



BID #50-00130735

**TWO (2) YEAR JANITORIAL SERVICES CONTRACT AT VARIOUS
BUILDINGS FOR THE EASTBANK & WESTBANK JEFFERSON PARISH
LIBRARY DEPARTMENT**

June 11, 2020 @ 2:00 P.M.

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street-Suite 4400
Gretna, LA 70053
Buyer II Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
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EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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PURCHASING DEPARTMENT ANNOUNCEMENT

Due to Covid-19 safety precautions, all public bid openings have been suspended. The bid opening will continue and be made available via phone conference. Advertised bids will be accepted through Central Bidding or manual submission.

Manually-submitted bids will only be accepted from 1:30 – 1:59 p.m. on the day of the bid opening or by appointment. If submitting on the day of the bid opening, bidders must submit at the General Government Building. The Purchasing Department will have a table set up to receive sealed bids at the entrance inside of the building.

The bid opening will be made available by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

The bid opening will begin at 2:30 p.m.

While the Purchasing Department is closed to the public, if you have any questions, please contact the department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

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TWO (2) YEAR CONTRACT FOR JANITORIAL SERVICES AT VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST AND WEST BANK, FOR THE LIBRARY DEPARTMENT.

BID #50-130735

SECTION 1.0 - MANDATORY TELEPROMPT PRE-BID CONFERENCE:

All bidders must attend the Mandatory pre-bid teleconference and will be required to state their name at the beginning and at the end 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 teleconference and shall remain in attendance for the duration of the teleconference. Any prospective bidder who fails to attend the teleconference or remain for the duration shall be prohibited from submitting a bid for the project.

Conference will be on May 28, 2020 at 10:00 AM via teleconference. The teleconference will be made available by calling the following: Dial-in Number: (504)323-1800, Meeting ID: 181357

This conference is held to allow questions to be asked, noted, and procedures for answers, and inspection of the site with the Owners representative, etc.

The mandatory 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 specifications and/or contract without additional costs to Jefferson Parish Library.

- **Section 1.1 Quantities/Inspections:**

Bidders must inspect the site prior to the submission of their bid, in order to determine the proper amount of man hours, supplies, and equipment to correctly service the buildings.

SECTION 2.0 -SCOPE

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a contract for janitorial services at the above listed fifteen (15) library buildings.

This is a two-year contract.

Bidders must bid on all locations. No partial bids will be accepted.

SECTION 3.0 - BONDS

- **Surety Bond:** A 5% Surety Bond will be required with Bid submission.
- **Performance Bond:** A Performance Bond in the amount of 50% of the contract amount will be required at the signing of the formal contract.
- **Payment Bond:** A Payment Bond in the amount of 50% of the contract amount will be required at the signing of the formal contract.

SECTION 4.0 - BACKGROUND CHECKS:

As per LSA.R.S.14:91.2 (Sexual Offenders on Library Property) the successful bidder will be required to provide the Jefferson Parish Library Department with background and criminal record checks for each employee working at any of the above listed buildings. The contractor will provide the Library with a list of current personnel who will be cleaning the library and work locations of each employee. This list will be updated and provided to the Jefferson Parish Library Property Manager or his designee within twenty-four (24 hours), to include background and criminal records check for new employees and when personnel and/or work locations changes.

SECTION 5.0 - ADDITIONS/DELETIONS:

Jefferson Parish Library Department has the right to add or delete footage to be cleaned at any time due to vacancies, additions, remodeling, openings, closures, etc. Jefferson Parish Library Department will pay the contractor based upon the occupied square footage for that month.

A five (5) day notice will be given to the successful bidder prior to the reduction or addition of service.

SECTION 6.0 REQUIRED LICENSE:

A Louisiana State Contractors License with a Specialty Classification in Janitorial Services (7-288) is required.

SECTION 7.0 SUB-CONTRACTORS:

All janitorial personnel must be employees of the successful bidder and paid by Company check, with the following exception: a maximum of 20% of the employees may be sub-contract workers. All other requirements of this contract shall apply to sub-contractor work. The successful bidder shall furnish the names of all sub-contract companies to the library prior to award of contract.

NOTE: NO CASUAL LABOR WILL BE ALLOWED AS PART OF THIS CONTRACT

SECTION 8.0-PERFORMANCE

The performance of janitorial work under this contract shall be completed thirty (30) minutes before the library closes, with the exception of vacuuming which shall start at closing time. The exception to this is for the daily services and daily janitor as noted in Sections 8.1 and 8.2, and except for authorized special project cleaning. The following Library buildings will be included in this schedule:

East Bank Regional Library (See Section 7.1) (135,000 SQFT)
Belle Terre Library (7,375 SQ FT)
Charles A. Wagner Library (6,400 SQFT)
Jane O Brien Chatelain Westbank Regional Library (See Section 7.2) (35,000 SQFT)
Gretna Library (5,600 SQFT)
Harahan Library (3,000 SQFT)
Lafitte (4,500 SQFT)
Lakeshore Library (7,680 SQFT)
Live Oak Library (5,412 SQFT)
North Kenner Library (9,350 SQFT)
Old Metairie Library (10,000 SQFT)
River Ridge Library (10,000 SQFT)
Rosedale Library (7,138 SQFT)
Terrytown Library (7,625 SQ FT)
Westwego Library (7,183 SQFT)

The bidders are encouraged to check the hours of operation for the above listed locations. Library hours are subjected to change.

