



**Bid No. 50-00118589**

**Three (3) Year Contract to Perform  
Janitorial Service at Various Jefferson  
Parish Facilities for the Department  
of General Services**

**Bid Due: February 23, 2017 @ 2PM**



**JEFFERSON PARISH GOVERNMENT  
E-PROCUREMENT SERVICES  
FROM CENTRAL BIDDING**



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

February 15, 2017

**ADDENDUM # 1**

Bid No.: 50-00118589

Bid Opening Date: February 23, 2017

For: Three (3) Year Contract to Perform Janitorial Service at Various Jefferson Parish Facilities for the Department of General Services

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**CLARIFICATIONS REVISION, ADDITION.**

**Question:** There were many carpet "stains" throughout the buildings, in particular at the Liberto Bldg. and the Odom Bldg. that appears to be set and can't be removed. Confirm that should a new contractor be successful bidder that the successful bidder will not be responsible to remove these "stains" that have been set.

**Answer:** Bidder can provide locations and photos of stained areas for review by the Department of General Services.

**Question:** Confirm that Jefferson Parish will be responsible to provide all paper products i.e. tissue, roll towels, hand soap, can liners for all trash cans and re-cycle bins, air freshener's including batteries, toilet seat covers, etc.

**Answer:** See section 8.2 and 10.0 of the bid specifications.

**Question:** Who is responsible to pay for and replace broken or damaged restroom dispensers?

**Answer:** Jefferson Parish General Services

**Question:** On page SP-22 Section 16:1.0 it reads "This work will be part of this contract but will not be part of the bid price. The provided cost is only used to establish pricing for use on an as needed basis."

There is no Item Number on the bid sheet; should there be a line item for this provision? If not where should the bidder put this price?

**Answer:** See the revised Bid Form per Addendum No. 1



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

**Question:** Who is responsible for providing paper products, soap and trash can liner?

**Answer:** Jefferson Parish General Services see section 10.0 of the bid specifications.

**Question:** May we please get floor plans for the buildings?

**Answer:** Due to security reasons we will not be able to provide bidders with copies of floor plans. The bidders can schedule a time to come and review the floor plans at the General Government Building with a representative of General Services.

**Question:** How many floors are at each building?

**Answer:** See below chart

Building Name	Floors
Joseph S. Yenni Building	10
First Parish Court	1
General Government Building	6
2nd Parish Court House	2
Thomas F. Donelon Building 24th Judicial District Court	5
Salvador A. Liberto Building	2
Charles B. Odom, Sr. Service Center	1



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

**Omit the previous Bid Form and replace with the attached Bid Form "revised per Addendum No. 1".**

Sincerely,

*Misty A. Camardelle*

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Misty A. Camardelle, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so 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.**

DATE: 2/15/2017

Page: 5

BID NO.: 50-00118589

**BID FORM**  
Non Public Works

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 \_\_\_\_\_ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF TERM OF CONTRACT (36 mo.)

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

ONE WEEK PRIOR TO START

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

54016

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: ENMON ENTERPRISES, LLC d/b/a JANIT-KING OF NEW ORLEANS

ADDRESS: 3545 NORTH I-10 SERVICE RD. W. SUITE 100

CITY, STATE: METairie, LA

ZIP: 70002

TELEPHONE: (504) 441-9700

FAX: (504) 441-9709

EMAIL ADDRESS: cenmon@janikingcr.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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: #1 (2/15/17) @

NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

TOTAL PRICE OF ALL BID ITEMS: \$ 1,031,082.80

AUTHORIZED

SIGNATURE: [Signature]

CHANCE A ENMON

Printed Name

TITLE: CHIEF OPERATING OFFICER

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.

REVISED PER ADDENDUM NO. 1

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICE AT VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF GENERAL SERVICES		
			0010 PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA AS PER THE ATTACHED SPECS.	\$5,911.00	\$212,796.00
2	1.00	SQFT	0020 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA AS PER THE SPECS.	\$0.052	\$0.052
3	1.00	SQFT	0030 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 BUILDING TO BE COVERED UNDER THIS CONTRACT.	\$0.250	\$0.250
4	36.00	MO	0040 PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE THOMAS DONELON BUILDING (24TH JDC) AS PER THE ATTACHED SPECS.	\$5,619.00	\$202,284.00
5	1.00	SQFT	0050 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC) AS PER THE SPECS.	\$0.052	\$0.052
6	36.00	MO	0060 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE SECOND PARISH COURT BUILDING AS PER SPECS.	\$1,857.00	\$66,852.00
7	1.00	SQFT	0070 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING AS PER SPECS.	\$0.044	\$0.044
8	36.00	MO	0080 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,	\$811.00	\$29,196.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	1.00	SQFT	RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING AS PER SPECS.		
			0090 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING AS PER SPECS.	\$0.076	\$0.076
10	36.00	MO	0100 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE CHARLES B. ODOM, SR. SERVICE CENTER AS PER SPECS.	\$838.00	\$30,168.00
11	1.00	SQFT	0110 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM, SR. BUILDING SERVICE CENTER AS PER SPECS.	\$0.076	\$0.076
12	36.00	MO	0120 PROVIDE A COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE JOSEPH S. YENNI BUILDING AS PER SPECS.	\$9,662.00	\$347,832.00
13	1.00	SQFT	0130 PROVIDE A SQUARE FOOTAGE COST THE ADDITION OR DELETION OF SQUARE FOOTAGE  TO BE CLEANED AT THE JOSEPH S. YENNI BUILDING AS PER SPECS.	\$0.050	\$0.050
14	36.00	MO	0140 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING AS PER SPECS.	\$2,276.00	\$81,936.00
15	1.00	SQFT	0150 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING AS PER SPECS.	\$0.076	\$0.076
16	1.00	SQFT	0160 PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED WHICH INCLUDES	\$0.120	\$0.120

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	4,000.00	HR	<p>EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDINGS TO BE COVERED UNDER THIS CONTRACT.</p> <p>PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>		
			0170 PROVIDE AN HOURLY COST RATE FOR A DAY TIME JANITORIAL EMPLOYEE TO PERFORM	\$15.00	\$60,000.00
18	1.00	HR	<p>REGULAR 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>		
			0180 PROVIDE A PER HOUR COST TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP STANDARD OPERATING PROCEDURE ON A AS NEEDED BASIS, PER THE ATTACHED SPECIFICATIONS.	\$18.00	\$18.00



## Attachment "A"

## CONTRACTOR'S REFERENCE LIST

Company Name: Whitney National Bank	Size of Area Serviced: Over 1,000,000 SF
Address: Main Office: 228 St. Charles Ave.	
City/State/Zip: New Orleans, LA 70130	Current or Past Client: Current
Contact Person: Tom Botsford	Title: Vice President
Telephone/Fax: 504-586-7456	E-Mail: tbotsford@whitneybank.com
Company Name: LSU Health Shreveport	Size of Area Serviced: Over 500,000 SF
Address: 1501 Kings Highway	
City/State/Zip: Shreveport, LA 71130	Current or Past Client: Current
Contact Person: Joe Miciotto	Title: Executive Director of Campus Operations
Telephone/Fax: 318-675-4928	E-Mail: jmiciotto@lsuhsc.edu
Company Name: University of West Florida	Size of Area Serviced: Over 1,000,000 SF
Address: 1100 University Place	
City/State/Zip: Pensacola, FL 32514	Current or Past Client: Current
Contact Person: Howard Hesse	Title: Maintenance Superintendent
Telephone/Fax: 850-474-2113	E-Mail: hhesse@uwf.edu
Company Name: Property One - Lafayette	Size of Area Serviced: Over 250,000 SF
Address: Main: 315 S. College Rd.	
City/State/Zip: Lafayette, LA 70503	Current or Past Client: Current
Contact Person: Jeannie Thibodeaux	Title: Property Manager
Telephone/Fax: 337-233-1315	E-Mail: jeannie.thibodeaux@propertyone.com
Company Name: Montgomery Office Park	Size of Area Serviced: Over 250,000 SF
Address: 2000 Interstate Park Drive	
City/State/Zip: Montgomery, AL 36109	Current or Past Client: Current
Contact Person: Stacy Inness	Title: Property Manager
Telephone/Fax: 334-273-9811	E-Mail: sinness@regent-partners.com



The Hanover Insurance Company  
Citizens Insurance Company of America  
Massachusetts Bay Insurance Company

## BID BOND

**CONTRACTOR:**

*(Name, legal status and address)*

Enmon Enterprises, LLC

122 West Pine Street

Ponchatoula, La. 70454

**OWNER:**

*(Name, legal status and address)*

Jefferson Parish Purchasing Dept

200 Derbigny Street Ste 4400

Gretna, La. 70053

**SURETY:**

*(Name, legal status and principal place of business)*

The Hanover Insurance Company

440 Lincoln Street

Worcester, MA 01653

**BOND AMOUNT:** 5% of the total Bid

**PROJECT:**

*(Name, location or address, and Project Number, if any)*

Janitorial Services Bid #50-00118589

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Enmon Enterprises  
 INCORPORATED.

AT THE MEETING OF DIRECTORS OF Enmon Enterprises  
 INCORPORATED, DULY NOTICED AND HELD ON February 17, 2017  
 A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
 WAS:

RESOLVED THAT Chance Enmon, 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.

Cassey E. Lombert

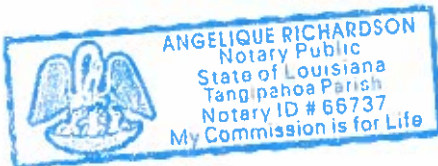
SECRETARY-TREASURER

2/17/17

DATE

THIS WAS AND SIGNED BEFORE  
 ME THIS 17TH DAY OF  
 February 2017

Angeline Richard



(http://www.sos.la.gov/Pages/default.aspx)

(http://www.sos.la.gov/Pages/default.aspx)



*Louisiana*  
**SECRETARY  
OF STATE**  
TOM SCHEDLER

(http://www.sos.la.gov/Pages/default.aspx)

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<b>Name</b>	<b>Type</b>	<b>City</b>	<b>Status</b>
ENMON ENTERPRISES, L.L.C.	Limited Liability Company	PONCHATOULA	Active

**Previous Names****Business:** ENMON ENTERPRISES, L.L.C.**Charter Number:** 36026958K**Registration Date:** 10/7/2005**Domicile Address**122 W. PINE ST.  
PONCHATOULA, LA 70454**Mailing Address**C/O THOMAS A. ENMON  
122 W. PINE ST.  
PONCHATOULA, LA 70454**Status****Status:** Active**Annual Report Status:** In Good Standing**File Date:** 10/7/2005**Last Report Filed:** 9/12/2016**Type:** Limited Liability Company**Registered Agent(s)**
**Agent:** THOMAS A. ENMON  
**Address 1:** 122 W. PINE ST.  
**City, State, Zip:** PONCHATOULA, LA 70454  
**Appointment Date:** 10/7/2005
**Officer(s)**

Additional Officers: No

<b>Officer:</b>	THOMAS A. ENMON
<b>Title:</b>	Member
<b>Address 1:</b>	122 W. PINE ST.
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454
<b>Officer:</b>	TAE TRUST
<b>Title:</b>	Member
<b>Address 1:</b>	C/O COLLINS M. LIPSCOMB, TRUSTEE
<b>Address 2:</b>	82 PARC PLACE
<b>City, State, Zip:</b>	MANDEVILLE, LA 70471
<b>Officer:</b>	CHANCE ENMON
<b>Title:</b>	Member
<b>Address 1:</b>	122 W. PINE STREET
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454
<b>Officer:</b>	JOHN L. O'NEIL
<b>Title:</b>	Manager
<b>Address 1:</b>	122 W. PINE STREET
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454
<b>Officer:</b>	JASON LAMBERT
<b>Title:</b>	Manager
<b>Address 1:</b>	122 W. PINE STREET
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454
<b>Officer:</b>	ANGELIQUE RICHARDSON
<b>Title:</b>	Manager
<b>Address 1:</b>	122 W. PINE ST.
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454
<b>Officer:</b>	CASEY LAMBERT
<b>Title:</b>	Manager
<b>Address 1:</b>	122 W. PINE ST.
<b>City, State, Zip:</b>	PONCHATOULA, LA 70454

