

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: 11/15/16 11:00 AM CST
TITLE: A16-0401 "Furnishing and Cleaning of Linens and Janitorial Items"	RETURN BID TO: PURCHASING DIVISION	
ANNUAL CONTRACT NO: A16-0401 CONTRACT PERIOD: 12 MONTHS AD DATES: 10/21 & 11/04	<u>Mailing Address:</u> PO Box 1471 Baton Rouge, LA 70821	<u>Physical Address:</u> 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802
SHIP TO ADDRESS: Various Sites (See pages 8-9)	Contact Regarding Inquiries: Purchasing Analyst : Arvin F. Jones Telephone Number: 225-389-3259 x 310 Email: afjones@brgov.com	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	
QUESTIONS TO BE COMPLETED BY VENDOR: <ol style="list-style-type: none"> 1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER 2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration. 3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY) 		

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City - Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
16. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
17. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
18. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.
19. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
20. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
21. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES ___NO___. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

24. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
25. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
26. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
27. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>
28. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
29. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.
30. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
31. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18

U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in

accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

City of Baton Rouge
Parish of East Baton Rouge
Purchasing Division

Specification No. 95470.09
Furnishing & Cleaning of Linens
& Janitorial Items

GENERAL: The intent of this specification is to establish prices for furnishing, cleaning and delivery of linen and janitorial items as specified below. The evaluation of the products and services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agencies.

PRICING BASIS: City Parish agencies shall have the option of requesting this service on a weekly basis or once every two (2) weeks (bi-weekly) except for mats. Wastewater Treatment Divisions will have weekly mat service, all other locations will have once every two (2) weeks (bi-weekly) service. There shall be NO minimum quantity charge and NO replacement cost shall be incurred by City Parish for items damaged, lost or stolen. Exchange cost shall include all charges for pick-up and delivery of clean exchanged items for various City Parish locations. All items furnished shall be maintained in good serviceable condition. All delivery tickets shall bear a legible signature of an employee of the City of Baton Rouge to insure payment of invoices. Delivery sites may be added or deleted during this contract period, see pages nine (9) and ten (10) for delivery sites.

MOPS AND HANDLES: Dust mops shall be a professional grade, treated mop manufactured from Grade "A" long staple cotton or rayon material. Mop shall fit securely on the handle while in use, with a quick change refill head. Handles for dust mops shall have a minimum width of 1" and length not less than 56" or exceed 60". Cost of mop handles are to be included in prices for mops. Vendor shall provide one mop handle for every two (2) mop heads.

SERVICE REQUIREMENTS: There shall be a minimum quantity of twenty (20) mop heads and twenty (20) mats of various sizes in service at all times. Any changes in quantities or schedule of mops and handles must be authorized by a City Parish Representative. Mops shall be exchanged weekly and are primarily used by the City Parish Building Maintenance Division but may be used by any City parish agency requesting services.

DELIVERY: See pages eight (8) and nine (9) for delivery sites, however additional delivery sites may be added or deleted during this contract period.

AWARD BASIS: Award will be ALL or NONE and basis shall be the estimated total annual cost of exchanged items.

NOTE: ENERGY SURCHARGES SHALL NOT BE PAID BY THE CITY OF BATON ROUGE.

LOCATIONS TO BE SERVICED WEEKLY

Airport/Administration
 B R Metro Airport
 9430 Jackie Cochran Drive
 Baton Rouge LA

DPW Environmental
 4445 Plank Road
 Baton Rouge LA

Animal Control
 2680 Progress Road
 Baton Rouge LA

DPW Inspection Dept.
 300 North 10th Street
 Baton Rouge LA

DPW Central Garage
 333 Chippewa Street
 Baton Rouge LA

B R City Police Management.
 333 Chippewa Street
 Baton Rouge LA

North Landfill
 16001 Samuels Road
 Baton Rouge LA

Charlie Thomas Memorial
 Head Start
 8686 Pecan Tree
 Baton Rouge LA

DPW Wastewater Treatment
 Central Plant
 2443 River Road
 Baton Rouge LA

Freeman Matthews Head Start
 1383 Napoleon Street
 Baton Rouge, LA

DPW Wastewater Treatment
 South Plant
 2850 Gardere Lane
 Baton Rouge LA

Southern University Head
 Start, Bldg 131
 Southern University Campus
 Baton Rouge, LA

La Belle Air Head Start
 1919 N Christy Drive
 Baton Rouge LA

DPW Wastewater Treatment
 North Plant
 50 Woodpecker
 Baton Rouge LA

CIB Annex/WWC
 4445 Plank Road
 Baton Rouge LA

New Horizon Head Start
 1111 North 28th Street
 Baton Rouge LA

DPW Wastewater Collection
 329 Chippewa Street
 Baton Rouge LA

DPW Building Maintenance
 444 St. Louis Street
 Baton Rouge LA

Progress Head Start
 1881 Progress Road
 Baton Rouge, LA

LOCATIONS TO BE SERVICED ONCE EVERY TWO (2) WEEKS (BY-WEEKLY)

