



BID NUMBER- 50-00143964

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

BID DUE: February 8, 2024 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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist II Name: SHANNA FOLSE
Purchasing Specialist II Email: sfolve@jeffparish.net
Purchasing Specialist II Phone: 504-364-2680**

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.

The screenshot shows a web browser window with the URL <https://www.centralauctionhouse.com>. The page features a navigation bar with the following items: **CENTRALBIDDING** (with a sub-label 'FROM CENTRAL AUCTION HOUSE'), **ABOUT US**, **TESTIMONIALS**, **CENTRAL BIDDING**, **#PROCUREMENT SOLUTIONS**, **LOGIN**, and **REGISTER**. A dropdown menu is open under 'CENTRAL BIDDING', listing **Bids by Agency**, **Search Bids**, **Bid Bonds**, and **Contact Us**. The main content area has a background image of hands holding a pen over a document, with the text: **Central Bidding** is the leading provider of online bidding services to local agencies. Below this is a navigation bar with three buttons: **CENTRAL BIDDING**, **SURPLUS SALES**, and **REGISTER NOW!**. The statistics section on the left lists: **\$41.6 Billion**, **38,136 Bid Opportunities**, **18,123 Vendors**, and **568 Agencies**. To the right, there is a heading **Browse Thousands of Public Bids today!**, a paragraph of text describing the company's history and services, and a **Learn More >** button. The URL at the bottom left is <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

**LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL
CONTRACT FOR DEDICATED FACILITIES UNDER JURISDICTION OF THE
DEPARTMENT OF JUVENILE SERVICES**

BID #50-00143964

SECTION 1.0 – MANDATORY PRE-BID CONFERENCE AND INSPECTION:

A **Mandatory Pre-Bid Conference** and inspection of the site shall be held concurrently as follows:

Location: Jefferson Parish Department of Juvenile Services
1546 Gretna Boulevard, Harvey, LA 70058
1st Floor Multi-Purpose Room

Date: January 25, 2024

Time: 9:00 a.m.

After the completion of the Mandatory Pre-Bid Conference there will be a mandatory inspection of the sites, as follows:

1. Jefferson Parish Juvenile Court
1546 & 1546-B Gretna Blvd.
Harvey, LA 70058

2. Jefferson Parish Juvenile Services – Eastbank Office
3420 N. Causeway Blvd.
Metairie, LA 70002

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 and inspections. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

All bidders shall visit all building sites at the Pre-Bid Conference to familiarize themselves with the sites and the required work. There will be no allowance for lack of knowledge of any existing conditions.

SECTION 2.0 – SCOPE:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services, **to begin on May 1, 2022.**

SECTION 3.0 –LICENSE REQUIREMENTS:

The following Louisiana State Commercial license shall be required for this project:

- Specialty: Soft abrasive cleaning, janitorial services, and household waste removal

SECTION 4.0 – BONDS

- **Surety Bond:** A Surety Bond in the amount of 5% of the total bid amount will be required with bid submission.
- **Performance Bond:** A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.
- **Payment Bond:** A payment bond in the amount of 50% of the **total contract amount (all four (4) line items)**. Payment bond shall be produced upon contract execution.

SECTION 5.0 – QUANTITIES/INSPECTION:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. Estimated square footages to be serviced are listed below:

1. **Jefferson Parish Juvenile Court**
1546 Gretna Blvd.
Harvey, LA 70058

Approximately 30,898 square feet

Approximately 115 employees

Offices*: 30

Court Rooms: 4

File Rooms: 2

Publics Restrooms: 2

Employee Restrooms: 7

Lounge/kitchen: 1

2. **Jefferson Parish Juvenile Justice Administration Complex**
1546-B Gretna Blvd.
Harvey, LA 70058

Approximately 36,800 square feet

Approximately 157 employees

Offices*: 53

Restrooms (all with potential public access): 8

Lounge/kitchen: 2

Including Jefferson Parish Sheriff's Office Intake Center with the following:

Offices*: 6 (non-accessible)

Publics Restrooms: 2

Employee Restrooms: 2

3. **Jefferson Parish Juvenile Services – Eastbank Office**
3420 N. Causeway Blvd.
Metairie, LA 70002

Approximately 7,500 square feet

Approximately 25 employees

Offices*: 23

Lounge/kitchen: 1

Publics Restrooms: 2

Employee Restrooms: 3

Jefferson Parish reserves the right to add or delete square footage for each listed building to be cleaned at any time due to vacancies, additions, remodeling, etc.

