

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: <b>08/15/2022</b> 11:00 AM CST
TITLE: A22-1109 Janitorial Services for the BR Metro Airport District's DHH Facility	RETURN BID TO: PURCHASING DIVISION	
FILE NO: 22-01109 REQ NO: AD DATES: <b>07/28/2022 &amp; 08/04/2022</b>	<u>Mailing Address:</u> PO Box 1471 Baton Rouge, LA 70821	<u>Physical Address:</u> 222 St. Louis Street 8 <sup>th</sup> Floor Room 826 Baton Rouge, LA
SHIP TO ADDRESS: Baton Rouge Metropolitan Airport 9430 Jackie Cochran Dr. Suite 300 Baton Rouge, LA 70807	Contact Regarding Inquiries: Purchasing Analyst : <b>Mark W. White</b> Telephone Number: <b>225-389-3259 x 3268</b> Email: <a href="mailto:mwhite@brla.gov">mwhite@brla.gov</a>	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO. FAX NO.	E-MAIL	
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
<b>AUTHORIZED SIGNATURE (Required)</b>	<b>PRINTED NAME</b>	

**QUESTIONS TO BE COMPLETED BY VENDOR:**

1. \_\_\_\_\_ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.
2. \_\_\_\_\_% discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3. \_\_\_\_\_ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)

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

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

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

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

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

## INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

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

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

11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within five (5) days.
12. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders should submit product label, material safety data sheet and EPA registry number with bid or within five (5) days of request from purchasing office. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
16. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
19. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
20. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES\_\_\_NO\_\_\_. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

21. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
22. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
23. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

26. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
27. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
28. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

29. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

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

30. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

**Important!** - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

## FEDERAL CLAUSES, IF APPLICABLE.

### I. Remedies for Breach

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

### II. Termination and Settlement

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

### III. Access to Records

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

### IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

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

### V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

### VI. Davis-Bacon Act

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

### VII. Contract Work Hours and Safety Standards Act

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

### VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

### IX. Clean Air Act

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

### X. Clean Water Act.

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

### XI. Energy policy and conservation act

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

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

## ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If requested, information must be submitted within 5 (five) days.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications in accordance with the requirements included elsewhere in this document.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the **first** such notice of default, Contractor shall have ten (**10**) **days** after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a **second** notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (**5**) **days** to cure the default. **If a third notice of default should become necessary, the contract may be terminated upon notification of said default.**
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **SDSs SHOULD BE SUBMITTED WITH BID OR WITHIN FIVE (5) DAYS OF REQUEST FROM PURCHASING OFFICE– FAILURE TO PROVIDE WILL DEEM YOUR BID AS NON-RESPONSIVE:**  
All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Additionally, Contractor must submit product labels, safety data sheets (SDS) (formerly material safety data sheets) and EPA registry number to the agency prior to work commencing. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause to the contract being canceled.
- **Mandatory Pre-Bid Conference and Mandatory Job Site Visits:**  
Failure to attend pre-bid conference and job site visits will cause your bid to be deemed non-responsive.



- **All items must be bid, a Blank, Zero or N/A will be considered as NO BID:**

All items must be bid, a monetary amount should be entered in the unit price block for each item. A blank space, N/A, or a Zero (0) in that column on the Schedule of Bid Items page will be considered NO BID and may cause your bid to be deemed non-responsive. If intention is NO CHARGE, please write that in the unit price column.

### **Unit Price controls the bid.**

- **Ethics:** Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish
- **Force Majeure:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the [name of payer] to make the payments required under the terms hereof, or to comply with Section [number of section] or [number of section] hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.

The City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is offering teleconference and in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:

*Join by phone*

*+1-408-418-9388 United States Toll*

*Access code: 263 373 080 (followed by the # button)*

*Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):*

*United States Toll (Boston) +1-617-315-0704*

*United States Toll (Chicago) +1-312-535-8110*

*United States Toll (Dallas) +1-469-210-7159*

*United States Toll (Denver) +1-720-650-7664*

*United States Toll (Jacksonville) +1-904-900-2303*

*United States Toll (Los Angeles) +1-213-306-3065*

This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time for the date of bid opening.

All other terms & conditions remain unchanged.

# Mandatory Pre-bid Conference & Mandatory Job Site Visit

## Mandatory Pre-Bid Conference:

When: **August 5, 2022**

Time: **9:00 A.M.**

Location: Baton Rouge Metro Airport  
9430 Jackie Cochran Drive  
1<sup>st</sup> Floor, Conference Room  
Baton Rouge, LA. 70807

Contact: **Dave Gordon** (for directions and concerning Pre-Bid Conference/Job Site Visits only)

Phone: 225-355-0333

## Mandatory Job Site Visit:

The mandatory job site visit will begin immediately following the pre-bid conference on August 5, 2022. **Only companies represented at the pre-bid conference and job site visit shall be considered for award through this Invitation to Bid.**

**Vendor sign-in forms must be signed before leaving facility. It will be the responsibility of the bidder to ensure that a representative from their company signs the attendance sheets at pre-bid conference and at job site visit location. Failure to attend pre-bid conference and mandatory job site visit will cause your bid to be deemed non-responsive.**

**All parties interested in this bid must be present and signed into pre-bid conference no later than 9:05 A.M. to be considered eligible for award of this contract.**

**Questions regarding the pre-bid conference or job site visit may be directed to Dave Gordon at (225) 355-0333.**

\*\*\*\*\*

## Inquiry Period:

**All inquiries shall be received by 5:00 p.m. on August 8, 2022.**

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. ***Without exception, ALL questions MUST be in writing and reference the bid number*** (even if an answer has already been given to an oral question during the pre-bid conference or job site visit.)

Inquiries are to be directed as follows:

**Hand Delivered, Courier, Delivery by United States Postal Services, E-mail or Fax**

Mark W White, Purchasing Analyst

City-Parish Purchasing Department

222 St. Louis Street, Room 826

Baton Rouge, LA 70802

**By email:** [mwhite@brla.gov](mailto:mwhite@brla.gov)

**FAX:** 225-389-4841

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

## **CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE**

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy  
Any Auto, or Owned, Combined Single Limit  
Non-Owned & Mired \$ 300,000

C. If vendors Certificate of Insurance does not specifically mention a minimum \$50,000 Fire Damage Limit, vendor attests a minimum of \$50,000 Fire Coverage is included in the General Aggregate or the Umbrella Coverage.

D. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge  
Attn: Purchasing Division  
Post Office Box 1471  
Baton Rouge, Louisiana 70821

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION**

**Specifications:**

**Specifications for Janitorial Services  
For Baton Rouge Airport District's State DHH Facility**

**GENERAL:**

It is the intent of this proposal to establish prices for Janitorial Services for Greater Baton Rouge Airport District's State Department of Health and Hospitals Facility at 8453 Veteran's Memorial Boulevard, Baton Rouge, LA. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency.

Additional areas may be added at quoted price per square foot. Contractor shall furnish all labor, supplies, equipment, supervision and insurance to perform the services listed herein.

The Contactor shall provide all supervision, labor, insurance, cleaning materials, solvents, waxes, supplies, machinery and equipment (in good condition) to perform the janitorial services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time. Contractor will provide supervision of janitorial services as outlined herein. The agency representative shall oversee the contracted service.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. Contractor staff shall be in uniform consisting of one of the following: shirt, smock, apron, or similar with company logo easily visible while at work. Contractor's staff must be able to communicate and speak English.

The square footage figures are listed for bidder convenience and no guarantees are made concerning their accuracy. The bidder is responsible for verifying the size and condition of the facility and submit in writing any discrepancies found during the inquiry period.

Work will be performed **Monday through Friday**. Work hours will be on a "**split-shift**" basis. With a morning shift between the hours of **8:30 and 11:30 a.m. and** an afternoon shift between the hours of **1:30 and 4:30 p.m. daily** unless otherwise specified by the representative of the City Parish or State Department of Health and Hospitals Facility. **In case of a DECLARED EMERGENCY a third shift shall be scheduled between the hours of 7:00 and 10:00 p.m. ONLY WHILE THE BUILDING IS OCCUPIED.**

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll in the facility at any time.

The Contractor will be directly responsible for any and all damages to the building or its contents caused by Contractor employees. The Contractor will be responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

A designated storage area will be provided for janitorial equipment. This closet must be kept clean and odor free at all times. The agency shall not be responsible or liable for such equipment, materials or supplies and the security thereof.

The Contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of Certificates of Insurance prior to the contract beginning.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of law suit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to address these conditions. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Contractor is to contract for goods, services, and employment in his firm's name only, and will not implicate the Agency directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his employees is to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract.

**HOLIDAYS:**

No cleaning will be required on Holidays. The dates may change nevertheless the holidays remain, New Year's Day, Martin Luther King's Birthday – Monday, Mardi Gras – Tuesday, Good Friday, Memorial Day – Monday, Independence Day, Labor Day – Monday, Veteran's Day – Monday, Thanksgiving Day – Thursday, Christmas Day and a floating holiday to be announced.

**METHOD OF AWARD:**

City Parish reserves the right to award items as specified as deemed to be in the best interest of the City-Parish (Agency). Pricing for After Hours services and Additional Janitorial Supplies furnished during declared emergencies will not be a determining factor of the award.

Formula for calculating price (per month and per year)-

Monthly Price: Approx. SQ. FT. x Price per SQ. FT. = Price per Month (Base Price)

Annual Price: Price per Month x 12 = Price per Year

NOTE: The frequency of the service being provided is not a part of the formula for calculating the lowest bid amount

**Option to Renew:**

At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same terms and conditions, provided both parties are mutually agreeable. Total contract time may not exceed thirty-six (36) months.

**SPECIAL NOTICE:**

If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions to reflect the reduced value of the services performed.

**CONTRACTOR'S QUALIFICATIONS/REFERENCES:**

**CONTRACTOR'S QUALIFICATIONS:**

Bidder must be an established business having at least three (3) years satisfactory experience in full-service janitorial maintenance. Bidder must have satisfactorily performed in a comparable facility, under a comparable scope of work, for a period of not less than two (2) years. Bidder **must** have satisfactorily completed one (1) project of approximately three-quarters (3/4) or more of the square footage on which he is bidding. (DHH area is 12,000 sq. ft.)

Each bidder should attach an organizational profile of their company, including but not limited to the following information:

1. The year the company was formed.
2. Total number of years of company janitorial experience.
3. Total number of custodial employees employed with the company.
4. Total number of businesses (not residential) and/or comparable facilities under contract for janitorial services.
5. Total number of custodial employees (full-time and part-time) as well as management personnel bidder intends to utilize for this contract.
6. Type of janitorial services performed.

Documentation of qualifications should be submitted with bid, or must be submitted within three (3) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

### **CONTRACTOR REFERENCES:**

The Contractor **must** submit at least two (2) references where services similar to those in this bid have been successfully performed within the last five (5) years.

EACH REFERENCE **MUST** include the following information:

1. Name and address of facility services provided
2. Name of contact person, contact person's title and phone number at the facility
3. Approximate square footage of the cleaning area
4. Begin and Ending Dates of services performed. If your company is still currently providing services at your referenced location, your End Date for services shall be listed as CURRENT.
5. List of services performed at each facility.

Documentation of references should be submitted with bid, or must be submitted within Seven (7) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further consideration for this award.

### **CONTRACTOR'S STAFF:**

There **must** be a minimum of **1** backup/pool employee for every employee servicing the contract. Janitorial staff and backups must have cleared background checks and drug screens prior to services beginning under contract.