**Mergers (2)**

GET HELP

Filed Date	Effective Date:	Type	Charter#	Charter Name	Role
10/7/2005	10/7/2005	MERGE	36026958K	ENMON ENTERPRISES, L.L.C.	SURVIVOR
			34309193D	ENMON ENTERPRISES, INC.	NON-SURVIVOR
10/7/2005	10/7/2005	MERGE	36026958K	ENMON ENTERPRISES, L.L.C.	SURVIVOR
			34574779K	GULF COAST FRANCHISING, L.L.C.	NON-SURVIVOR

## Amendments on File (8)

Description	Date
Merger	10/7/2005
Merger	10/7/2005
Appointing, Change, or Resign of Officer	3/17/2009
State Bid Resolution	4/18/2011
Appointing, Change, or Resign of Officer	11/15/2011
Appointing, Change, or Resign of Officer	11/18/2011
Appointing, Change, or Resign of Officer	11/25/2013
Appointing, Change, or Resign of Officer	6/1/2015

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GET HELP

### **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

## Non-Public Works Bid

## AFFIDAVIT

STATE OF LouisianaPARISH/COUNTY OF TangipahoaBEFORE ME, the undersigned authority, personally came and appeared: Chance A.

Enmon, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Manager of Enmon Enterprises LLC (Entity), the party who submitted a bid in response to Bid Number 50-00118589 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.

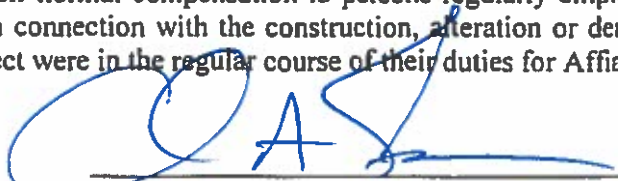
Affiant further said:

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

CHANCE A. ENMON  
Printed Name of Affiant

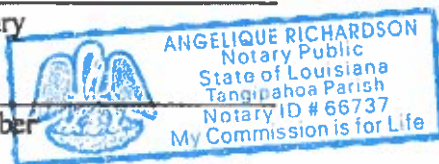
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 17<sup>TH</sup> DAY OF FEBRUARY, 2017.

  
Notary Public

Printed Name of Notary

Notary/Bar Roll Number



My commission expires \_\_\_\_\_.



# CERTIFICATE OF LIABILITY INSURANCE

1/1/2018

DATE (MM/DD/YYYY)

12/21/2016

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> LOCKTON COMPANIES 2100 ROSS AVENUE, SUITE 1400 DALLAS TX 75201 214-969-6700	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Liberty Mutual Fire Insurance Company	
	<b>INSURER B:</b> St. Paul Fire and Marine Insurance Company	
<b>INSURED</b> 1347941 Enmon Enterprises, LLC, Dbjani-King of New Orleans 3545 N. I-10 Service Road, Suite 100 Metairie LA 70002	<b>INSURER C:</b> The First Liberty Insurance Corporation	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

COVERAGES ENMEN01A CERTIFICATE NUMBER: 12315936

REVISION NUMBER: XXXXXXXX

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	N	TB2-695-458279-037	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	AS2-691-458279-047	1/1/2017	1/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	ZUP-71M20732-17-NF	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$ XXXXXXXX
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC6-695-458688-977	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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 (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

12315936

SPECIMEN

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

# State of Louisiana



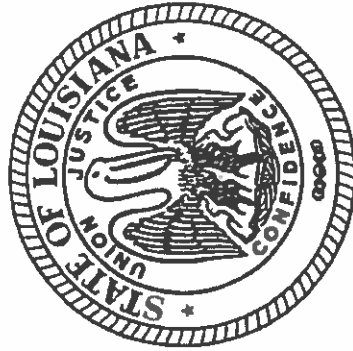
## State Licensing Board for Contractors

This is to Certify that:

ENMON ENTERPRISES, L.L.C.  
122 West Pine Street  
Ponchatoula, LA 70454

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING;  
SPECIALTY: JANITORIAL SERVICES



Expiration Date: August 24, 2018

License No: 54016

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 25th day of August 2015

*Will S. McCoy*

Director

*Lee Mallett*

Chairman

*Andy Duvall*

Treasurer

This License Is Not Transferrable

FOR PUBLIC DISPLAY - NOT TRANSFERABLE

ISSUED BY

SHERIFF AND EX-OFFICIO TAX COLLECTOR-JEFFERSON PARISH, LOUISIANA

## 2016 Occupational License Tax



JANI-KING  
ENMON ENTERPRISES LLC  
122 W PINE ST  
PONCHATOULA, LA 70454



License # 25356470

Account # 50166891

### Location Address

3545 N I-10 SERVICE RD W #100  
METAIRIE, LA

Business Class 561499

All Other Business Support Services

License Class 1740

Retail Motor Vehicle Rental/etc

Tax	Interest	Penalty	Other	Total	Payment
\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00	\$6,200.00

NEWELL NORMAND  
SHERIFF & TAX COLLECTOR

Gregory A. Ruppert, Director  
Bureau of Revenue and Taxation

Pursuant to Jefferson Parish Code of Ordinances Chapter 35, Article VI, Section 35-153, the issuance of this occupational license to the person or firm named hereon is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any parish or state criminal, health, or zoning laws. This license will expire December 31, 2016.

**RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1.**



**Bid Number 50-00118589**

**THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICE AT  
VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF  
GENERAL SERVICES**

**BID DUE: FEBRUARY 23, 2017 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received in the Purchasing  
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053**

**Buyer Name: Misty A. Camardelle  
Buyer Email: [mcamardelle@jeffparish.net](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

## **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

### **Other Changes Continued:**

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [jeffparish.net](http://jeffparish.net).
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

**Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

## **THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF GENERAL SERVICES**

### **Section 1.0 – Pre-Bid Conference:**

A MANDATORY Pre-Bid Conference will be held at 10:00 am on February 9, 2017 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053 and at 10:00 am on February 10, 2017 in the Jefferson Parish Yenni Building, 1221 Elmwood Park Blvd., Suite 303, Jefferson, LA 70123. All interested parties are invited to attend. All bidders must attend both Mandatory pre-bid conferences and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

### **Section 2.0 – Scope:**

We extend this bid to provide a three (3) year contract for labor, materials, supplies, chemicals, and equipment necessary to provide janitorial services for various facilities (See section 7.0) under the jurisdiction of the Department of General Services (Parish Wide).

### **Section 3.0 – Performance and Payment Bond:**

A performance and payment bond, each in the amount of 50% of the total contract amount will be required. Performance and payment bond shall be produced upon contract execution.

### **Section 4.0 – Quantities/Inspections:**

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract. All measurements given in these specifications are informational only.

### **Section 5.0 – License:**

All licenses listed below will be required for this bid:

- A Louisiana State Contractor License in the specialty of Janitorial Services

### **Section 6.0 Submittals:**

Provide the below submittal(s) and other information listed below for owner review and approval with bid proposal. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled "Contractor's Reference List". See Attachment "A"

After the issuance of the "Notice to Proceed" the successful bidder shall provide the information listed below for owner review and approval.

- Attachment "B" "INITIAL JANITORIAL EMPLOYEE VERIFICATION", form provided with the "Notice to Proceed" Information on this form shall include the names of all personal who will be working in parish owned facilities and indicate the employees have been successfully trained in the type of janitorial work and the use of specialized equipment listed in these specifications.
- Background/criminal record checks and I-9 Forms shall be provided for each employee prior to them working in any Jefferson Parish facility.

#### Section 7.0 Location/Square footage:

##### General Services Janitorial Properties

Building Name	Address	Square Footage	Approximate Number of Employees
Joseph S. Yenni Building	1221 Elmwood Park Boulevard Jefferson, LA	194,227	472
First Parish Court	924 David Drive Metairie, LA 70003	30,160	130
General Government Building	200 Derbigny Street Gretna, LA 70053	114,600	220
2nd Parish Court House	100 Huey P. Long Ave Gretna, LA 70053	42,100	102
Thomas F. Donelon Building 24th Judicial District Court	200 Derbigny Street Gretna, LA 70053	107,882	330
Salvador A. Liberto Building	200 Huey P. Long Avenue Gretna, LA 70053	10,691	30
Charles B. Odom, Sr. Service Center	5001 Westbank Expressway Marrero, LA 70072	11,000	20



**Section 8.0 Specifications:**

The successful bidder shall provide the furnishing of labor, materials, and equipment necessary for a three (3) year contract for janitorial services for various facilities listed in section 7.0 of these specifications for the Department of General Services or other parish departments as needed.

- The successful bidder shall have an office within two hours of the Jefferson Parish General Government Building located at 200 Derbigny Street Gretna, LA 70053.
- The successful bidder's employees will NOT be allowed to have visitors or to bring children to the job site at any time. NO EXCEPTIONS.
- The successful bidder's employees shall conduct themselves in a workman like manner at all times.
- The successful bidder shall immediately remove any employee not conducting him/herself properly.
- The successful bidder shall provide trained personnel to perform all of the duties identified in this specifications/contract, including the safe and proper operation of a trash compactor.
- The successful bidder's employees shall, at all times, be courteous and neat in appearance while employed at these facilities.
- Identification badges provided by Jefferson Parish shall be worn at all times while the successful bidder's employees are working in Jefferson Parish facilities. The successful bidder shall pay \$20.00 for the replacement of any lost identification badges.
- The successful bidder shall have a supervisor at each location while employees are working.
- For safety reasons, at no time under this contract shall the successful bidder have only one (1) employee working at any location except for the day time (day porter) janitorial position.
- If an employee is being replaced for any reason, the supervisor must notify the Department of General Services or the requesting department no later than 3:00 p.m. that day indicating which employee will be out and who the employee will be replaced with. Failure to comply with this directive will cause a fifty (50%) percent point deduction in that months inspection report.
- The successful bidder shall supply a completed monthly janitorial employee update form (See Attachment "C") to General Services by the 15<sup>th</sup> of each month during this contract. Failure to comply with this directive will cause a fifty (50%) percent point deduction in that month's inspection report.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that months invoice for each occurrence.
- All supervisors must be able to proficiently read, write, speak and understand the English language.
- All storage areas provided by Jefferson Parish and used by the successful bidder shall be kept clean and neat at all times to the satisfaction of the Department of General Services. Failure to perform this task will result in one (1) warning.

- Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
- For applicable buildings, all stairwells on all floors shall be included in this contract.
- The Joseph S. Yenni Building and the General Government Building currently has a recycling program. The successful bidder shall provide all work necessary to perform this work. This includes the pulling and dumping of recyclables in marked containers throughout the facilities and depositing collected recyclables in proper dumpsters.

**Section 8.1 Day Porter:**

- The Day Time Janitorial Employee may be used on an hourly basis for scheduled work as identified in these specifications or as needed intermittently at various locations throughout Jefferson Parish which may or may not be listed in these specifications.
- The successful Bidder shall supply a cost for a day time janitorial employee. The employee assigned to this task will work select hours at select facilities as needed. See the attached job description titled "Day Time (Day Time Porter) Janitorial Employees Job Description". Currently there is a day time janitorial employee working eight hours daily (7:00am - 3:30pm) at the Joseph S. Yenni building and a day time janitorial employee working eight hours daily (7:30am-4:00pm) at the Thomas F. Donelon 24<sup>th</sup> JDC Building.
- This day time janitorial task/position may be added or deleted and times and days worked may be changed as needed with a forty-eight (48) hour notice in writing (letter or e-mail) from Jefferson Parish. Jefferson Parish is approximating four-thousand (4,000) hours are needed annually, however this number may decrease or increase as needed.
- The hourly price will be charged only for hours worked throughout this contract.
- All work is to be performed Monday thru Friday with the exception of Jefferson Parish holidays or as needed to accommodate Jefferson Parish operations.
- This position will be required to work emergency events at the Emergency Operations and Communication Center and may be required at other facilities as needed. Vendor shall provide a cost per hour for this task.

**Section 8.2 Building Services:**

The following list the daily, weekly, monthly, semi-annual and annual services that shall be performed at each building:

**Jefferson Parish General Government Building & Rotunda Area:**

*The Rotunda Area is a common area that adjoins several buildings and is located at 200 Derbigny Street, Gretna, LA, 70053 – this area is the main entrance for the Jefferson Parish General Government Building, Central Plant, Thomas F. Donelon Building, and District Attorney's Office Building.*

The following areas will be excluded from this contract:

- Vacant Areas on the 3<sup>rd</sup> & 4<sup>th</sup> Floors
- All Air Handler Rooms – All Floors

- Penthouse – Equipment Room
- Electrical Rooms
- Tel-Data Rooms
- Vault – 6<sup>th</sup> Floor (Council Clerk's Office)
- Credit Union – 1<sup>st</sup> Floor
- Snack Bar Supply Area Only – 1<sup>st</sup> Floor
- Assessor's Office – Suite 1100

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

NOTE – The supervisor in the General Government Building may supervise the contractor's employees also working at the Thomas F. Donelon Building, Salvador A. Liberto Building, and Second Parish Court.