Floor plans will be provided to the successful bidder upon request.

*Offices may refuse cleaning services by closing and/or locking their door, and placing their wastebasket outside of the office.

SECTION 6.0 – BID SPECIFICATIONS:

The successful contractor shall cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services. The contract will be for a period of two (2) years, beginning on May 1, 2022 and ending on April 30, 2024.

- **SECTION 6.1 – PERSONNEL:**

The successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience, including proper operation of a trash compactor. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes. Sub-contractors of the successful bidder will be allowed for up to fifty percent 50% of the total contract work/amount.

The contractor'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 and visible 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 contractor shall have a responsible supervisor at each location while employees are working. For safety reasons, at no time under this contract shall the contractor have only one (1) employee working at any location. All supervisors must be able to proficiently read, write, speak and understand the English language.

The contractor's employees will NOT be allowed to have visitors or to bring children to the job site.

The contractor's employees shall conduct themselves in a workman like manner at all times. The contractor shall remove any employee not conducting him/herself properly.

If an employee is being replaced for any reason, the supervisor must notify the Department of Juvenile Services 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 for a fifty (50%) percent point deduction in that month's inspection report.

- **SECTION 6.2 – HOURS OF WORK:**

The performance of all 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.

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 Juvenile Services.

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

- **SECTION 6.3 – CLEANING SUPPLIES/EQUIPMENT:**

The successful bidder will be required to supply all equipment necessary to perform cleaning, including paper products, and other items necessary to clean and stock the bathrooms and kitchens, including, but not limited to:

- Toilet paper
- Paper towels
- Paper hand towels
- Trash liners
- Soap
- Hand Sanitizer
- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid
- Vacuums
- Telescoping pole

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. All equipment must be labeled and identified with the successful bidder's name at all times.

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 Juvenile Services.

- **SECTION 6.4 – PERFORMANCE:**

The successful contractor shall be expected to perform 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 inspection in order to determine the degree of performance.

A REPORT WILL BE MADE OF THESE INSPECTIONS AND GIVEN TO THE PROPERTY MANAGER IN CHARGE OF THAT BUILDING. AT THE END OF THE MONTH, THE 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 "JANITORIAL SERVICES PERFORMANCE RATING".

Therefore, 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 7.0 – BILLING:

The contractor 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 Jefferson Parish Department of Juvenile Services. 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 purchase order number shall be indicated on the invoices. Payment terms on all invoices shall be net 30.

SECTION 8.0 – 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 9.0 – CANCELLATION CLAUSE:

The Parish of Jefferson reserves the right to cancel the entire contract or any individual site/building at any time and for any reason by issuing a thirty (30) day written notice to the contractor.

SECTION 10.0 – SERVICES:

JUVENILE COURT

The Juvenile Court is located at 1546 Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 30,898 – with approximately 115 employees.

The following areas will be excluded from this contract:

- Equipment Room – 1st Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. 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 Juvenile 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.
4. The contractor will be responsible for **TURNING ALL LIGHTS OFF** and **LOCKING ALL DOORS**. The contractor will also be responsible for **ARMING ANY 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 month's invoice for each occurrence.
5. 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 tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
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 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. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
8. All other interior glass 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. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - 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 supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant.

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 desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
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.
6. All handrails, including stairways, shall be cleaned if needed.

Monthly Services:

1. Dust above hand 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 area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

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

As-Needed Services (See “As-Needed Services – All Buildings under Contract”

1. General emergency/as needed cleaning for entire 30,898 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

JUVENILE JUSTICE ADMINISTRATION COMPLEX

The Juvenile Justice Administration complex is located at 1546-B Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 36,800 – with approximately 157 employees.

The following areas will be excluded from this contract:

- Mechanical Rooms – 1st Floor and 2nd Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. 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 Juvenile 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.

4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY 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 month's invoice for each occurrence.
5. 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 tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
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 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. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass 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. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms.
Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.
 - 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 supplied by vendor.
- j. Wipe all bathroom door handles, inside and outside with disinfectant

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 desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
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.
6. All handrails, including stairways, shall be cleaned if needed.
7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

1. Dust above hand 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 area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment

Semi-Annual Services:

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

As-Needed Services (See “As-Needed Services – All Buildings under Contract”

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

JUVENILE SERVICES – EASTBANK OFFICE

The Juvenile Services – Eastbank Office is located at 3420 N. Causeway Blvd, Metairie, LA 70002. The approximated square footage to be cleaned is 7,500 – with approximately 25 employees.