- **Section 8.1 Eastbank Regional Library (135,000 SQFT)**

Janitorial services on the Administration side must be completed between 8:30 a.m. to 4:30 p.m., Monday through Friday. No services will be allowed at other times.

Janitorial services on the Public/Patron side shall begin at 7:00 a.m. and must be completed at 9:00 a.m. Monday through Saturday. On Sunday the cleaning shall be done as per Section 7.0.

The performance of the work under this contract shall include a day janitor for Eastbank Regional to provide janitorial and cleaning services, i.e., emptying meeting room trash containers, emergency clean-up of spills, sickness, monitoring and cleaning of the meeting rooms and bathrooms throughout the day, and other duties assigned by the library, etc. All bathrooms on the Administration side shall be serviced hourly (9:00 a.m. through 4:30 p.m. Monday through Friday). All bathrooms and the meeting rooms on the Public/Patron side shall be serviced hourly Monday through Thursday, beginning at 9:00 a.m. until 9:00 p.m. (12 hours per day); Friday and Saturday beginning at 9:00 a.m. until 5:00 p.m. (8 hours per day), and Sunday beginning at 1:00 p.m. until 5:00 p.m. (4 hours per day) for a total of 68 hours per week.

Additional personnel shall be provided to cover the lunch period for the day janitor.

NOTE: THE DAY JANITOR SHALL PERFORM DUTIES LISTED ABOVE FOR THE DAY JANITOR AND MAY NOT PERFORM OTHER JANITORIAL DUTIES.

The day janitor must be supplied with a cell phone for contact by the Library Staff, and the number will be listed in the log book.

The contractor must ensure that his/her personnel cooperate with all employees, patrons, and visitors of this facility.

- **Section 8.2 Jane O'Brien Chatelain Westbank Regional Library (35,000 SQ FT)**

The performance of the work under this contract shall include a day janitor for Jane O'Brien Chatelain Westbank Regional to provide janitorial and cleaning services, i.e., meeting room trash containers, emergency clean-up of spills, sickness, monitoring and cleaning the meeting rooms and bathrooms throughout the day, and other duties assigned by the library, etc. All bathrooms and the meeting rooms shall be service hourly. Services will be for both the Administration and Public/Patron's areas as needed, Monday through Thursday, beginning at 9:00 a.m. until 9:00 p.m. (12 hours per day); Friday and Saturday beginning at 9:00 a.m. until 5:00 p.m. (8 hours per day), and Sunday beginning at 1:00 p.m. until 5:00 p.m. (4 hours per day) for a total of 68 hours per week.

NOTE: THE DAY JANITOR SHALL ONLY PERFORM DUTIES LISTED ABOVE FOR THE DAY JANITOR AND MAY NOT PERFORM OTHER JANITORIAL DUTIES.

The day janitor must be supplied with a cell phone for contact by the Library Staff, and the number be listed in the log book.

The contractor must ensure that his/her personnel cooperate with all employees, patrons, and visitors of this facility.

- **Section 8.3 –Overtime & After Hours**

If the Library Department incurs overtime or additional costs as a result of the contractors failure to secure the building(s) – these costs (\$50.00 per hour) will be deducted from the following months invoice.

All cleaning work for special project cleaning must be done after library hours with prior approval from the Library Property Manager.

The contractor's supervisor must also be equipped with a cellular phone to be contacted easily, and must be available to visit with tenants to resolve complaints no later than 3:30 p.m. on that day.

SECTION 9.0-CONTRACTORS RESPONSIBILITES & EXPECTATIONS

The contractor will be responsible for using designated doors only for the removal of daily trash/litter and debris. At the end of cleaning time, janitorial staff will use designated exit doors, and be responsible for locking and securing these designated doors.

Each and every employee shall wear a smock or shirt with the company name on it, and have a picture I.D. badge, on the left chest area, furnished by the contractor, identifying the contractor and the employee.

The contractor must consider the security and integrity of the Library before, during, and after the daily janitorial cleaning. Prevent access by the public to materials, tools, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Bidder, and must be protected and secured to the satisfaction of the Library Department.

The contractor's employees will not be allowed to have visitors or to bring family members 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/her self properly, or with conduct and performance not equal to Parish and/or Industry Standards.

The contractor shall provide trained personnel to perform all of the duties of this contract, including the safe and proper operation of a compactor and/or dumpster. The contractors employees shall, at all times, be courteous and neat in appearance while employees are at the library buildings.

SECTION 10.0 -SUPPLIES, INVENTORY & EQUIPMENT

The contractor shall furnish and leave on site inventory of ample and approved cleaning supplies, to include, but not limited to: floor wax, strippers, furniture polish, disinfectant, liner, cleaning fluid, paper towels, tissue/toilet paper, liquid hand soap, graffiti remover, gum remover, glass cleaner, toilet bowl cleaner, stainless steel cleaner and trash can liners.

The contractor must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily will be stored in the designated janitorial closet at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise, maximum efficiency, and energy conservation.

All storage areas used by the contractor, including janitorial closets, must be kept clean and neat and locked at all times. The wedging or propping of doors in the open position is not acceptable. Closet light(s) must be switched off when closets and storage areas are not occupied to assist in energy conservation.

- **Section 10.1**

The contractor shall have a responsible supervisor available while employees are working. For safety reasons, at no time under this contract will the contractor have only one (1) employee working at any library location.

The contractor will be responsible for turning all lights off and the locking/securing of the designated doors. Should contractors personnel fail to turn off lights, lock and secure designated doors, the contractor will pay the applicable rate for the Library to send someone to perform this service.

All stairwells on all floors shall be included in the contract, where applicable.

- **Section 10.2 MSDS Log Books**

The contractor will furnish MSDS Log books for all locations/site and housed where supplies/cleaners are stored. These log books will be red and contain MSDS sheets for each and every product used at the library facilities. The contractor shall keep these log books updated and current with all products used in the Library, throughout the course of this contract. The contractor will furnish the Library Property Manager two (2) completed and updated MSDS Log Binders.

- **Section 10.3- Log Book for Complaints, Inspection & Discovery**

The contractor will furnish a log book for the purpose of relaying/documenting complaints received during the day to the contractor's supervisor that evening. This log book will also be used by contractor's staff for sign-in, and sign-out, with time-in and time-out. This log book will be kept at the circulation desk of each library and the contractor's staff must sign in in the presence of the library staff. If the contractor's staff has not arrived by the time the library staff leaves it will be considered a missed day. The sign-in log will be collected/copied monthly. A list of all duties will be posted in log book.

Inspection/Discovery of unsatisfactory cleaning and/or performance will be discussed with the Library Manager, Property Manager, or his designee, when required. The contractor will have adequate time to correct the problem within industry standards and/or degree of nonconformance. The Jefferson Parish Library Department will supply documentation to prove unsatisfactory and/or repeated unsatisfactory workmanship, which may include copies of complaint logs, inspection reports, physical samples, photographs, etc.

SECTION 11.0

Part A – Daily Services

1. All interior trash receptacles shall be emptied and trash removed to the compactor and/or dumpster or trash receptacle located on the property.

NOTE: INSTALL NEW TRASH LINERS FURNISHED BY CONTRACTOR.

2. All floor mats and floors under mats shall be cleaned, and vacuumed.
3. Clean water fountains with a germicidal detergent and polish after cleaning.
4. Clean and polish stainless steel in and around elevators, where applicable. Clean all floors, glass, etc. inside elevators.
5. All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.
6. All other interior glass doors and door lites and windows shall be spot cleaned.
7. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
8. Vacuum all carpet.
9. Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all table tops, countertops, exterior of refrigerators, dishwashers and vending machines, with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.
10. Restrooms:
 - a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).
 - b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.
 - c. Clean and polish mirrors, and all bright work.
 - d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.

- e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.
- f. Mop restroom floors with disinfectant and clean water.
- g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...
- h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.

11. Paper, litter, and trash shall be removed from stairwells.

Part B – Weekly Services

1. Elevator tile floors shall be spray buffed with a non-slip spray and buffed as needed, minimum weekly, where applicable.
2. Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or Formica tops with approved cleaner.
3. All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.
4. Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.

Part C – Monthly Services

1. Remove finger prints, smudges, and marks from light switches, door frames, and knobs.
2. Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).
3. All walls, doors, frames, and baseboards must be cleaned as needed.
4. Stairways shall be swept and dusted for spider webs.
5. All handrails, including stairways, shall be cleaned, and disinfected.

Part D – Six Months Services

(Done in the second and eighth month of the contract. One day of payment will be deducted for each day that lapses after the second and eighth month)

1. Strip and wax all soft tile floors.
2. Scrub all bathroom ceramic tile floors with non-abrasive cleaner.
3. Scrub all terrazzo floors with non-abrasive cleaner.

SECTION 12.0- PERFORMANCE GUARANTY:

The successful contractor/bidder shall be expected to perform according to all specifications included in these contract bid specifications. There will be a thirty (30) day grace period before performance inspections begin. At the end of the first thirty (30) days, the Library will begin conducting daily, weekly, and/or monthly inspections in order to determine the degree of acceptable cleaning and performance. The Library Department reserves the option to inspect the Libraries with or without the Contractor, during business hours, or before or after normal business hours.

Inspection of unsatisfactory areas cleaning and/or performance may be discussed with the Property Manager, and/or Branch Manager, when required. The Jefferson Parish Library Department will supply documentation to prove unsatisfactory workmanship, which may include copies of complaint logs, inspection reports, physical samples, photographs, etc.

Vendor will be charged liquid damages for days that the library does not receive cleaning services as a result of their failure to perform contracted services at a library facility as follows:

One night missed: The Library Department will deduct from the Contractors invoice, one night of contract performance cost for that Branch/Location.

