

Office of the Mayor-President
Purchasing Division



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Purchasing Director

ADDENDUM NO. 1 ISSUED FEBRUARY 14, 2024
RFP 2023-32-1200 – LEED Certified Janitorial Services for East Baton Rouge Parish Main Library @ Goodwood (Labor) Only

Your reference is directed to RFP 2023-32-1200 – LEED Certified Janitorial Services for the East Baton Rouge Parish Main Library at Goodwood (Labor) Only which is scheduled to open on February 21, 2024 at 2:00 PM.

The following questions were received during the Inquiry Period and the Mandatory Pre-Proposal Conference and Job Site Visit held on January 30, 2024 at 1:00 PM CST and the responses to each question is reflected below:

- Q1: Interested in Bidding this opportunity. We are seeking clarification of the LEED Qualifications for the RFP. As I understand this is a Labor Only requirement and the employees must receive Green Cleaning Training within 14 days of the date of award. Is this the only LEED requirement or is there a LEED Certification for the janitorial company providing the labor as well?
- R1: **Refer to 1.1.2 Goals and Objectives on Page 5.**
- Q2: We are seeking clarification for the LEED Qualifications for the RFP. As I understand this is a Labor Only requirement and the employees must receive Green Cleaning Training within 14 days of the date of award.
- Is this the only LEED requirement or is there a LEED Certification for the janitorial company providing the labor as well?
- R2: **Please refer to Page 24 of the RFP LEED REQUIREMENTS.**
- Q3: My janitorial company is looking to bid on this project. Can you tell me how I go about getting my firm LEED certified?
- R3: **Go to the LEED Certified website for instructions for certification.**
- Q4: What is the man hours for Saturday and Sunday?
- R4: **The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).**

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The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).

Q5: What is the man hours for Monday through Friday?

R5: Man hours for Monday through Friday.... **52 man hours per day** ... refer to the RFP, page 25.

Q6: What all must be attached with the RFP when returned?

R6: Refer to 1.5 Proposal Response Format beginning on Page 5.

Q7: On page 22 (3.2) Technical Proposal reads: "The technical criteria as detailed in Section 2.6.2 will be evaluated". There are Points for each line item 1 thru 5 with a grand total for Written Proposals = 100 points.

Question:

- a. All proposals will be evaluated by a "selection committee" against the stated points which reflect the importance of the factors in this specific solicitation. The points reflect the best business judgement of the City-Parish as to how to obtain "best value", YES or NO
- b.
- c. With the Cost to Library being 0-15 points, which is downward from 0-30 for Company experience, qualifications, and resource capability for required services, and downward from 0-30 for Management and operations plan, this will assure that the bidder with the best technical response and reasonable cost will be awarded the contract and prevent a bidder from "buying" the business by simply having the lowest cost. YES or NO
- d. If the answer to 1(b) is NO, please clarify.

R7: **No, multiple factors will be considered by the Selection Committee in Response to a, b, c.**

Q8: On page 22 (3.2(4) it reads: - "SEDBE Plan and Implementation 0-10 points", then on page 78 under Disadvantaged Business Enterprise Inclusion it reads in part "...For these services, the EBR Parish Purchasing office has directed a review of the scope of work and has established a minimum EBE goal of 25% of the contract amount".

Question:

- a. Will the EBE goal of 25% of the contract amount as outlined on Page 22 (3.2(4), apply to all prime contractors that will submit a bid in response to this solicitation on February 21, 2004, at 2:00 PM CST? YES or NO

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b. If the answer to 2(a) is NO, please clarify.

R8: The 10 points is in regard to the scoring of the RFP and the 25% is the participation of the selected prime and any possible sub-receptients.

Q9: On page 25 under "Daily Working Hours" it reads in part..."A minimum of six point five (6.5) full-time equivalent employees (52 man hours per day), with at least four (4) full-time employees shall be provided for the duration of the below listed hours".