### **Contractor's Supervision:**

The Contractor shall arrange for satisfactory supervision of the contract work. It shall not be considered a responsibility of the Agency. The Contractor is responsible for the management and scheduling of work to be performed under this contract. Contractor will meet with City Parish representative prior to the contract commencing to discuss contract service requirements.

### **Qualifications of Personnel:**

The supervisory personnel shall possess the ability to manage and supervise janitorial work as specified under this contract. The personnel employed by the Contractor shall be capable of performing janitorial work as specified under this contract and with a minimum level of supervision. The building shall be staffed beginning the first day of work under the contract.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The Agency reserves the right to require the Contractor to replace any employee deemed unsatisfactory in the performance of services rendered. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines or search any desks.

The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a professional manner and that they will not permit use of the facility for purposes other than those specified herein.

The Contractor shall indemnify, defend, and hold harmless the City Parish from any and all losses, damages, expenses or other liabilities, including but not limited to punitive and/or exemplary damages connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City Parish, its officials, employees or agents, by any party which arises from or allegedly arising from the performing its obligations under this agreement.

The Contractor shall be responsible for obtaining any and all necessary licenses, permits, insurances, and paying all applicable Local, State, and Federal taxes deemed necessary to perform the contractual duties listed herein.

### **SCHEDULING WORK AND REPORTING:**

The Contractor shall submit to the Agency representative a weekly work report of jobs performed for comparison with the scheduled requirements. This report can be in the form of a checklist. It will also include all periodic work performed.

The Contractor will establish a complete daily quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between Agency contact person and Contractor, the Contractor shall submit a copy of his program to the Agency contact.

The program shall include, but not be limited to the following:

1. An inspection system covering all the services stated in the schedule. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
2. The checklist shall include every area of the operations serviced by the Contractor, as well as every task to be performed.
3. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.
4. **Time Sheets must be submitted with invoicing to verify labor hours and dates worked for each employee.**

### **ABSENTEEISM:**

The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism.

### **PERFORMANCE DEFICIENCIES:**

The Agency has the right to daily rate deductions in payments due to lack of performance and discrepancies by vendor as determined by Agency representative, subject to the terms and conditions related to default of contractor.

### **SECURITY CLEARANCE REQUIREMENTS/STANDARDS OF CONDUCT:**

To comply with TSA requirements, all contractors' employees working at the Baton Rouge Metropolitan Airport or Airport owned properties which include this facility, must pass a criminal history background investigation and be issued an Airport identification badge. The cost of this investigation will be billed to the contractor. The cost of obtaining the proper security clearance is, fingerprinting (\$50), training, and badges (\$30) to access the restricted areas. This must be completed within the first 30 days after the contract award date and before work begins under this contract. **The Agency requires the contractor to return badges of any terminated employee of the contractor and/or at the end of the contractor term to MAPD. A \$250 fee will be assessed per unreturned badge.** The contractor **must** supply a current list of active employees who will be servicing the property to the Agency prior to the start of work.

The City/Agency reserves the right to request drug testing/screening all at no additional cost to the City/Agency, for all janitorial/custodial employees. The City/Agency also reserves the right to request additional drug screens for janitorial staff for reasonable cause. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City/Agency to determine acceptability of Contractor's employees based on findings derived from criminal background checks.

**KEYS:**

Contractor is responsible for all keys issued. Keys are not to be left in doors and Contractor is not to admit anyone to offices while work is in progress unless advised by Agency contact. All doors are to be closed, locked, and checked before leaving the building. In the event of key loss, Contractor will reimburse Agency for replacement, or corrective measures, to include re-keying of affected locations.

Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. All personnel are required to wear a uniform, and the **use of cell phones is prohibited**. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines.

**NOTE: Time Sheets must be submitted with invoicing to verify labor hours and dates worked for each employee.**



**Specifications for Janitorial Services  
For Baton Rouge Airport District's State DHH Facility  
July 20, 2022**

**CONFIDENTIALITY:**

The following provision will apply unless the state agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to the City-Parish operations which are designated confidential by the City-Parish and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the City-Parish. The identification of all such confidential data and information as well as the City-Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the City-Parish in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the City-Parish to be adequate for the protection of the City-Parish's confidential information, such methods and procedures may be used, with the written consent of the City-Parish, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

**Supplies/Equipment**

**Furnished by Agency**

- a) Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of his work.
- b) Hot and cold water as necessary.
- c) Space in the building for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract.