Fire Department Headquarters
8011 Merle Gustafson
Baton Rouge LA

Juvenile Services
8333 Veteran Memorial Blvd.
Baton Rouge LA

North Maintenance
17301 Scotland-Baker Hwy.
Baton Rouge LA

EMS Coursey Boulevard
11010 Coursey Blvd
Baton Rouge LA

EBR Juvenile Court
8333 Veteran Memorial Blvd.
Baton Rouge LA

EMS Perkins Road
4025 Perkins Road
Baton Rouge LA

EMS Metro Airport
4131 Harding Blvd.
Baton Rouge LA

Juvenile Srvs - Detention
8333 Veteran Memorial Blvd.
Baton Rouge LA

Wonderland Head Start
1500 Oleander Street
Baton Rouge, LA

EMS Administration
3801 Harding Blvd
Baton Rouge LA

EMS Zachary
4525 Main Street
Zachary LA

EMS Perkins Road
4025 Perkins Road
Baton Rouge LA

EMS Sullivan Road
11644 Sullivan Road
Baton Rouge, LA

EMS -6
3024 Florida Blvd
Baton Rouge, LA

EMS-14
5758 Claycut
Baton Rouge, LA

EMS YMCA
8140 YMCA
Baton Rouge, LA

EMS Lavey Lane
6252 Lavey Lane
Baker, LA

EMS Evangeline St.
3142 Evangeline St.
Suite B
Baton Rouge, LA

EBRP Planning Commission
1100 Laurel Street, 1st floor
Baton Rouge, LA

CITY OF BATON ROUGE
 PARISH OF EAST BATON ROUGE

Exhibit "A"

CONTRACT: A16-0401
 FOR
 FURNISHING AND CLEANING OF LINENS AND JANITORIAL ITEMS

BID PAGE

ITEM NO.	DESCRIPTION	ESTIMATED WEEKLY USE	WEEKLY CLEANING PRICE EACH
<u>LINENS</u>			
1.	Towels, kitchen, white, approximate size 17" x 20"	119	\$ _____
2.	Aprons, bib, white, kitchen cook's	15	\$ _____
3.	Towels, bath, 100% cotton, Approximate size 20" x 44".	140	\$ _____

UNIT BID EXCHANGE PRICE

ITEM NO.	DESCRIPTION	ESTIMATED WEEKLY USE	PRICE EACH
<u>DUST MOP & FRAME SIZE</u>			
	<u>24"</u>	24	
4.	Weekly		\$ _____
5.	Bi-weekly		\$ _____
	<u>36"</u>	6	
6.	Weekly		\$ _____
7.	Bi-Weekly		\$ _____

Exhibit "A"

ITEM NO.	DESCRIPTION	ESTIMATED WEEKLY USE	PRICE EACH
	<u>MATS</u>		
	<u>Treated, no. 15, black, 3' x 5'</u>	44	
8.	Weekly		\$ _____
9.	Bi-Weekly		\$ _____
	<u>Trackctl, drk gray 3' X 4' Mat</u>	2	
10.	Weekly		\$ _____
11.	Bi-Weekly		\$ _____
	<u>Treated, No. 24, black, 4' x 6'</u>	143	
12.	Weekly		\$ _____
13.	Bi-Weekly		\$ _____
	<u>Synthetic, No. 15, red, 3' x 5'.</u>	12	
14.	Weekly		\$ _____
15.	Bi-Weekly		\$ _____
	<u>Slate No. 7, 2-1/2' x 3"</u>	22	
16.	Weekly		\$ _____
17.	Bi-Weekly		\$ _____
	<u>Runner, No. 30, black, 3' x 10'.</u>	9	
18.	Weekly		\$ _____
19.	Bi-Weekly		\$ _____
	<u>Safety Message, 3' x 5'</u>	23	
20.	Weekly		\$ _____
21.	Bi-Weekly		\$ _____

Exhibit "A"

ITEM NO.	DESCRIPTION	ESTIMATED WEEKLY USE	PRICE EACH
	<u>MISCELLANEOUS</u>		
	<u>Shop Towels, red, 18" x 18"</u>	196	
22.	Weekly		\$ _____
23.	Bi-Weekly		\$ _____
	<u>Fender Covers</u>	9	
24.	Weekly		\$ _____
25.	Bi-Weekly		\$ _____
	<u>Industrial Shop Aprons, Blue Denim</u>	6	
26.	Weekly		\$ _____
27.	Bi-Weekly		\$ _____

AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the 01 day of January, 2017, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and _____ (herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title A16-0401 "Furnishing and Cleaning of Linens and Janitorial Items"

Contract Period January 1, 2017 through December 31, 2017

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. Bid Documents complete with terms and conditions
 - B. The Contractor's Proposal with all attachments.
 - C. The Specifications
 - D. The following enumerated addenda:
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
Owner

WITNESS:

By _____
Patti J. Wallace, CPPB, Director of Purchasing

WITNESS:

Contractor

By _____

(Typed Name and Title)