Question(s):

a. Current Starting and Ending Times for Monday through Thursday. Are 52 man hours per day required Monday through Thursday? If not please clarify how many man hours are required.

b. Current Starting and Ending Times for Friday. Are 52 man hours per day required for Friday? If not please clarify how many man hours are required.

c. Current Starting and Ending Times for Saturday. Are 52 man hours per day required for Saturday? If not please clarify how many man hours are required.

d. Current Starting and Ending Times for Sunday. Are 52 man hours per day required for Sunday? If not please clarify how many man hours are required.

R9: a. The man hours for Monday through Thursday are 52 main hours per day.
b. Yes.
c. Yes.;
d. Yes

The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).

The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).

Q10: On page 33 "Employee Cell Phone and Responsiveness" reads in part..."The Proposer will provide an on-duty cell phone for use by the on-site supervisor."

Question:

- a. During the pre-bid walk thru on Tuesday 1/30/2024, it was stated that there are radio's supplied by the Library for the contractor Supervisor and employees. Is the successful contractor to provide the on-duty cell phone? YES or NO

R10: **Yes.**

Q11: On page 55 ,Attachment B-1 Pricing Schedule (0001), it reads..."129,000 sq. ft – Per sq. ft. - \$Per Occurrence".

Question(s):

- a. Instead of Per Occurrence should it read Per Month?

R11: **No it is per occurrence.**

Q12: During the pre-bid walk thru on Tuesday 1/30/2024, there was much discussion as to how the contractor will have a per hour rate deducted should the contractor not provide the minimum daily hours.

Question:

- a. Since this is a price per square foot pricing schedule, how will the library determine what the per hour rate will be which will be deducted from the contractor should the minimum daily hours not be provided?

R12: **Item No. 00002 only.**

Q13: Can someone explain the role of Mr.Darran Morris ? Will he train our employees for the LEED certification & also get them certified? Will that come out of the company's cost?

R13: **The company does pay for their own LEED certified training as well as certifications. Mr. Marse is just one vendor who offers the training on the chemicals and equipment used here at the Main Library. If you have another vendor you would prefer to use, that is your decision.**

Q14: We know the man power hours Monday- Friday are 52. However, what are the daily hours required for Saturday & Sunday?

R14: **The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).**

The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).

- Q15: .Once the award is granted how does the invoice payment work? How long will it take the company to get compensated ?
- R15: The invoice is submitted to the Library Business office. Once the hours billed are verified by Business Office staff to the sign-in sheets, the invoice is processed in a timely manner. The contract payments terms is Net 30, but we usually process the invoices within a week of receipt.
- Q16: .Floor 3 will only require 1-2 janitors, however floor 1 & 2 requires more with intense cleaning?
- R16: Yes, this is usually the case. We have more square footage as well as patron and staff traffic on the first 2 floors
- Q17: .Can we submit our bid with a letter of recommendation from past clients?
- R17: Yes.
- Q18: All supplies & equipment are already at the library? This is a Labor ONLY bid. The company doesn't need to purchase anything?
- R18: That is correct. The only thing you would need to supply would be uniforms for your staff, as well as bear the cost of drug and background screening.
- Q19: This is a 1 year contract? Can it be extended?
- R19: This is a 1 year contract with up to (2) 1 year renewals under the same terms, conditions and pricing as the original agreement..
- Q20: 1.1.2 (Pg 5) Goals of the Custodial Services Program
Cyber Security Training Requirement:
Is this relevant for the janitorial staff?
- R20: Yes.

Q21: LEED Requirements: LEED CERTIFICATION OF ALL JANITORIAL STAFF ASSOCIATED WITH THIS CONTRACT IS RREQUIRED

Is it accurate that all janitorial staff would need a “LEED Certification” or does this simply mean that all janitorial staff will have received Green Cleaning Training in accordance with the Library’s Green Cleaning Policy?

R21: **Yes, see LEED Requirements on Page 5 under 1.1.2 Goals and Objectives**

Q22: IEQ 3, 3.1, and 3.2 (Pg 45-47) Green Cleaning

- These pages mention the purchase of the appropriate products and equipment meeting the sustainability criteria, establishing operating procedures, and developing strategies, guidelines, and requirements etc.
- the specific products and equipment from Economical Janitorial Services and that they would provide the necessary training specific to their products and equipment.

Does the library have the existing strategies, guidelines, and requirements developed and in place, or is this being asked of the contractor?

R22: **We already have the equipment and green products. Economical will provide training on their equipment and products.**

Q23: Our franchisees are already trained on and utilize state-of-the art cleaning equipment, sustainable processes, and Green Seal Certified cleaning chemicals. Our systems were originally created in 2009 to compliment LEED and the Green Building Rating System developed by the U.S. Green Building Council.

(Ref. question #3) Would the training provided by _____ be considered sufficient for the Library’s Green Cleaning Policy for the initial onboarding and ongoing training required for all janitorial staff associated with this **contract?**

R23: **They will still need to be trained on our specific equipment**

Q24: Attachment B (Pg 53) Pricing Schedule

Item 0001 – Considering that this bid is for “Labor Only”, Is the library looking for the pricing to be broken out Per SQ Ft, Per Hour, or both?

R24: **Refer to Attachment B-1 Pricing Schedule**

Q25: Attachment A (Pg 24) Scope of Services

- Daily Working Hours – A minimum of 52 man hours per day shall be provided for the duration of the below listed hours can be interpreted a couple of different ways given the Current Starting and Ending Times.

Is the library looking for 52 man hours per day 7 days per week regardless of the Starting and Ending Times?

**Ex. 52 man hours per day for 353 days per year (365 - 12 listed HOLIDAYS)

Are the requested man hours per day different for the weekend hours?
Please specify.

Ex. Based on personnel required to achieve 52 man hours in a 12.5hr working day

Monday – Thursday: 7:30am – 8:00pm(12.5hrs) @ 52 man hours per day
Friday: 7:30am – 6:00pm(10.5hrs) @ 44 man hours per day
Saturday: 8:00am – 6:00pm(10hrs) @ 42 man hours per day
Sunday: 1:30pm – 8:00pm(6.5hrs) @ 27 man hours per day

R25: **Yes.**

Q26: It was mentioned during the Pre-Proposal Meeting and Job Site Visit that some services may not apply to this RFP.

1. Item 0007 – Pressure washing?
2. Item 0010 – Cleaning of parking lot and exterior areas?

R26: **1. Item 0007 – We do request pressure washing of certain areas of sidewalk or loading dock/parking lot.
2. Item 0010 – The parking lot and plaza as well as the back loading dock have garbage cans that must be emptied and cleaned. The plaza also has tables to be wiped down.**

Q27: Also, after our walk through. We noticed that trash will have to be taken out for the outside as well. Can we have our own golf car out there to assist our employees with trash pick-ups?

R27: **No.**

Q28: Please clarify if there is a required minimum number of man hours on Saturdays and Sundays. There was some discussion around weekends during the site visit.

R28: **The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).**

The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).

- Q29: Page 55. The Solicitation is asking for a Price Per SQ Ft. This Solicitation reads very similarly to the recent Airport Solicitation. The Airport Solicitation required a man hour rate largely because they requested that the Contractor provide 72-man hours of coverage per day. I'm wondering if the Library Solicitation should require a man hour rate instead of a Price per SQ Ft largely because the Library is requiring 52-man hours per day during the week. The required weekend man hours is not clear at this point.
- R29: Current Starting and Ending Times for *Saturday: • 8:00 a.m. through 6:00 p.m. (At least 1 janitor needs to be scheduled from 2:00 pm to 6:00 pm) Current Starting and Ending Times for *Sunday: • 1:30 p.m. through 8:00 p.m. (At least 1 janitor needs to be scheduled from 4:00 pm to 8:00 pm)
- Q30: What equipment and supplies are provided by the City and/or Library?
- R30: We will supply ALL equipment and supplies needed to provide janitorial services.
- Q31: What equipment and supplies is the Contractor required to provide?
- R31: Just uniforms for your staff
- Q32: Page 26. Does the Library provide the Contractor with 2-way radios?
- R32: yes
- Q33: Page 33. Is the Contractor responsible for providing a cell phone that is dedicated to the site?
- R33: EMPLOYEE CELL PHONE AND RESPONSIVENESS: The Proposer will provide an on-duty cell phone for use by the on-site custodial supervisor. This requirement will supply ONE contact phone number for the Airport staff to contact the on-site supervisor when needed. Custodial requests may be made be for any number of custodial responsibilities such as spill cleanup, spot cleaning, supply replenishment, etc. Custodial employees must answer or return calls made to the on-duty cell phone within 10 minutes during hours of operation.
- Q34: Does the Solicitation require that the Contractor has a full-time site supervisor who is dedicated to the site for 40 hours per week? If so, what is the preferred time that the site supervisor is working on-site?

- R34: We do require a full time site supervisor. It is preferred that the supervisor work various hours to be able to monitor all staff, not just the 8-5 janitors. Maybe rotating between morning shifts/evening shifts would be better.
- Q35: Are there any specific background requirements that Contractor employees must pass in order to work at the Library?
- R35: A background check is required. The specifics should be listed in the RFP packet.
- Q36: Please list all pages in the Solicitation that must be completed to be in compliance with the bid submission requirements.
- R36: Please refer to the RFP and comply with requirements therein.
- Q37: Please provide a copy of the past two janitorial services contracts that have been awarded for the Library. Please include the pricing schedule for the past two janitorial services contracts.
- R37: This request will require a Public Records Request..

PUBLIC RECORDS REQUEST PROCEDURE

Public record requests submitted through publicrecordsrequest@brla.gov will no longer be processed.

To submit this request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for “City Records Request.”

[https://brla.govqa.us/WEBAPP/_rs/\(S\(mze1mn155mjxtapkzz0lghjj\)\)/supporthome.aspx](https://brla.govqa.us/WEBAPP/_rs/(S(mze1mn155mjxtapkzz0lghjj))/supporthome.aspx)

If you have any questions, you may call the Public Records Section at 225-389-3114.

The revisions to the RFP and attachment are as follows:

The Bid Opening date as stated within the RFP.

REVISE the Bid Opening date to February 28, 2024 at 2:00 PM throughout the RFP.

Refer to Page 20, 2.2 Period of Agreement term as written.

ADD to Page 20, 2.2 Period of Agreement Anticipated one (1) year contract beginning approximately April 1, 2024-March 31, 2025 with 2 renewable 12 month options under the same terms, conditions and pricing as the original agreement by mutual written consent of both parties.

Attachment – Mandatory Pre-Proposal Conference and Mandatory Job Site Visit Sign in Sheets held on January 30, 2024 at 1:00 PM

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This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature

Date

Company

**SIGN IN SHEET for Mandatory Pre-Proposal Conference & Mandatory Job Site Visit
RFP 2023-32-1200 - LEED CERTIFIED JANITORIAL SERVICES FOR EAST BATON ROUGE**

