



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 10, 2024

ADDENDUM # 1

Bid Number: 50-00145125

Receipt Date: May 21, 2024

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

Revision:

Please remove the original specifications in its entirety and replace them with the revised specifications attached.

Changes were made to the daily, weekly, monthly, quarterly, and semi-annual services and, Section 10.1 was added to clarify the expectations of these 3 separate line items on the bid

*** REVISED SPECIFICATIONS ATTACHED ***

*** DEADLINE FOR WRITTEN INQUIRIES IS MAY 14, 2024 BY 12:00 P.M***

***REMEMBER TO ACKNOWLEDGE THIS ADDENDUM BY NUMBER ON YOUR BID SUBMISSION. ***

Sincerely,

A handwritten signature in blue ink, appearing to read "Shanna Folse".

Shanna Folse, Purchasing Specialist II
Jefferson Parish Purchasing Department

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

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

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

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
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**LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR
JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER
JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES**

BID #50-00145125

SECTION 1.0 – SITE VISITS:

All prospective bidders can schedule a site visit through Donald Spell, Property Manager, Department of Juvenile Services between 7:30 a.m. to 3:30 p.m. Monday through Friday. Mr. Donald spell can be reached at (504) 364-3750 ext. 87408.

All bidders shall visit all building sites 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 the first day of the month following the date of contract execution.**

SECTION 3.0 –LICENSE REQUIREMENTS:

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

- Specialty: Industrial Cleaning and Material/Waste Handling

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
(Equipment Room – 1st Floor excluded from cleaning services)

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
(Mechanical Rooms – 1st & 2nd Floors excluded from cleaning services)

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 (Current)**
3420 N. Causeway Blvd.
Metairie, LA 70002
(Mechanical Room excluded from cleaning services)

Approximately 7,500 square feet
Approximately 25 employees
Offices*: 23
Lounge/kitchen: 1
Public Restrooms: 2
Employee Restrooms: 3

4. **Jefferson Parish Juvenile Services East Bank Office Building (New)**
100 David Drive
Metairie, LA 70003
(Mechanical Rooms – 1st & 2nd Floors excluded from cleaning services)

Approximately 11,500 square feet
Approximately 30 employees
Offices*: 31
Lounge/kitchen: 3
Meeting Conference Rooms: 3
Public Restrooms: 4
Employee Restrooms: 5

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, to **begin on the first day of the month following the date of contract execution.**

PLEASE NOTE THAT THE NEW JEFFERSON PARISH JUVENILE SERVICES EAST BANK OFFICE BUILDING LOCATED AT 100 DAVID DRIVE, METAIRIE IS EXPECTED TO OPEN IN MARCH 2025. ONCE THE OLD JEFFERSON PARISH JUVENILE SERVICES EAST BANK OFFICE BUILDING LOCATED AT 3420 N. CAUSE BLVD., METAIRIE IS VACATED, JANITORIAL SERVICES WILL DISCONTINUE AT THAT LOCATION.

- **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 “**JANITORAL 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 FOR ALL BUILDINGS:

GENERAL:

1. Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility. (PLEASE REFER TO SECTION 6.3 – CLEANING SUPPLIES/EQUIPMENT)
2. 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.
3. 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.
4. 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 dumpster located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be checked and emptied; cleaned as needed.

3. All entry way floor mats and floors under the 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; sweep/vacuum elevator.
6. All **entrance** glass doors and windows shall be spot cleaned as needed. 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.
10. Remove all trash and paper from stairwells.
11. All stairwells must be free of trash and spot cleaned as necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed (as needed).
13. Damp wipe table tops and seats in kitchen areas.
14. Wipe down chairs in lobby or waiting areas.
15. All exterior building entrances shall be cleaned and swept if needed.
16. 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. Spot clean 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 (as needed).
 - 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 must be dust mopped with treated mop, and damp mopped.
2. Vacuum all carpeting.

3. Wipe all non-office doors with disinfectant.
4. Elevator tile floors shall be mopped (and waxed if necessary); inside of elevator including the walls and any glass shall be wiped and cleaned.
5. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
6. Fully clean and polish all mirrors in restrooms; all toilet/urinal partitions shall be washed and disinfected.
7. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
8. 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, mopped, and dusted for cobwebs (if necessary).
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.

QUARTERLY SERVICES:

1. 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.

SECTION 10.1 – “AS NEEDED” SERVICES FOR ALL BUILDINGS:

The below services are “as needed” and each appear as a separate line item for pricing.

- **CARPET CLEANING (AS NEEDED):**

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

cleaning. This service will only be provided at the direct request of the Department.

- **TILE AND HARD SURFACE FLOOR REFINISHING (AS NEEDED):**

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 service will only be provided at the direct request of the Department.

- **HOURLY DAY TIME JANITORIAL EMPLOYEE (DAY PORTER) – (AS NEEDED):**

Vendor shall provide an hourly rate for a day-time janitorial employee (Day Porter). This employee will be used on an hourly basis for intermittent work for all locations under contract. This service will only be provided at the direct request of the Department. **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
6. 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.
7. 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 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.

**JANITORIAL SERVICES
PERFORMANCE
RATING**

**Juvenile Services and
Juvenile Court**

Date: _____

Month of Service: _____

LOBBY/ENTRANCE	Total Max Score of 30 (5 points each)
Elevator/Elevator Doors	
Door/Glass	
Tile/Carpet	
Chairs	
Corners Edges	
Furnishings	
Total	

OFFICES	Total Max Score of 75 (5 points each)
Corners/Edges	
Baseboards	
Low Dusting	
High Dusting	
Desk/Chairs	
Walls/Vertical Surfaces	
Light Switches	
Blinds	
Partition Glass	
Stairs	
Trash Containers	
Tile	
Carpet	
Water Fountains	
Door Knobs	
Total	

RESTROOMS	Total Max Score of 70 (5 points each)
Soap Dispensers	
Trash Containers	
Hand Towel Dispenser	
Toilet Paper	
Walls	
Stalls	
Toilets	
Urinals	
Basins	
Counter Area	
Bright Work	
Mirrors	
Floors	
Corner/Edges	
Total	

QUESTIONS	Total Max Score of 35 (5 points each)
Has vendor corrected past problems?	
Have vendor/client communicated weekly?	
Are supply closets in order?	
Does vendor have adequate cleaning supplies?	
Are MSDS kept with janitorial supplies?	
Do employees have and display id badges?	
Did vendor notify DJS of any employee replacement?	
Total	

Total Possible Score	210
Total Actual Score	0
Deductions	210
Percentage	0%

*Anything over 90% would round up to 100% of invoice amount

Monthly Invoice Price	
Invoice Percentage to be Paid	0%
Total Invoice Amount to be Paid	

Janitorial Services Representative:

JP Representative: