclose a copy of our certificate of insurance that reflects our Liability and worker comps insurance and limits of coverage all listed on one page, and our carrier is one company. We carry this insurance to protect our customers and our employees and our company from potential loss. There are several specialized coverage's that are included for our mutual protection that deserve special mention:
2. **Care, Custody & Control coverage** - This important form of protection is excluded from most standard general liability policies. It provides protection against damage to property that our employees may be directly working on and for which we may be held legally liable.
3. **Extended Property Damage** - This coverage redefines property damage to include theft and mysterious disappearance for which we are legally liable, i.e., we throw out important papers or neglect to lock the premises after we have completed our night's work, etc.
4. **Lost Key coverage** - If we have the legal responsibility for a master key for a building and it is lost or misplaced, this provides coverage to have the building totally re-keyed, if necessary.

We were able to obtain these unique coverage's by purchasing our insurance under a plan specifically designed for the members of the building service contracting industry. This program has been underwritten by **CitiWide Insurance Agency** and is tailored to meet the industry's needs.



Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. First Class Enterprises LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 1901 Manhattan Blvd Bldg D	Requester's name and address (optional)
6 City, state, and ZIP code Harvey, Louisiana 70058	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
OR									
Employer identification number									
4	6	-	2	1	3	4	0	3	9

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 1-2-2024
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 15042631141 15042631147 Citi Wide Insurance Agency LLC 3501 Holiday Drive 403 NEW ORLEANS, LA 70114	CONTACT NAME: PHONE (A/C, No, Ext): 15042631141 E-MAIL ADDRESS: citiwideagency@citiwide.info FAX (A/C, No): 15042631147
INSURED First Class Enterprises LLC 1901 Manhattan Blvd Building D Harvey, LA 70058	INSURER(S) AFFORDING COVERAGE INSURER A : Clear Spring Pro and Casualty LLC INSURER B : Louisiana Worker Comp Carrier INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		<input checked="" type="checkbox"/>	CB003782600	06/14/2023	06/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			184006	04/06/2024	04/06/2025	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

First Class Enterprises LLC along with any other person or entities required by written contract between the named insured (First Class Enterprises LLC) and the certificate holder shall be listed as an additional insured for GL, and WC as to on-going operation and completed.

CERTIFICATE HOLDER

First Class Enterprises LLC
1901 Manhattan Blvd
Building D
Harvey, LA 70058
email:

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

References



ONEAPP #309

(504) 619-9720



Tuition Free
Classical Education
College Prep

April 12, 2023

To Whom It May Concern,

I am pleased to write this letter of recommendation for First Class Enterprise LLC, which provides custodial, grounds, and maintenance services at Élan Academy site in New Orleans, Louisiana.

The First Class Enterprises team has consistently demonstrated their commitment to excellence in maintaining our 2-story campus, which is heavily used with classes and activities taking place 5-6 days a week from early morning until late night. Their professionalism, dependability, and capabilities are truly remarkable and have exceeded our expectations.

Based on our experience with First Class Enterprises, I wholeheartedly recommend their services to any institution or organization in need of high-quality custodial, grounds, and maintenance services. If you require further information or have any questions, please feel free to contact me.

Best regards,

[Tyrone Wiltz](#)

Business Operation Manager



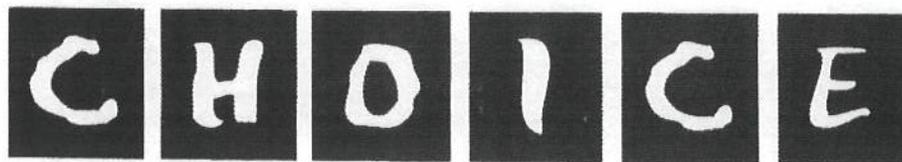
April 11, 2023

To Whom It May Concern:

This letter is written as a recommendation for First Class Enterprises LLC. First Class Enterprises provides magnificent custodial, and maintenance services at the site Martin Behrman Location in Algiers, La. AC First Class Enterprises' team has done a remarkable job maintaining our campus, which is 3 stories high and hosts classes and/or activities 5 -6 days a week. First Class Enterprises has proven to be extremely capable, very dependable, and highly professional. I wholeheartedly recommend First Class Enterprises to your institution or organization. If you should have any questions or need additional information, please don't hesitate to contact me.

Curtis London | Director of Facilities
Algiers Charter School Association
2401 Westbend Parkway, Suite 2001
New Orleans, LA 70114
(504): 504-302-7004





FOUNDATION

EXEMPLARY PUBLIC CHARTER SCHOOLS

DATE: February 9, 2022
RE: First Class Enterprises LLC
FROM: James Fulton, MBA – Executive Director *J.F. 2/9/22*
TO: Prospective Clients

I strongly recommend First Class Enterprises LLC to any entity in need of janitorial, grounds or maintenance services. Choice Foundation has done business with First Class for several years. Their services and responsive are high quality. We were extremely pleased with the level of cleanliness they provided. Their staff members are well-trained, nicely uniformed and always acted professionally. Their management team is readily available anytime we need them.