**Furnished by Contractor**

- a) The Contractor shall furnish all cleaning supplies, disinfectants, cleaning rags and towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness, safety and sanitation of the building at no additional charge to the Agency. A minimum of 2 "**Caution Wet Floor**" signs should be provided also. If the Contractor does not provide proper supplies, then the Contractor will be deemed to be in default.
- b) Contractor shall provide calibrated equipment that meets or exceeds EPA emission standards. Heavy duty commercial type vacuum cleaners for carpet and hard floor surfaces, and vacuum accessories/equipment for vacuuming upholstered furniture is required. Equipment with frayed cords is prohibited. In addition contractor shall supply the following equipment, but not limited to: trash cart, for transport of garbage bags and containers, janitorial cart for carrying/storing cleaning supplies, mops, brooms, buckets, etc.

An area is provided for storage of equipment. This area shall be kept clean and odor free. The storage area door shall be locked at all times.

- c) The contractor shall provide the following products to be stocked in various dispensers:
  - 1) Hand soap
  - 2) Air fresheners
  - 3) Urinal screens or cakes
  - 4) Trashcan liners for all wastebaskets throughout the building (various sizes, as needed).
- d) Contractor shall furnish 2 ply white toilet tissue, toilet seat covers, hand towels, trash bags (0.9 mil minimum thickness), hand soap, air freshener, cleansers, strippers, cleaning solvents, waxes, etc. MSDS sheets for all chemicals used in the cleaning of any facilities must be supplied to City Parish Representative prior to initial use.

**Specifications for Janitorial Services  
For Baton Rouge Airport District's State DHH Facility  
July 20, 2022**

**DAILY CLEANING SCHEDULES:**

1. Bare floors shall be dust mopped with untreated mops or vacuumed. Bare floors shall be damp mopped with a neutral PH cleaner. Corners shall be dirt, cobweb, and lint free. Door jams and baseboards free of dirt and mop stain build-up. All debris, paper, lint, dust, and dirt removed. Mops are to be rinsed, rung out and hung to dry.
2. Clean, sanitize, wet mop and deodorize restrooms, with deodorizing disinfectant, using MRSA resistant cleanser. Floors shall be free of dirt (pay special attention to corners), stains, paper, cobwebs, water, mop stains and debris. Clean restroom mirrors. Spot wash restroom walls, partitions and doors. Baseboards and panel bases shall be clean of dirt build-up and stains. Drains shall be free of debris and hair. Toilets and urinals shall be free of water build-up and stains, dust, dirt and spots. Flush valves shall be clean and polished. Toilet seats shall be up for use, free of spots and stains. Dispensers shall be stocked daily and maintained at adequate level (liquid, foam, soap and paper products). Dispensers shall be clean and dust free.
3. Empty all waste baskets; insert new can liners and place trash outside in receptacles for pickup. Damp wipe soiled receptacles as needed.
5. Dust sills, chairs, files and furniture, desks, mirror tops, partitions, ceiling vents and damp wipe spills, as needed.
6. Vacuum/clean rugs/mats and /or carpets.
6. Spot wash woodwork, walls particularly around telephones and doors particularly around door knobs.
7. Clean and polish water fountains and laboratory sinks.
8. Clean and fill all toilet tissue, hand towel holders, and hand soap dispensers in rest rooms. Also clean and fill hand towel holders and hand soap dispenser's kitchen and lounge/break areas.
9. Sweep front entrances, clean ashtrays, urns.
10. Bare floors are to be dust mopped and damp mopped.
11. In kitchen and break areas all tables, countertops, and sinks must be wiped with a germicidal cleaner. Spot clean exterior of appliances, vending machines, cabinets and chairs. Wet mop all areas with a germicidal cleaner.