NOTE – This facility participate in recycling. Separation of trash and recyclables will be required including the dumping of trash and recyclables in separate dumpsters. Trash receptacles will be identified by the placement of BLACK trash bags. Recycle receptacles will be identified by the placement of CLEAR trash bags.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles with black can liners shall be emptied and trash removed to the trash dumpsters on the property.
2. All interior receptacles used for RECYCLING with clear can liners shall be emptied and contents removed to the recycle compactor on the property.

**NOTE: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.**

3. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
4. All floor mats and floors under mats shall be cleaned.
5. Clean water fountains with a germicidal detergent and polish after cleaning.
6. Clean all counter tops and Formica walls and under the counter tops in the public and office areas.
7. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
8. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
9. All other interior glass doors and windows shall be spot cleaned.
10. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
11. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
12. Vacuum all carpeting.
13. Damp wipe table tops and seats in kitchen areas.

**14. Restrooms:**

- A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, BY JEFFERSON PARISH (soaps, paper towels, and toilet paper).
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. **INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.**
15. Paper and trash shall be removed from stairwells.
16. All exterior building entrances shall be cleaned and swept, if needed.

**WEEKLY SERVICES:**

- 1. All tile and hard surface floors shall be spray buffed, including stairways.
- 2. Elevator tile floors shall be waxed, if necessary.
- 3. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
- 4. All toilet/urinal partitions shall be washed and disinfected.
- 5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

**MONTHLY SERVICES:**

- 1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
- 2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
- 3. Vacuum all upholstered furniture.
- 4. All walls, doors, frames and baseboards shall be cleaned, as needed.
- 5. Interior and exterior of all trash receptacles shall be washed, as needed.
- 6. Stairways shall be swept and dusted for cob webs.
- 7. All handrails, including stairways, shall be cleaned if needed.
- 8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

- 1. All blinds shall be dusted every six (6) months.
- 2. All A/C vent diffusers (both supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Jefferson Parish Thomas F. Donelon Building-24<sup>th</sup> Judicial District Court**

The following areas will be excluded from this contract:

- All Electrical Rooms – All Floors
- All Air Handler Rooms – All Floors
- All Tele Data Rooms – All Floors
- Prisoner Detention Area – 2<sup>nd</sup> Floor
- Build-Out (vacant areas) – 3<sup>rd</sup> Floor

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

NOTE – This facility participates in recycling. Separation of trash and recyclables will be required including the dumping of trash and recyclables in separate dumpsters. Trash receptacles will be identified by the placement of BLACK trash bags. Recycle receptacles will be identified by the placement of CLEAR trash bags.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles with black can liners shall be emptied and trash removed to the trash dumpsters on the property.
2. All interior receptacles used for RECYCLING with clear can liners shall be emptied and contents removed to the recycle compactor on the property.

Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.

3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators. Vacuum all elevator floors.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass doors and windows shall be spot cleaned.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
9. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
10. Vacuum all carpeting.
11. Damp wipe table tops and seats in kitchen areas.
12. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, BY JEFFERSON PARISH (soaps, paper towels, and toilet paper).
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.

- D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.
13. Paper and trash shall be removed from stairwells.
14. All exterior building entrances shall be cleaned and swept, if needed.

**WEEKLY SERVICES:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
3. All toilet/urinal partitions shall be washed and disinfected.
4. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
5. Elevator tile floors shall be waxed, if necessary.

**MONTHLY SERVICES:**

1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. Stairways shall be swept and dusted for cob webs.
7. All handrails, including stairways, shall be cleaned if needed.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (both supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Second Parish Court Building**

The following areas will be excluded from this contract:

- 3<sup>rd</sup> Floor – Vacant
- All Electrical Rooms – All Floors
- All Air Handler Rooms – All Floors
- All Tele Data Rooms – All Floors

- Prisoner Detention Area – 2<sup>nd</sup> Floor
- Build-Out (vacant areas) – 3<sup>rd</sup> Floor
- Judges Chambers – 2<sup>nd</sup> Floor

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

NOTE – This facility participates in recycling. Separation of trash and recyclables will be required including the dumping of trash and recyclables in separate dumpsters. Trash receptacles will be identified by the placement of BLACK trash bags. Recycle receptacles will be identified by the placement of CLEAR trash bags.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles with black can liners shall be emptied and trash removed to the trash dumpsters at 960 First Street.
2. All interior receptacles used for RECYCLING with clear can liners shall be emptied and contents removed to the recycle compactor on the property.

Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.

3. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
4. All floor mats and floors under mats shall be cleaned.
5. Clean water fountains with a germicidal detergent and polish after cleaning.
6. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
7. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
8. All other interior glass doors and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
11. Vacuum all carpeting.
12. Damp wipe table tops and seats in kitchen areas.
13. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, BY JEFFERSON PARISH (soaps, paper towels, and toilet paper).
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.

- H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.

14. Paper and trash shall be removed from stairwells.

15. All exterior building entrances shall be cleaned and swept, if needed.

**WEEKLY SERVICES:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

**MONTHLY SERVICES:**

1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. Stairways shall be swept and dusted for cob webs.
7. All handrails, including stairways, shall be cleaned if needed.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (both supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Salvador A. Liberto Building**

The following areas will be excluded from this contract:

- Mechanical/Electrical Rooms

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.



**DAILY SERVICES:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpsters located at 960 First Street.

Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.

2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass doors and windows shall be spot cleaned.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
9. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
10. Vacuum all carpeting.
11. Damp wipe table tops and seats in kitchen areas.
12. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. Supplies (soap, paper towels, and toilet paper, etc.) shall be FURNISHED BY JEFFERSON PARISH.
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.
13. Paper and trash shall be removed from stairwells.
14. All exterior building entrances shall be cleaned and swept, if needed.
15. Wipe down vending machine.