Two or more consecutive nights missed: The Library Department will deduct from the Contractor invoice, two or more nights of contractor performance costs for that Branch, plus an additional 50 percent for each night of contract non-performance for that location.

If it is the Library's determination that the Contractors representative should be present, the Library will notify the Contractor by 8:30 a.m. of the inspections to take place that same day. The Contractor will have the option of attendance or refusal.

This rating of service and performance of the contract will be based on a point inspection with a percentage rating of 100 percent representing the highest. Any rating of less than 90 percent will be

unacceptable as per the terms and scope of the work in this contract. Therefore, the Jefferson Parish Library Department reserves the right to reduce the monthly payment for these services by the percentage rating of the inspection report and level of performance. For example, if Jefferson Parish Library Department inspected the facilities, and it ranked 87 percent, Jefferson Parish Library Department will then remit to the contractor, 87 percent of their invoice for these services.

The form attached in these specifications will be used by the Library Personnel for the janitorial inspection ratings of the Library properties.

Ratings and tasks performances are scored on a scale of points for the Acceptable/highest grade, and zero (0) for the Unacceptable/lowest rate. A rating and tasks performance inspection that indicates a need for improvement or a much needed improvement will be scored and calculated accordingly.

If a category does not apply, place the X in the appropriate box, and deduct the points for each X from the total points possible.

If the deficiencies in services performed are deemed an emergency because of contractor's failure to perform contracted services, the Jefferson Parish Library Department reserves the right to hire its own staff to accomplish the work not being performed by the contractor and charge the contractor a rate of \$20.00 per hour to accomplish the deficiencies in their cleaning services. The Library Inspection Form attached in the bid specifications will be the standard for inspections and ratings.

SECTION 13.0 AWARD OF CONTRACT:

The contract will be awarded to the lowest bidder complying with all the provisions of this invitation, providing the bid price is reasonable and that it is in the best interest of the Jefferson Parish Library Department to accept.

The Jefferson Parish Library Department reserves the right to cancel this contract, if warranted, and contractor is proven unreliable and/or unsatisfactory. The contractor will be given a thirty (30) day notice, of intent to cancel, in writing prior to cancellation, unless it is deemed necessary by the Parish to cancel immediately.

SECTION 14.0 FUNDING:

Funds for payment of this Contract have been provided through the Departments Budget approved by the Parish Council for the fiscal year and for the duration of this contract only. In the event the Department has unanticipated needs and/or events which may prevent such payment against the contract, a written notice of intent to discontinue contract services will be sent to the contractor. The contract will become null and void thirty (30) days after written notice to discontinue.

To better insure fair competition, and to permit a determination of the lowest bidder, proposals may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditions or unconditional unresponsive bids, or bids obviously unbalanced.

SECTION 15.0 LIMITED ACCESS & LIBRARY SAFETY:

The work for this project is located at a Jefferson Parish Library Building and access to and from the site will be safe guarded as such. All contractor's personnel working on this contract shall possess an identification badge with photograph, the company name, and the individuals' name. Each identification badge shall be worn in a conspicuous area of the individual's shirtfront, left side.

The contractor's employees may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of tools in the lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by contractor personnel shall remain the sole responsibility of the contractor.

SECTION 16.0 PERFORMANCES & RATINGS

The forms attached in these specifications will be used by the Library Personnel for the janitorial inspection ratings of the Library properties after contract is awarded.

This rating of service and performance of the contract will be based on a point inspection with a percentage rating of 100 percent representing the highest. Any rating of less than 90 percent will be unacceptable as per the terms and scope of the work in this contract. Therefore, the Jefferson Parish Library Department reserves the right to reduce the monthly payment for these services by the percentage rating of the inspection report and level of performance. For example, if Jefferson Parish Library Department inspected the facilities, and it ranked 87 percent, Jefferson Parish Library Department will then remit to the contractor, 87 percent of their invoice for these services.

Ratings and tasks performances are scored on a scale of points for the Acceptable/highest grade, and zero (0) for the Unacceptable/lowest rate. A rating and tasks performance inspection that indicates a need for improvement or a much needed improvement will be scored and calculated accordingly.

If a category does not apply, place the X in the appropriate box, and deduct the points for each X from the total points possible.

If the deficiencies in services performed are deemed an emergency because of contractor's failure to perform contracted services, the Jefferson Parish Library Department reserves the right to hire its own staff to accomplish the work not being performed by the contractor and charge the contractor a rate of \$20.00 per hour to accomplish the deficiencies in their cleaning services. The Library Inspection Form attached in the bid specifications will be the standard for inspections and ratings.

Ratings and tasks performances are scored on a scale of points for the Acceptable/highest grade, and zero (0) for the Unacceptable/lowest grade. A rating and tasks performance inspection that indicates a need for improvement, (a small need for improvement or a much needed improvement will be scored and calculated accordingly).

If a category does not apply, place the X in the appropriate N/A box.