Please contact me directly at 504-345-8057 or at james.fulton@choiceschoolsno.org for more information on this excellent service provider.

Request for Proposal
Required BID Doc.

JPP-50-00144751
JPP-50-00144751-1

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: First Class Enterprises LLC
Georgina Masters
1901 Manhattan Blvd Bldg D Harvey, La. 70058

BID FOR: Jefferson Parish (Dept Juvenile Service)
JPP-50-00144751
200 Derbigny St. #4400 Gretna, La. 70053

(Owner to provide name and address of owner)

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: **Georgina Masters First Class Enterprises LLC. and dated: February 9th 2024.**

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) **JPP-50-00144751& JPP-50-00144751-1**

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

Dollars **\$24,127.40 Monthly**

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

Dollars (\$ _____)

Alternate No. 2 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

Dollars (\$ _____)

Alternate No. 3 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

Dollars (\$ _____)

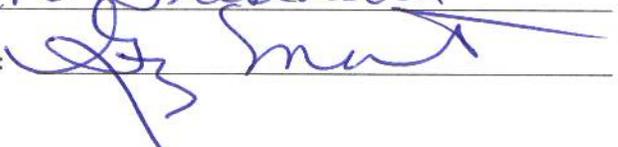
NAME OF BIDDER: First Class Enterprises LLC

ADDRESS OF BIDDER: 1901 Manhattan Blvd. Bldg D Harvey, La. 70058

LOUISIANA CONTRACTOR'S LICENSE NUMBER: License No: 72579

NAME OF AUTHORIZED SIGNATORY OF BIDDER: GEORGINA MASTERS

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: CFO President

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: 

DATE: 4/8/2024

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

TO: First Class Enterprise LLC,
 1901 Manhattan Blvd Bldg D
 Harvey, La. 70058.
 Terry D. Gaddis Jr./Georgina Masters
(Owner to provide name and address of owner)

BID FOR: Jefferson Parish (Dept Juvenile Service) JPP-50-001144751
 200 Derbigny St. Suite 4400
 Gretna, La. 70053
 (Dept Juvenile Service) JPP-50-00144751/ JPP-50-00144751-1
(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#	QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Custodial Services, Insurance, Taxes, Bond			Monthly		\$6,260.40
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Supplies			Monthly		\$5067.00
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Labor Ft/Pt			Monthly		\$12,800.00
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
DESCRIPTION: <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.#					
REF. NO.		QUANTITY	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

Wording for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES X NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED 25 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 72579

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: First Klass Enterprises LLC

ADDRESS: 1901 Manhattan Blvd Bldg D

CITY, STATE: Harvey, Louisiana ZIP: 70058

TELEPHONE: (504-641-4400) FAX: (504-910-9960)

EMAIL ADDRESS: gm@fkenterprise.com/ Owner@fkenterprise.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 50-00144751-1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: 

Georgina Masters

Printed Name

TITLE: CEO/President

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144751

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES</p> <p>0001 Two (2) year Janitorial Contract to cover the furnishing of labor, materials and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services. See attached specifications. For additional information please contact Donald Spell, Property Manager at 364-3750 ext. 87408.</p>	\$ 24,127.40 Monthly	\$
2	1.00	HR	<p>0002 Day Porter Daily Rate Provide and hourly rate for a day time janitorial employee to perform regular janitorial services that are listed under the attached day time janitorial employee job description. Contractor will also be required to provide equipment for the employee to use to perform these services. Employee may be used on an hourly basis for intermittent work at various locations.</p>	\$ \$27 per Hour	\$
3	1.00	SQFT	<p>0003 Carpet Cleaning Provide a square footage cost for carpet cleaning as needed which includes everything to do a total wet extraction at any of the buildings to be covered in this contract. Please note that the Bonnet Cleaning System is not acceptable for carpet cleaning.</p>	\$.35 sf.	\$
4	1.00	SQFT	<p>0004 Tile & Hard Surface Floor Cleaning Provide a square footage cost for tile and hard surface floor refinishing as needed which includes everything for stripping, cleaning, waxing and buffing at any of the buildings to be covered in this contract.</p>	\$.65 sf.	\$

Bid Bond in Accordance with Contract Specifications

Be sure to refer to the actual bond documents referenced in the contract specifications for specific terms before completing this form.