**WEEKLY SERVICES:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

**MONTHLY SERVICES:**

1. Dust above 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. Stairways shall be swept and dusted for cob webs.
7. All handrails, including stairways, shall be cleaned if needed.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (both supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Charles B. Odom, Sr. Service Center**

The following areas will be excluded from this contract:

- File Storage Room
- Electrical Rooms

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day. The work in the Credit Union area will need to be started at 3:30 p.m. each evening. Cleaning personnel must be in by 3:30 p.m. every day and be completed by 4:30 p.m. with the exception of Wednesdays which will be serviced from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only. Daily services will follow the same guidelines as listed for the entire facility.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpsters located at 960 First Street.  
Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.

6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass doors and windows shall be spot cleaned.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
9. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
10. Vacuum all carpeting.
11. Damp wipe table tops and seats in kitchen areas.
12. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. Supplies (soap, paper towels, and toilet paper, etc.) shall be FURNISHED BY JEFFERSON PARISH.
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.
13. Paper and trash shall be removed from stairwells.
14. All exterior building entrances shall be cleaned and swept, if needed.

WEEKLY SERVICES:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
3. All toilet/urinal partitions shall be washed and disinfected.
4. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

MONTHLY SERVICES:

1. Dust above 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. All handrails, including stairways, shall be cleaned if needed.
7. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (both supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Joseph S. Yenni Building**

The following areas will be excluded from this contract:

- All Air Handler Rooms – All Floors
- All Electrical Rooms – All Floors
- Penthouse – Equipment Room
- Assessor's Area – 9<sup>th</sup> Floor
- Snack Bar Supply Area – 1<sup>st</sup> Floor
- ATM and Water Depository – 1<sup>st</sup> Floor
- Water Department Records Storage Room – 1<sup>st</sup> Floor
- Pump Rooms – 1<sup>st</sup> Floor
- 7<sup>th</sup> & 9<sup>th</sup> floor computer rooms

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

The office of the Jefferson Parish Employees Federal Credit Union (Suite 202) service time will differ from the rest of the facility. Cleaning personnel must be in by 3:30 p.m. every day and be completed by 4:30 p.m. with the exception of Wednesdays which will be serviced from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only. Daily services will follow the same guidelines as listed for the entire facility.

NOTE: This facility participates in recycling. Separation of trash and recyclables will be required including the dumping of trash and recyclables in separate dumpsters. Trash receptacles will be identified by the placement of BLACK trash bags. Recycle receptacles will be identified by the placement of CLEAR trash bags.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles with black can liners shall be emptied and trash removed to the trash dumpsters on the property.
2. All interior receptacles used for RECYCLING with clear can liners shall be emptied and contents removed to the recycle compactor on the property.  
Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.
3. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
4. All floor mats and floors under mats shall be cleaned.

5. Clean water fountains with a germicidal detergent and polish after cleaning.
6. Clean all counter tops and Formica walls and under the counter tops in the public and office areas.
7. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
8. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
9. All other interior glass doors and windows shall be spot cleaned.
10. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
11. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
12. Vacuum all carpeting.
13. Damp wipe table tops and seats in kitchen areas.
14. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, BY JEFFERSON PARISH (soaps, paper towels, and toilet paper).
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.
15. Paper and trash shall be removed from stairwells.
16. All exterior building entrances shall be cleaned and swept, if needed.

WEEKLY SERVICES:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

MONTHLY SERVICES:

1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.

3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. Stairways shall be swept and dusted for cob webs.
7. All handrails, including stairways, shall be cleaned if needed.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**First Parish Court**

The following areas will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- All Storage Closets
- District Attorney's Storage Area
- Clerk of Court's Record Storage Area
- Computer Room

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

**DAILY SERVICES:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the trash dumpster located on the property.  
Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean all counter tops and Formica walls under the counter tops in the public and office areas.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass doors and windows shall be spot cleaned.

8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
9. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
10. Vacuum all carpeting.
11. Clean table tops, seats, counter tops, cabinets and walls in kitchen areas.
12. Restrooms:
  - A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. Supplies (soap, paper towels, and toilet paper, etc.) shall be FURNISHED BY JEFFERSON PARISH.
  - B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - C. Clean and polish mirrors.
  - D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - E. Toilet seats shall be cleaned and disinfected on both sides.
  - F. Wet mop and rinse restroom floors with disinfectant.
  - G. All walls and partitions shall be cleaned to remove spots and splashes.
  - H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. INSTALL PAPER LINERS FURNISHED BY JEFFERSON PARISH.
13. Wipe vending machines and clean floors and walls.
14. All exterior building entrances shall be cleaned and swept.

**WEEKLY SERVICES:**

1. All tile and hard surface floors shall be spray buffed.
2. Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
3. All toilet/urinal partitions shall be washed and disinfected.
4. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

**MONTHLY SERVICES:**

1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned, as needed.
5. Interior and exterior of all trash receptacles shall be washed, as needed.
6. High dust and remove cob webs from all ceilings to include the recessed ceilings.
7. Clean all handrails and/or rope dividers with special attention given to the lobby areas.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**SEMI – ANNUAL SERVICES:**

1. All blinds shall be dusted every six (6) months.
2. All A/C vent diffusers (supply, exhaust and return) and light fixtures shall be cleaned (dusted) every 6 months. This shall include all ceilings up to 12 feet from floor.

**Day Time Janitorial Employee Job Description**

Employee will operate heavy duty cleaning equipment and perform strenuous work (stripping, buffing, and/or vacuuming floors). Will pick up trash on all floors and carry to dumpsters or trash compactors. Will clean elevators, all interior walls, including ceilings, and outside.

Employee will also perform regular daily cleaning of lobbies, stairwells, offices, and restrooms, and will perform any other custodial duties as assigned by the Property Manager/Assistant Property Manager. Employee may be given a list of specific duties that are tailored to each particular building.

Employee may be used on an hourly basis for intermittent work at various locations.