**WEEKLY CLEANING SCHEDULE:**

1. All light switches and tops of all partitions to be damp wiped.
2. Surface cleaning for the common areas using MRSA clinical cleaning procedures.

**MONTHLY CLEANING SCHEDULE:**

1. Wipe clean all ceiling mounted and wall mounted HVAC supply and return air grilles. Also clean adjacent ceiling tile and wall areas as necessary to provide dust and soil free area around grilles.
2. Wash windows-inside.
3. Vacuum air vents.

**SEMI-ANNUAL CLEANING SCHEDULE:**

1. Window blinds shall be vacuumed.
2. Wash windows-outside.

**ANNUAL CLEANING SCHEDULE:**

1. Shampoo/steam clean all carpeted surfaces upon request. One treatment per year allowed. NO strip and waxing of tile floors are covered under this contract.

## **Definitions of terms used: METHODS OF CLEANING**

**Restroom Complete Cleaning:** "Top-to-bottom," "side-to-side" all areas at a minimum of once a day.

**Damp mopping:** is a well wrung out mop being used to pick up soil without previously laying down a film of solution.

**Wet mopping:** is when a film of solution is laid down on the floor that will need to be picked up with a well wrung out mop or wet vacuum.

**Spot cleaning of carpeted areas:** is defined as cleaning small areas of the carpet using a cleaning solution applied with a microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets. Spots shall be cleaned as soon as possible after a spill and prior to shampooing carpet.

**Dust mopping:** is the cleaning, removing of dry soils without adding liquid. Because dust mopping is usually done dry, it also allows the floor to be cleaned while the area is being used.

**Clinical cleanse, MRSA:** which is a resistant strain of the common staph infection which does not respond to normal antibiotics. The normal procedure to remove this highly contagious disease is to "Clinical Cleanse" the area, which means at least once each week the cleaning staff will wipe down common areas such as door, walls, tables and other surfaces that are used by the general populace of the facility. Rest rooms must be Clinically Cleansed daily, general office areas will be Clinically Cleansed monthly or as needed. MRSA resistant shall be listed on the label of the product used.

The product used must be left on the surface for 2 minutes or as designated by the solution's directions, then dried. Each product will have slightly different instructions.

The Contractor will be responsible for furnishing the Agency with all Material Safety Data Sheets applicable to the products and chemicals being furnished under this contract.

**Recycle Materials:** Identify recyclable materials and dispose appropriately.

**Remove Trash:** All waste receptacles and other containers within the area shall be emptied and returned to their initial location. Boxes, cans, papers, etc. placed near a trash receptacle and marked "Trash" shall be removed from the area and emptied into a designated trash receptacle in such a manner as to prevent the adjacent area from becoming littered by such trash. Any soiled or torn plastic trash can liners shall be replaced. The wastebaskets shall be damp-wiped with neutral detergent from a spray bottle and a clean sponge or cloth to remove soil. Wet spills on the interior of wastebaskets shall be removed. Lotion-type cleansers and an abrasive pad shall be used to remove soil. In the restrooms, and food vending areas, germicidal detergent will be used in place of neutral detergent.

**Clean Drinking Fountains:** Disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning, the entire drinking fountain shall be dried with a clean cloth and shall be free from streaks, stains, smudges, scales, and other removable soil.

**Clean Building Surfaces:** Lamb wool dusting tool or tank vacuum with dusting attachments shall be used to dust, lint, litter, dried soil, etc. from all building surfaces. After cleaning, all building surfaces shall have a uniform appearance, free of streaks, smudges, dust lint litter etc. Cleaning shall be accomplished by the complete removal of soil from the area. In food vending areas, a cloth of sponge dampened with germicidal detergent shall be used in place of a dusting tool or a cloth.