PRINCIPAL NAME First Klass Enterprises LLC Of Louisiana	PRINCIPAL ADDRESS 1901 Manhattan Blvd , Bldg D , Harvey, LA 70058
SURETY NAME United States Surety Company	SURETY ADDRESS 801 South Figueroa Street Suite 700, Los Angeles, CA 90017
OBLIGEE NAME Jefferson Parish	OBLIGEE ADDRESS 200 Derbigny Street, Gretna, LA 70053

Bond Information

BID DATE 04/09/2024	CONTRACT ID 50-00144751	CONTRACT VENDOR ID 6727
PROJECT DESCRIPTION Labor, Materials & Equipment to Provide a Two (2) Year Janitorial Contract for Dedicated Facilities Under Jurisdiction of the Department of Juvenile Services		
AMOUNT OF BID SECURITY 5%	AMOUNT OF BID SECURITY-SPELLED OUT five percent of the amount bid	
BOND ENTERED AND EXECUTED BY Randolph A. Brunson		ATTORNEY-IN-FACT SIGNATURE 

Know all men by these presents that United States Surety Company, a Corporation duly organized under the laws of the State of Texas, are held and firmly bound unto the above owner/obligee by the transmission. The surety agrees to waive the statute of fraud defense and further agrees that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.





POWER OF ATTORNEY
AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint: Randolph A. Brunson

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver on its behalf:

Surety Bond Number: SLA0404683090 Amount of Bond: Per Bond Form Specifications
Principal: First Klass Enterprises LLC Of Louisiana
Obligee: Jefferson Parish

This Power of Attorney shall expire without further action on April 23rd, 2026. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 18th day of April, 2022.

AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

State of California
County of Los Angeles SS:



By: Daniel P. Aguilar, Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On this 18th day of April, 2022 before me, Sonia O. Carrejo, a notary public, personally appeared Dan P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 04/04/2024.

Corporate Seals



Kio Lo, Assistant Secretary



Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Georgina Masters
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized signer of First Klass Enterprises LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00144751, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

Georgina Masters

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 8th DAY OF April, 2024



Notary Public

CARLOS A. RAMIREZ

Printed Name of Notary

31532

Notary/Bar Roll Number

My commission expires FOR LIFE.

CARLOS A. RAMIREZ
NOTARY PUBLIC - ID NO. 87553
LA BAR # 31532
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

CORPORATE RESOLUTION

N/A

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

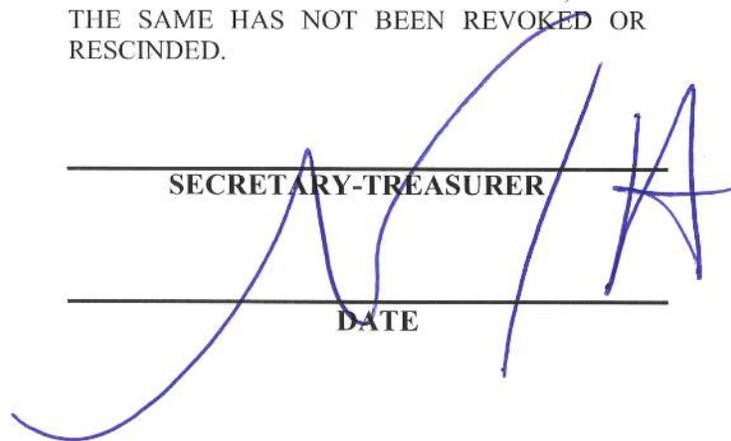
AT THE MEETING OF DIRECTORS OF _____ *Type text here*
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE





JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 22, 2024

ADDENDUM # 1

Bid Number: 50-00144751

Receipt Date: April 9, 2024

Labor, Materials & Equipment to Provide A Two (2) Year Janitorial Contract for Dedicated Facilities Under Jurisdiction of The Department of Juvenile Services.

Questions & Answers:

1) **QUESTION:** My subcontractor attended the mandatory pre-bid conference. I did not. Am I still able to bid on the RFP?

ANSWER- This is a re-bid. There is no pre-bid for this bid, only site visits.

2) **QUESTION:** Is there a current incumbent? If so, may I have the awarded amount?

ANSWERS- This information cannot be supplied. It would have to be acquired via a Public Records Request.

3) **QUESTION:** Is a pending LA State Contractor license acceptable. I believe it may not be finalized until after the April 9 deadline.

ANSWER- No. A current License with the required Category is needed when bid submission is made.

4) **QUESTION:** The Instruction for bidders and General Conditions for the above referenced bid number (Additional Requirements #1) states: All bidders must attend a mandatory pre-bid conference. However, the bid specification states that contractors are allowed to schedule walk throughs with the property management if needed. Can you advise if a mandatory pre-bid conference or a site visit is required for this bid?

ANSWER- Please be advised there is **NO MANDATORY PRE-BID**. Please disregard the #1 on the Additional Requirements. However, its is **"HIGHLY RECOMMENDED"** that you schedule a Site Visit to familiarize yourselves with the sites and the required work.

***** THE DEADLINE FOR QUESTIONS IS MARCH 27TH BY 4:00 P.M. *****

*****PLEASE REMEMBER TO ACKNOWLEDGE EACH ADDENDUM BY NUMBER ON YOUR BID SUBMISSION****

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Sincerely,

Shanna Folse, Purchasing Specialist II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFF-PARISH.NET

WEBSITE: WWW.JEFFPARISH.NET