Below is the formula used for calculating the rating and tasks performed:

$$\begin{array}{l} \text{Total Possible Points} \quad \underline{\hspace{2cm}} \\ \text{Total rating score} \quad \underline{\hspace{2cm}} \\ \text{Percentage rating} \quad \underline{\hspace{2cm}} \text{ (percent)} \\ \\ \text{Payment Percentage} \quad \underline{\hspace{2cm}} \text{ (percent)} \end{array}$$

(Total Rating Score Divided By Total Possible Points = Percentage Rating)

SECTION 16.1 – JANITORIAL PERFORMANCE RATING SHEETS FOR ALL LIBRARIES

See Attachments A-O

- Attachment A – East Bank Regional Library
- Attachment B – Harahan Library
- Attachment C – River Ridge Library
- Attachment D – North Kenner Library
- Attachment E – Lakeshore Library
- Attachment F – Old Metairie Library
- Attachment G – Rosedale Library
- Attachment H – Wagner Library
- Attachment I – West Bank Regional Library
- Attachment J – Belle Terre Library
- Attachment K – Gretna Library
- Attachment L – Lafitte Library
- Attachment M – Live Oak Library
- Attachment N – Terrytown Library
- Attachment O – Westwego Library

EAST BANK REGIONAL LIBRARY - JANITORIAL PERFORMANCE RATING				
Part A - Daily Services			POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	4		
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2		
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	25		
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1		
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2		
6	All other interior glass doors and door lites and windows shall be spot cleaned	1		
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1		
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	20		
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2		
10	RESTROOMS	25		
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A		
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A		
	c. Clean and polish mirrors, and all bright work.	N/A		
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A		
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A		
	f. Mop restroom floors with disinfectant and clean water.	N/A		
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A		
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A		
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A		
Part B - Weekly Services				
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5		
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	10		
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5		
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	10		
Part C - Monthly Services				
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10		
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5		
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2		
4	Interior and exterior of all trash receptacles shall be washed, as needed	2		
5	Clean all windows interior and exterior up to 10 feet.	5		
Part D - Six Months Services				
1	Strip and wax all soft tile floors.	10		
2	Scrub all ceramic tile floors with non-abrasive cleaner.	40		
3	The contractor will clean and dust window blinds with a treated cloth .	1		
TOTALS			188	
CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS			0	

SEE SECTION 14.0

ATTACHMENT B - HARAHAH

HARAHAH - JANITORIAL PERFORMANCE RATING				
Part A - Daily Services			POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.		1	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.		1	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.		6	
4	Clean water fountains with a germicidal detergent and polish after cleaning.		1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.		2	
6	All other interior glass doors and door lites and windows shall be spot cleaned		1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.		1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).		4	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.		1	
10	RESTROOMS		10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).		N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.		N/A	
	c. Clean and polish mirrors, and all bright work.		N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.		N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.		N/A	
	f. Mop restroom floors with disinfectant and clean water.		N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...		N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.		N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.		N/A	
Part B - Weekly Services				
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.		3	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.		3	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.		4	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.		4	
Part C - Monthly Services				
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.		1	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.		3	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).		1	
4	Interior and exterior of all trash receptacles shall be washed, as needed		1	
5	Clean all windows interior and exterior up to 10 feet.		5	
Part D - Six Months Services				
1	Strip and wax all soft tile floors.		5	
2	Scrub all hard tile floors with non-abrasive cleaner.		3	
3	The contractor will clean and dust window blinds with a treated cloth .		1	
			TOTALS	62
			CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS	0

SEE SECTION 1.1.0

ATTACHMENT C - RIVER RIDGE

RIVER RIDGE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	2	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills,	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	8	
6	Clean under all removable cushions on chairs, sofas, or other seating equipment.	5	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all hard tile floors with non-abrasive cleaner.	6	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	106	0
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0.00%

SEE SECTION 14.0

ATTACHMENT D - NORTH KENNER

NORTH KENNER- JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	2	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	8	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all hard tile floors with non-abrasive cleaner.	6	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	101	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SFF SECTION 14 0

ATTACHMENT E - LAKESHORE

LAKESHORE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	3	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	7	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	4	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	0	
	TOTALS	96	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT F - OLD METAIRIE

OLD METAIRIE - JANITORIAL PERFORMANCE RATING				
Part A - Daily Services			POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.		2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.		2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.		10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.		1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.		2	
6	All other interior glass doors and door lites and windows shall be spot cleaned		1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.		1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).		5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.		2	
10	RESTROOMS		10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).		N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.		N/A	
	c. Clean and polish mirrors, and all bright work.		N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.		N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.		N/A	
	f. Mop restroom floors with disinfectant and clean water.		N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...		N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.		N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.		N/A	
Part B - Weekly Services				
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.		5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.		5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.		5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.		5	
Part C - Monthly Services				
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.		10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.		5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).		2	
4	Interior and exterior of all trash receptacles shall be washed, as needed		2	
5	Clean all windows interior and exterior up to 10 feet.		5	
Part D - Six Months Services				
1	Strip and wax all soft tile floors.		10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.		3	
3	The contractor will clean and dust window blinds with a treated cloth .		1	
			TOTALS	
			94	
			CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS	0