The following areas will be excluded from this contract:

- Mechanical Room

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. 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 Juvenile 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.
4. The contractor will be responsible for **TURNING ALL LIGHTS OFF** and **LOCKING ALL DOORS**. The contractor will also be responsible for **ARMING ANY 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 month’s invoice for each occurrence.
5. 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 tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.

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 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. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass 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. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - 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 supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant

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 desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.

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.
6. All handrails, including stairways, shall be cleaned if needed.
7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

1. Dust above hand 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 area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

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

As-Needed Services (See "As-Needed Services – All Buildings under Contract")

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

As-Needed Services - All Buildings under Contract

1. General Emergency/As Needed Cleaning

A. Vendor shall provide an hourly rate for a day-time janitorial employee for any additional emergency/as needed cleaning services. This hourly rate unit should be included in your bid total.

B. The employee assigned to this task will work select hours as needed.

C. See attached job description titled "Day Time Janitorial Employee Job Description".

2. Carpet cleaning

A. Vendor shall provide a square footage unit cost for carpet cleaning, which includes all labor and materials for total wet extraction for all buildings under this contract. This square footage rate should be included in your bid total.

B. The Bonnet Wet Extraction Cleaning System is not an acceptable form of carpet cleaning.

3. Tile and hard surface floor refinishing

A. Vendor shall provide a square footage unit cost for tile and hard surface floor refinishing, which includes all labor and materials for stripping, waxing and buffing. This square footage rate should be included in your bid total.

Day Time Janitorial Employee Services (As-needed/requested)

A day time janitorial employee will be provided in the case of need for an emergency cleaning. Vendor will be contacted by the Property Manager or the Assistant Property Manager in the event that the day time janitorial employee is needed. Employee shall be used on an hourly basis for intermittent work for either or both locations under contract. The hourly rate shall be included in the total bid amount.

The as-needed day time janitorial employee will be responsible for the following list of duties:

1. Pull trash from all trash cans; place trash in utility trucks. Trash is then to be trucked to dumpsters or trash compactors outside. (Contractor is to provide rain gear).
2. Vacuum all carpeted floors; around and under desk, 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. File cabinet tops, fronts, etc.
 - E. Window ledges
 - F. Base Molding
 - G. Lamps, shades, and bases
 - H. Dust up to 12ft height
5. Dust:
 - A. Return air grills on ceilings 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

7. Restrooms:

- A. Wash and wipe down;
 - a. Vanity tops and sinks
 - b. Partition walls and doors, inside and out
 - c. Toilets, sides, backs and seats (both sides)
 - d. Back wall behind toilet
 - e. Urinal's inside and out; remove debris from bowl
 - f. Swab inside of toilet bowl with toilet mop or brush using cleaner or disinfectant
 - g. Remove graffiti, liter, gum, etc.
 - h. Wet-mop floors with disinfectant daily
- B. Polish all chrome, ceramics and porcelain fixtures including behind toilets and under vanities.

8. Elevator:

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

8. Shake out and vacuum all entrance mats

9. Sift out cigarette butts from urn

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 tiles, etc.

12. Install paper products and hand soap.

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

17. Contractor's employee shall follow all work rules and safety in a safe and productive manner.

18. Employee will not be required and will not be paid for holidays. A copy of the 2022 holiday schedule will be provided upon contract signing.
19. During emergencies (i.e. hurricanes) when employees are sent home early, they 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 employees' time worked. The contractor will only be paid the actual hours recorded on the time card. Jefferson Parish will not pay for lunch periods.

DATE: 1/10/2024
BID NO.: 50-00143964

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 2/08/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting 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

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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. 136353 and/or Resolution No. 141125 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 via email to the Purchasing Specialist's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

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

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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 local 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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

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.

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 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 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. 136353 or 141125 as amended. 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: JUVENILE SERVICES 1546 GRETNA BLVD., HARVEY, LA 70058 @ 9:00 A.M. ON 1/25/2024

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies) When 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

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

Acknowledge Receipt of Addenda: NUMBER: _____

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.

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 _____.

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

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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 **Invitation to 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.

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 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.

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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

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.