PARISH MAIN LIBRARY @ GOODWOOD (LABOR) ONLY

NOTE: ALL REPRESENTATIVES MUST SIGN IN TO DOCUMENT THEIR ATTENDANCE AT THIS MANDATORY PRE-PROPOSAL CONFERENCE

Date: January 30, 2024 Start Time: 1:00 pm End Time: 2:00 pm

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
1 Rhonda Pinosord	EBRPL	225-231-3705	rpinosord@brlg.gov	Rhonda Pinosord
2 Lesca Young	EBRPL	225-231-3705	lyoung@brlg.gov	L Young
3 Paul Laprouse	SES Services	(225) 978-8050	paul@seservices.com	Paul Laprouse
4 Creste Parks	CTI	(318) 521-4874	clbranch@gmail.com	Creste Parks
5 Omar James	ODK Janitorial	(225) 663-0159	odkjanitorial@outlook.com	Omar James
6 Alfred Bell	BELL'S Janitorial ENTERPRISE	225-248-0101	albell21@kadee.com	Alfred Bell
7 Shawn Turner	ACCENT JANITORIAL	225-428-5531	shawn.turner@accent.com	Shawn Turner
8 Londa J Lewis III	Lewis Services	337-938-0675	lewis@lscs.com	Londa J Lewis III
9 Lorraine Lewis II	Lewis Services	1-800-956-8886	lewis@lscs.com	Lorraine Lewis II
10 M. M. Wheeler	M. M. Wheeler Cleaning	335-321-5438	m.wheeler@mmwheeler.com	M. M. Wheeler

SIGN IN SHEET for Mandatory Pre-Proposal Conference & Mandatory Job Site Visit
RFP 2023-32-1200 – LEED CERTIFIED JANITORIAL SERVICES FOR EAST BATON ROUGE
PARISH MAIN LIBRARY @ GOODWOOD (LABOR) ONLY

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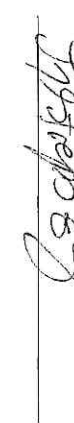


REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
11 <u>Richard Lienhop</u>	<u>Stratus Building Solutions</u>	<u>504.308.3400</u>	<u>rliehop@stratusclean.com</u>	<u>[Signature]</u>
12 <u>Dr. Wilson</u>	<u>Tamelli's Janitorial</u>	<u>504-482-2040</u>	<u>AW@tamelli.com</u>	<u>[Signature]</u>
13 <u>Scott Sanders</u>	<u>Emma Enterprises, LLC</u> <u>dba Jani King of Baton Rouge</u>	<u>225-337-5714</u>	<u>ssanders@janikingcr.com</u>	<u>[Signature]</u>
14 <u>De Foarn</u>	<u>Lt. Col. [Signature]</u> <u>225 388-8289</u>		<u>Herand@brlo.gov</u>	<u>[Signature]</u>
15 _____	_____	_____	_____	_____
16 _____	_____	_____	_____	_____
17 _____	_____	_____	_____	_____
18 _____	_____	_____	_____	_____
19 _____	_____	_____	_____	_____
20 _____	_____	_____	_____	_____

SIGN IN SHEET for Mandatory Pre-Proposal Conference & Mandatory Job Site Visit
RFP 2023-32-1200 - LEED CERTIFIED JANITORIAL SERVICES FOR EAST BATON ROUGE

PARISH MAIN LIBRARY @ GOODWOOD (LABOR) ONLY

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Date: **January 30, 2024** Start Time: **1:00 pm** End Time: **2:00 pm**

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
21 Robert Ford	Stewart's Cleaning Services	225-773-0031	rfordjr@gmail.com	
22 Belle Ford-Banks	Stewart's Cleaning Service P.O. Box 2	725-460-4814	stewartscleaningservice1@gmail.com	
23 Cynthia Matthews	Management Services	225-715-0853	info@management2.com	
24 James T. Maple	Goodwill Industries (BOA)	504-456-2423	tmayle@goodwillna.org	
25 Janice Mayne	Janice Janitorial	225-317-1507	janicemayne@gmail.com	
26 Larry Lynte	Janice Janitorial	"	"	
27 Kenny Mac	Janice Janitorial	"	"	
28 Luisa Restrepo	Tahani Inc.	225-326-8363	luisa@tahani.org	
29 Melissa Sire-Woodrow	Tahani Inc	818-731-6056	melissa@tahani.org	
30 B. Henry Wkadi	Elite Waste & Construction Service	225-313-4234	elitewaste@gmail.com	
	CITY OF BATON ROUGE	225-389-3249	bsstewart@brna.gov	