1. Pull trash from all trash cans; place trash in utility trucks. Trash is then to be trucked to dumpsters or trash compactor outside. (Contractor is to provide rain gear.)
2. Vacuum all carpeted floors; around and under desks, tables etc.
3. Sweep and mop tile floors.
4. Dust and Polish:
  - A. All desk tops, sides, fronts, glass, etc.
  - B. Chair frames and benches
  - C. Bookshelves
  - D. Files cabinet tops, fronts, etc.
  - E. Window ledges
  - F. Base molding
  - G. Lamps, shades, and bases
  - H. Dust up to 12 foot height
5. Dust:
  - A. Return air grills on ceiling and doors
  - B. A/C vents on ceilings
  - C. Door tops and window tops
  - D. Window blinds, shades, and drapes
  - E. Spider webs



**F. Light fixtures**

**6. Restrooms:**

**A. Wash and wipe down:**

- a. Vanity tops and sinks
- b. Partition walls and doors, inside and out
- c. Toilets; sides, backs, bases and seats (both sides)
- d. Back wall behind toilet
- e. Urinal's inside and out; remove any debris from bowl
- f. Swab inside of toilet bowl with toilet mop or brush using cleaner/disinfectant.
- g. Remove graffiti, litter, gum, etc.
- h. Wet-mop floors with disinfectant daily

**B. Polish all chrome, ceramics and porcelain fixtures including behind toilets and under vanities.**

**7. Elevator:**

- A. Sweep and/or vacuum and mop elevator floors
- B. Polish all walls and doors
- C. Remove graffiti, litter, gum, etc.

**8. Shake out and vacuum all entrance mats.**

**9. Sift out cigarette butts from urns.**

**10. On feet full time, will be required to constantly perform:**

- A. Lifting
- B. Pushing
- C. Pulling
- D. Bending
- E. Stooping

**11. Report items in need of maintenance and/or repair such as broken electrical outlets, burned out bulbs and tubes, and damaged ceiling tile, etc.**

**12. Install paper products and hand soaps.**

**13. Perform building recycle duties**

**14. Clean up of spills.**

**15. Maintain floors in rainy weather to prevent slipping.**

**16. Put out wet floor signs and umbrella bags.**

17. Contractor's employee shall follow all work rules and safety rules in a safe and productive manner.
18. Employee will NOT be required to work and will NOT be paid for holidays. A copy of the 2017 holiday schedule is included with these specifications.
19. During emergencies (i.e. – hurricanes) when employees are sent home early – the employee will only be paid for time worked.
20. Employee will be required to punch in – out on a parish owned time clock on a parish supplied time card. It will be the janitorial contractor's responsibility to keep up with their employee's time worked. The contractor will only be paid the actual hours recorded on the time card. Jefferson Parish will not pay for lunch time.

**Section 9.0 – Hours of Work:**

Work under this contract shall not begin before 4:30 p.m. each day and shall end by 10:30 p.m. each night (excluding the Day Time Janitorial Employee), unless otherwise specified within these specifications or at a later time.

Work for the Credit Union offices at the Joseph S. Yenni Building, including the second and third floors, and the Charles B. Odom, Sr. Service Center, shall start before 4:00pm.

All cleaning work must be done Monday through Friday. Some special work may be done after normal hours or on the weekend with approval from the Department of General Services.

The successful bidder must ensure that all employed personnel cooperate with all employees and visitors of these facilities.

**Section 10.0 – Cleaning Supplies/Equipment:**

The successful bidder shall have an on-site inventory of ample and approved cleaning supplies to include, but not limited to:

- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid
- All cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc. Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.
- The MSDS sheets shall also be included with ALL cleaning products and shall be located in all storage areas in addition to providing a copy to General Services.
- No owner furnished paper towels or tissue shall be used for window cleaning.
- The successful bidder must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily

will be stored in the designated janitorial closet/storage areas at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. The successful bidder will also be required to furnish a telescoping pole, if necessary, for high dusting. All equipment must be labeled and identified with the successful bidder's name at all times.

**Section 11.0 Employees**

The Successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. All personnel engaged by the successful bidder shall be sole and exclusive employees of the successful bidder, and shall be paid by the successful bidder. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes. No Sub-contractors shall be utilized on this contract.

**Section 12.0 – Performance:**

The successful bidder shall be expected to perform all work and services according to all of the specifications included with this bid. There will be a thirty (30) day grace period before performance inspections begin. After this time, the parish will conduct daily, weekly, or monthly inspections in order to determine the degree of performance.

A REPORT WILL BE MADE OF THESE INSPECTIONS AND GIVEN TO THE PROPERTY MANAGER OR ASSISTANT PROPERTY MANAGER IN CHARGE OF THAT BUILDING. AT THE END OF THE MONTH, THE PROPERTY MANAGER OR ASSISTANT PROPERTY MANAGER AND A REPRESENTATIVE OF THE JANITORIAL COMPANY WILL INSPECT THE SITES TOGETHER TO DO A PERFORMANCE EVALUATION USING THE FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED Attachment "D" (JANITORAL SERVICES PERFORMANCE RATING).

**Note:**

Jefferson Parish reserves the right to reduce the monthly payment for these services by the percentage ranking of the inspection report and level of performance. For example, if Jefferson Parish inspected the facilities and ranked them at 78%, Jefferson Parish would then remit to the successful bidder, 78% of their bill for these services. However, if the successful bidder gets a rating of 90% or above the successful bidder will be paid 100% of their monthly fee. Also, if the deficiencies in services performed are deemed an emergency, Jefferson Parish reserves the right to hire its own staff to accomplish the work not being properly performed BY THE SUCCESSFUL BIDDER and charge the successful bidder a rate of \$30.00 per hour to accomplish the deficiencies in their cleaning services. This total will be deducted from the monthly bill. The JANITORAL SERVICES PERFORMANCE RATING FORM will be used for this rating system. Deductions for failure to provide services as identified in these specifications will also be listed.

**Section 13.0 – Billing:**

The successful bidder shall submit an individual invoice for each location serviced under this contract on the first of each month. The invoices shall be submitted to the department for which the work is performed. The address and all other pertinent information for billing will be furnished to the vendor before work begins.

All additional work shall be submitted on a separate invoice for each location serviced on the first of each month. The date of the work, the location of the work, description of work performed, who authorized the work, and the contract number shall be indicated on the invoices. Payment terms on all invoices shall be net 30.

**Section 14.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**Section 15.0 Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

**Section 16: 1.0- Blood Contaminated Material Clean-up Standard Operating Procedure:****NOTE:**

This work will be a part of this contract but will not be part of the bid price.  
The provided cost is only used to establish pricing for use on an as needed basis.

The purpose of this section is for the successful firm to identify a safe method of cleanup of any spilled human body fluid as blood and blood contaminated material may contain viruses, bacteria, and parasites that can cause harm to exposed individuals.

