JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 28, 2020

ADDENDUM # 1

Bid Number: 50-00130735

Bid opening date: June 11, 2020

Postponed To Date: N/A

Description of Bid: TWO (2) YEAR JANITORIAL SERVICES CONTRACT AT VARIOUS BUILDINGS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

ADDITIONS: PAGES 1, 3, 4 & 5 OF THE SPECIFICATIONS HAVE BEEN REVISED WITH ADDED INFORMATION. PLEASE SEE THE ATTACHED REVISED PAGES. THE HIGHLIGHTED AREAS ARE THE ADDED INFORMATION ON EACH PAGE.

QUESTIONS: PLEASE SEE ALSO THE ATTACHED QUESTIONS & ANSWERS PAGE.

***** BID OPENING DATE WILL REMAIN THE SAME. *****

Sincerely,

Shanna Folse

Shanna Folse, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of This addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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

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OFFICE 504.364.2678

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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.

To request a Site Visit, please call:

Offord Langston – Property Manager (504) 457-4046 8:00 am – 4:00 pm Monday thru Friday

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.

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.

Porter Hours are adjusted to reflect open hours of the Library. (Day porters are not paid on days the Libraries are closed & Including Holidays)

- **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.

Porter Hours are adjusted to reflect open hours of the Library. (Day porters are not paid on days the Libraries are closed & Including Holidays)

- **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

NOTE: THE LIBRARY WILL FOLLOW FEDERAL GUIDELINES DURING THE COVID-19 PANDEMIC. EMPLOYEES WILL BE REQUIRED TO WEAR FACEMASKS AND FOLLOW SOCIAL DISTANCING REQUIREMENTS

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.

BID NO.: 50-00130735

QUESTIONS:

1. How many coats of wax?

   ANSWER-Strip and two top coats.

2. What is the frequency of carpet cleaning?

   ANSWER-This will be on an as needed basis

3. Will the contract be awarded a single bidder or multiple bidders?

   ANSWER- One bidder

4. Can you provide the current number of staffing?

   ANSWERS:
   - Except for the regionals staffing is 5 and below.
   - East Bank Regional is approximately 75.
   - West Bank Regional is approximately 20 – 25.