SEE SECTION 14.0

ATTACHMENT G - ROSEDALE

ROSEDALE - JANITORIAL PERFORMANCE RATING				
Part A - Daily Services			POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.		2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.		2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.		10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.		1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.		2	
6	All other interior glass doors and door lites and windows shall be spot cleaned		1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.		1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).		5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.		2	
10	RESTROOMS		10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).		N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.		N/A	
	c. Clean and polish mirrors, and all bright work.		N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.		N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.		N/A	
	f. Mop restroom floors with disinfectant and clean water.		N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...		N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.		N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.		N/A	
Part B - Weekly Services				
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.		5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.		5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.		5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.		5	
Part C - Monthly Services				
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.		10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.		5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).		1	
4	Interior and exterior of all trash receptacles shall be washed, as needed		2	
5	Clean all windows interior and exterior up to 10 feet.		6	
Part D - Six Months Services				
1	Strip and wax all soft tile floors.		10	
2	Scrub all ceramic terrazzo floors with non-abrasive cleaner.		3	
3	The contractor will clean and dust window blinds with a treated cloth .		1	
TOTALS			94	
CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS				0

SEE SECTION 14.0

ATTACHMENT H - WAGNER

WAGNER - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	10	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	99	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT I - WEST BANK REGIONAL LIBRARY

WEST BANK REGIONAL LIBRARY - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	4	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	1	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	20	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	2	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	4	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	3	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	5	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	Scrub all terrazzo floors with non-abrasive cleaner.	3	
4	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	109	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT J - BELLE TERRE

BELLE TERRE - JANITORIAL PERFORMANCE RATING				
Part A - Daily Services			POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2		
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2		
3	All rubber tile floor, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10		
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1		
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2		
6	All other interior glass doors and door lites and windows shall be spot cleaned	1		
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1		
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5		
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2		
10	RESTROOMS	10		
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A		
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A		
	c. Clean and polish mirrors, and all bright work.	N/A		
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A		
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A		
	f. Mop restroom floors with disinfectant and clean water.	N/A		
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A		
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A		
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A		
Part B - Weekly Services				
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5		
2	Wet mop rubber tile floor.	5		
3	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5		
4	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5		
5	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5		
Part C - Monthly Services				
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10		
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5		
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2		
4	Interior and exterior of all trash receptacles shall be washed, as needed	2		
5	Clean all windows interior and exterior up to 10 feet.	5		
Part D - Six Months Services				
1	Strip and wax all soft tile floors.	10		
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3		
3	The contractor will clean and dust window blinds with a treated cloth .	1		
TOTALS			99	
CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS			0	

SEE SECTION 14.0

ATTACHMENT K - GRETN

GRETN - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	4	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	93	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT L - LAFITTE

LAFITTE - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	8	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	97	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT M - LIVE OAK

LIVE OAK - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptable shall be put out for pick on the desugnated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	2	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	5	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all terrazzo floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
	TOTALS	91	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

ATTACHMENT N - TERRYTOWN

TERRYTOWN - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
Part B - Weekly Services			
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
Part C - Monthly Services			
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	5	
Part D - Six Months Services			
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth .	1	
TOTALS		89	
CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS			0

SEE SECTION 14.0

ATTACHMENT O - WESTWEGO

WESTWEGO - JANITORIAL PERFORMANCE RATING			
	Part A - Daily Services	POINTS	SCORE
1	All interior and exterior trash receptacles shall be emptied and trash removed to the trash receptacle located on the property. Trash receptacle shall be put out for pick on the designated days.	2	
2	All exterior building entrances shall be cleaned and swept, to remove paper, litter, trash, gum graffiti, and tobacco butts, as needed. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.	2	
3	All carpet, floor mats and floors under mats shall be cleaned, and vacuumed daily.	10	
4	Clean water fountains with a germicidal detergent and polish after cleaning.	1	
5	All entrance glass doors and door lites shall be totally cleaned inside and outside with soft, clean, lint-free cloth, with glass cleaner, including door handles and door edges.	2	
6	All other interior glass doors and door lites and windows shall be spot cleaned	1	
7	All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.	1	
8	All carpet spots, stains, and gum shall be removed and cleaned. If hot water extraction is necessary, the contractor will provide without cost to the Jefferson Parish Library Department. (Use of chemicals is prohibited).	5	
9	Damp wipe table tops and seats in kitchen areas, Library areas, and in Meeting Rooms, when set up. Clean all countertops and exterior of refrigerators with germicidal cleaners. Wipe down and polish all Library main check-out desk and computer carrels.	2	
10	RESTROOMS	10	
	a. Restroom receptacles (soaps, paper towels, and toilet paper shall be filled in all bathrooms, including private bathrooms. Supplies will be supplied by contractor).	N/A	
	b. Empty trash receptacles and wipe push plates, door handles, faucets, etc., with germicidal disinfectant cleaner.	N/A	
	c. Clean and polish mirrors, and all bright work.	N/A	
	d. Toilet and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.	N/A	
	e. Toilet seats shall be cleaned and disinfected on sides, tops, and bottoms.	N/A	
	f. Mop restroom floors with disinfectant and clean water.	N/A	
	g. All walls and partitions shall be cleaned to remove spots, gum, graffiti, splashes, and etc...	N/A	
	h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.	N/A	
	i. Empty sanitary napkin receptacles and damp wipe with disinfectant cleaner. Install paper liners furnished by the contractor as needed.	N/A	
	Part B - Weekly Services		
1	All tile and hard surface floors shall be spray buffed, with a non-slip spray.	5	
2	Low Dusting (Below 8 feet): Dust all surfaces of desks, file cabinets, furniture, chairs, tables, pictures, window sills, ledges, and book shelves with a treated dust cloth. Damp wipe all counter tops and /or formica tops with approved cleaner.	5	
3	All toilet partitions shall be damp wiped, (wet washed, if needed), and disinfected.	5	
4	Interior glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.	5	
	Part C - Monthly Services		
1	High Dusting (Above 8 feet): Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, library book shelves, pictures, etc. This will also include spider webs on ceilings, light fixtures, and wall corners.	10	
2	Remove finger prints, smudges, and marks from light switches, door frames, and knobs. All walls, doors, frames, and baseboards must be cleaned as needed.	5	
3	Vacuum all upholstered furniture, couches, chairs, benches, and cushions. (A vacuum cleaner with the appropriate attachments or an upholstery vacuum must be used).	2	
4	Interior and exterior of all trash receptacles shall be washed, as needed	2	
5	Clean all windows interior and exterior up to 10 feet.	5	
	Part D - Six Months Services		
1	Strip and wax all soft tile floors.	10	
2	Scrub all ceramic tile floors with non-abrasive cleaner.	3	
3	The contractor will clean and dust window blinds with a treated cloth.	1	
	TOTALS	94	
	CALCULATE PERCENTAGE - TOTAL SCORE ÷ TOTAL POINTS		0

SEE SECTION 14.0

SECTION 17.0- LOCATIONS & HOURS OF OPERATION

1. Belle Terre Library
5550 Belle Terre Road
Marrero, Louisiana 70072

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

Note: Belle Terre Library is currently closed for renovations, but is expected to reopen in September 2020.

2. Charles A. Wagner Library
6646 Riverside Drive
Metairie, Louisiana 70003

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

3. Eastbank Regional Library
747 West Napoleon Avenue
Metairie, Louisiana 70001

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am - 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm
Sunday – 1:00 pm – 5:00 pm

4. Gretna Library
102 Willow Drive
Gretna, Louisiana 70053

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

5. Harahan Library
219 Soniat Avenue
Harahan, LA 70123

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

- 6. Lafitte Library**
4917 City Park Drive-Suite B
Lafitte, Louisiana 70067

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

- 7. Lakeshore Library**
1000 W. Esplanade Avenue
Metairie, Louisiana 70005

HOURS OF OPERATION : Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

- 8. Live Oak Library**
25 Acadia Drive
Waggaman, LA 70094

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

- 9. North Kenner Library**
630 West Esplanade Avenue
Kenner, LA 70065

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

- 10. Old Metairie Library**
2350 Metairie Road
Metairie, LA 70001

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

- 11. Rosedale Library**
4036 Jefferson Highway
Jefferson, LA 70121

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

12. River Ridge Library
8825 Jefferson Highway
River Ridge, LA 70123

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

13. Terrytown Library
680 Heritage Avenue
Terrytown, LA 70056

HOURS OF OPERATION: Monday/Tuesday 12:00 am – 8:00 pm
Wednesday/Thursday 10:00 am – 6:00 pm
Friday/Saturday 9:00 am – 5:00 pm

14. Westwego Library
635 Fourth Street
Westwego, LA 70094

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am – 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm

15. Jane O Brien Chatelain Westbank Regional Library
2751 Manhattan Blvd.
Harvey, LA 70058

HOURS OF OPERATION: Monday/Tuesday/Wednesday/Thursday – 9:00 am - 9:00 pm
Friday/Saturday – 9:00 am – 5:00 pm
Sunday – 1:00 pm – 5:00 pm

DATE: 5/08/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00130735

JEFFERSON PARISH

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

BUYER: SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 6/11/2020 AND PUBLICLY OPENED THEREAFTER.

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

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

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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 buyer'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 an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

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 Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

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

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: TELECONFERENCE-(504)323-1800 ID:181357
10:00 A.M.
ON 5/28/2020**