Successful firm shall provide all labor, materials, incidentals, cleaners, personal protective equipment, germicidal disinfectants, etc. needed to properly clean any area which has been deemed to be in a "bio-hazard" condition. Upon completion of cleaning the contaminated area the firm shall provide documentation to the requesting department of the area being safe for human occupancy.

Cleaning of ceramic, wood, vinyl tile, sheetrock, glass/mirror, Formica, carpet, etc. may be required.

All work under this section shall meet or exceed all federal, state, and local laws, guidelines, producers, etc.

Disposal of all fluids, cleaning materials, etc. shall meet or exceed all federal, state, and local laws, guidelines, producers, etc.

## Attachment "A"

## CONTRACTOR'S REFERENCE LIST

Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:

## Attachment "B"

JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Request for Information Initial Janitorial Employee Verification

**(To be given to Jefferson Parish after Bid is awarded.)**

DATE 1

VENDOR NAME

**VENDOR POINT OF CONTACT**

**VENDOR POC INFORMATION:** Phone

**Fact**

E-mail:

[illegible]

### Attachment "C"

JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

### Request for information

**Monthly Employee Verification Form**

DATE \_\_\_\_\_

[illegible]



## Attachment "D"

## Janitorial Services Performance Rating

LOBBY/ENTRANCE (25)		RESTROOMS (70)	
Elevators/Elevator Doors		Soap Dispensers	
Doors/Glaze		Flush Containers	
Filet Carpet		Napkin Containers	
Corners/Edges		Walls	
Furnishing		Stalls	
<b>OFFICES (70)</b>		Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Under Basins	
High Dusting		Counter Area	
Desks/Chairs		Bugle Work	
Walls/Vertical Surfaces		Mirrors	
Light Switches		Floors	
Blinds		Corners/Edge	
Part on Glass		<b>QUESTIONS (35)</b>	
Stairs		Has vendor corrected past problems?	
Trash Containers		Have vendor/client communicated weekly?	
File		Are supply closets in order?	
Carpet		What is the appearance of the equipment?	
Water Fountains		Does the vendor have adequate cleaning supplies?	
<b>MISCELLANEOUS (15)</b>		Are MSDS sheets kept with janitorial supplies?	
		Do employees have and display ID badges?	

## NOTES/COMMENTS

Total Points Possible

Deductions

Total Possible Score

Total Actual Score

Percentage Rating

Contract Price

Invoice Total

Company

J.P. Representative

Date

A SCORE TOTAL OF 90% OR ABOVE RESULTS IN FULL PAYMENT

## **Holiday Schedule for 2017**

Monday, January 2, 2017	New Year's Holiday
Monday, January 16, 2017	Martin Luther King, Jr. Day
Monday, February 27, 2017 Tuesday, February 28, 2017	Lundi Gras Holiday Mardi Gras Day
Friday, April 14, 2017	Good Friday
Monday, May 29, 2017	Memorial Day
Monday, July 3, 2017 Tuesday, July 4, 2017	Independence Day Holiday Independence Day
Monday, September 4, 2017	Labor Day
Friday, November 10, 2017	Veterans Day
Thursday, November 23, 2017 Friday, November 24, 2017	Thanksgiving Day Thanksgiving Holiday
Monday, December 25, 2017	Christmas Day

DATE: 1/25/2017

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118589

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

BUYER: MCamardelle@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 2/23/2017 AND PUBLICLY OPENED THEREAFTER.**

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

**Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)**

DATE: 1/25/2017

BID NO.: 50-00118589

Page: 2

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

**1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: VENDORS MUST ATTEND BOTH MANDATORY PRE-BID CONFERENCE. SEE SPECIFICATIONS. ON 2/09/2017**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 1/25/2017

Page: 5

BID NO.: 50-00118589

**BID FORM**  
Non Public Works

**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 \_\_\_\_\_ NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

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) \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_ FAX: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

Printed Name

TITLE: \_\_\_\_\_

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.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICE AT VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF GENERAL SERVICES		
1	36.00	MO	0010 PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA AS PER THE ATTACHED SPECS.		
2	1.00	SQFT	0020 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA AS PER THE SPECS.		
3	1.00	SQFT	0030 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 BUILDING TO BE COVERED UNDER THIS CONTRACT.		
4	36.00	MO	0040 PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE THOMAS DONELON BUILDING (24TH JDC) AS PER THE ATTACHED SPECS.		
5	1.00	SQFT	0050 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC) AS PER THE SPECS.		
6	36.00	MO	0060 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE SECOND PARISH COURT BUILDING AS PER SPECS.		
7	1.00	SQFT	0070 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING AS PER SPECS.		
8	36.00	MO	0080 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING AS PER SPECS.		
9	1.00	SQFT	0090 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING AS PER SPECS.		
10	36.00	MO	0100 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE CHARLES B. ODOM, SR. SERVICE CENTER AS PER SPECS.		
11	1.00	SQFT	0110 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM, SR. BUILDING SERVICE CENTER AS PER SPECS.		
12	36.00	MO	0120 PROVIDE A COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS, FOR THE JOSEPH S. YENNI BUILDING AS PER SPECS.		
13	1.00	SQFT	0130 PROVIDE A SQUARE FOOTAGE COST THE ADDITION OR DELETION OF SQUARE FOOTAGE  TO BE CLEANED AT THE JOSEPH S. YENNI BUILDING AS PER SPECS.		
14	36.00	MO	0140 PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES,  RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING AS PER SPECS.		
15	1.00	SQFT	0150 PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE  FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING AS PER SPECS.		
16	1.00	SQFT	0160 PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED WHICH INCLUDES		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118589

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	4,000.00	HR	<p>EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDINGS TO BE COVERED UNDER THIS CONTRACT.</p> <p>PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p> <p>0170 PROVIDE AN HOURLY COST RATE FOR A DAY TIME JANITORIAL EMPLOYEE TO PERFORM REGULAR 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>		

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
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**

## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid****AFFIDAVIT****STATE OF** \_\_\_\_\_**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, 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** \_\_\_\_\_ 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** \_\_\_\_\_ 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

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

**STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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**JEFFERSON PARISH REQUIRED STANDARD INSURANCE****☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note:** If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.



☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

**NOTE:** If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

**1) OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**2) BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.