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to 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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR JANITORIAL SERVICES CONTRACT AT VARIOUS BUILDINGS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - Provide separate monthly pricing for janitorial services at the following location:</p> <p>Eastbank Regional Library/ Administration Building Metairie, Louisiana 70001 (approx 135,000 SQ FT)</p> <p>ATTACHMENT "A" PAGE 13 IN SPECS</p>		
2	7,072.00	HR	<p>TWO (2) YEAR JANITORIAL SERVICES AT VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST AND WEST BANK FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0020 - Provide hourly cost for janitorial service at the East Bank Regional Library and Administrative Offices for Monday through Thursday - beginning at 9:00 am until 9:00 pm (12 hours per day), Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p> <p>(68 X 52 weeks x 2 = 7,072 hours)</p>		
3	24.00	MO	<p>0030 - Provide separate monthly pricing for janitorial services at:</p> <p>Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX 5,600 SQ FT)</p> <p>ATTACHMENT "K" PAGE 23 IN SPECS</p>		
4	24.00	MO	<p>0040 - Provide separate monthly pricing for janitorial services at:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	24.00	MO	<p>(APPROX 3,000 SQ FT)</p> <p>ATTACHMENT "B" PAGE 14 IN SPECS</p> <p>0050 - Provide separate monthly pricing for janitorial services at:</p> <p>Lafitte Library 4917 City Park Drive Suite B Lafitte, Louisiana 70067 (APPROX 4,500 SQ FT)</p>		
6	24.00	MO	<p>ATTACHMENT "L" PAGE 24 IN SPECS</p> <p>0060 - Provide separate monthly pricing for janitorial services at:</p> <p>Lakeshore Library 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX 7,680 SQ FT)</p>		
7	24.00	MO	<p>ATTACHMENT "E" PAGE 17 IN SPECS</p> <p>0070 - Provide separate monthly pricing for janitorial services at:</p> <p>Live Oak Library 125 Acadia Drive Waggaman, LA 70094 (APPROX 5,412 SQ FT)</p>		
8	24.00	MO	<p>ATTACHMENT "M" PAGE 25 IN SPECS</p> <p>0080 - Provide separate monthly pricing for janitorial services at:</p> <p>North Kenner Library 630 W. Esplanade Avenue Kenner, La. 70065 (APPROX 9,350 SQ FT)</p>		
9	24.00	MO	<p>ATTACHMENT "D" PAGE 16 IN SPECS</p> <p>0090 - Provide separate monthly pricing for janitorial services at:</p> <p>Old Metairie Library 2350 Metairie Road Metairie, La. 70001 (APPROX 10,000 SQ FT)</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	24.00	EA	<p>ATTACHMENT "F" PAGE 18 IN SPECS</p> <p>0110 - Provide separate monthly pricing for janitorial services at:</p> <p>Rosedale Library 4036 Jefferson Highway Jefferson, LA 70121 (APPROX 7,138 SQ FT)</p>		
11	24.00	EA	<p>ATTACHMENT "G" PAGE 19 IN SPECS</p> <p>0120 - Provide separate monthly pricing for janitorial services at:</p> <p>Terrytown Library 680 Heritage Avenue Terrytown, LA 70056 (APPROX 7,625 SQ FT)</p>		
12	24.00	MO	<p>ATTACHMENT "N" PAGE 26 IN SPECS</p> <p>0130 - Provide separate monthly pricing for janitorial services at:</p> <p>Wagner Library 6646 Riverside Drive Metairie, LA 70003 (APPROX 6,400 SQ FT)</p>		
13	24.00	MO	<p>ATTACHMENT "H" PAGE 20 IN SPECS</p> <p>0140 - Provide separate monthly pricing for janitorial services at:</p> <p>Westwego Library 635 Fourth Street Westwego, LA 70094 (APPROX 7,183 SQ FT)</p>		
14	24.00	MO	<p>ATTACHMENT "O" PAGE 27 IN SPECS</p> <p>0150 - Provide separate monthly pricing for janitorial services at:</p> <p>Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, LA 70058 (APPROX 35,000 SQ FT)</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	7,072.00	HR	<p>ATTACHMENT "I" PAGE 21 IN SPECS</p> <p>0160 - Provide hourly cost for janitorial service at the Jane OBrien Chatelain West Bank Regional Library, for Monday through Thursday; beginning at 9:00 am until 9:00 pm (12 hours per day); Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p> <p>(68 x 52 weeks x 2 = 7,072)</p>		
16	24.00	MO	<p>0170 - Provide separate monthly pricing for janitorial services at:</p> <p>River Ridge Library 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX 10,000 SQFT)</p> <p>ATTACHMENT "C" PAGE 15 IN SPECS</p>		
17	24.00	MO	<p>0180 - Provide separate monthly pricing for janitorial services at:</p> <p>Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX 7,375 SQ FT)</p> <p>ATTACHMENT "J" PAGE 22 IN SPECS</p>		
18	1.00	EA	<p>0190 - Provide a square footage cost for the addition or deletion of</p> <p>square footage to be cleaned at any of the buildings to be covered under this contract.</p> <p>Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT)</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	1.00	EA	<p>Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p> <p>0200 - Provide a square footage cost for Sunday cleaning (on request)</p> <p>at any of the buildings to be covered under this contract.</p> <p>Prior approval from the Library Property Manager would be necessary.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library(10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,138 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p>		
20	1.00	EA	<p>0210 - Provide a square footage cost for emergency cleaning after</p> <p>regular hours, ie, fire, smoke, water, vandalism, etc at any of the buildings under this contract.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT)</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	1.00	EA	<p>North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p> <p>0220 - Provide a square footage cost for hot water extraction carpet cleaning, at any of the buildings to be covered under this contract.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>		

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 unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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