**Dust Furniture:** A lightly treated dust cloth and a spray bottle of neutral detergent or glass cleaner shall be used to remove all dust, lint, litter, dry soil, etc. from the surface of desks, chairs, cabinets, and other types of furniture equipment. Dusting shall be defined as the complete removal of soil from the surface(s).

**Dust Mop/Sweep Non-Carpeted Floors:** Prior to sweeping or dust mopping, the floors shall be policed to remove all surface litter such as paper, gum, rubber bands, paper clips, spills, etc. Use a putty knife to remove gum, tar, and other sticky substances from the floor. On resilient tile, terrazzo, wood, sealed concrete and other smooth finish floor surfaces, use a treated dust mop, dustpan, and counter brush to remove accumulated soil and litter. Large open areas may be swept using a powered sweeper or other labor saving device. The entire area shall be swept, collected, and disposed of in a more easily accessible area. The entire area to be swept shall be thoroughly cleaned. Chairs and trash receptacles shall be tilted or moved where necessary to sweep underneath. All areas, such as underneath chairs or other furnishings that are accessible, shall be swept. After the floor has been swept or dust mopped, the floor surfaces, including corners and abutments, shall be free of streaks and litter. Areas such as corners and other surfaces not immediately accessible to the dust mop or broom shall be swept with the counter brush and all sweepings collected into the dustpan and then disposed of.

**Spot Mop Non-Carpeted Floors:** Spot mopping shall be performed to remove stains and soil not removable by using dry cleaning methods on hard floors. Spot mopping shall be accomplished using a well-wrung mop, and neutral detergent. After spot mopping, the floor surfaces shall present a uniform, clean appearance, free of spills, spots, and **CAUTION WET FLOOR** signs shall be placed in the area being spot mopped.

**Partially Vacuum Carpet:** Prior to partially vacuuming carpeted floors, the area shall be policed to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc. Use a carpet vacuum with beater bar or brush to remove any obvious soil on the surface of the carpet. The beater bar/brush shall be adjusted to correspond to the pile height of the carpet. After being partially vacuumed, the carpeted floor shall be free of all visible litter, dust and soil.

**Remove Spots from Carpets:** Using a spray bottle containing liquid carpet shampoo and water solution, a small nylon brush, and sponge or clean cloth, spray the affected area with a light solution of carpet shampoo. Using a lateral scrubbing motion, scrub the shampoo into the spot in a motion that tends to draw the size of the spot toward the center and not spread it in size. After scrubbing, blot the spot with the clean cloth or sponge. If spots cannot be removed by this method, consult the Supervisor before proceeding further. After cleaning, the carpet should be free from visible spots and stains and the area should be vacuumed.

**Clean Mirrors:** Using a solution of glass cleaner in a spray bottle and a clean cloth, spray all surfaces of mirrors in restrooms with the glass cleaning solution. Then, use the clean cloth to remove soil, streaks, smudges, film, etc, from the surfaces of the mirrors. The surfaces must be polished with the dry cloth until all visible signs of streaks, smudges, film, etc, have been completely removed and it presents a uniform, clean appearance. The frame of the mirror should also be cleaned using the same method. Shelves and other adjacent areas should also be cleaned using this procedure.

**Refill Paper Dispensers:** All paper towels, toilet tissue, and other paper dispensers shall be filled to the proper fill level. These are new dispensers, use only towels and tissue sized for those dispensers. The dispensers and adjacent surfaces shall be wiped with germicidal detergent to remove hand prints and smudges.

**Refill Soap Dispensers in Restrooms:** Soap dispensers shall be filled to the proper fill level. The product should be correct for the dispensers, and shall be correctly installed in accordance with the requirements of the dispenser or using manufacturer's instructions. Hand soap dispensers and adjacent surfaces shall be wiped clean to remove any spillage created during the refilling process. The device should be checked for proper operation; inoperable devices or missing parts should be reported to the Facility Representative.

**Clean and Disinfect Sinks/Toilets/Urinals:** A germicidal detergent from a spray bottle, a clean sponge, abrasive pad, toilet bowl mop, clean cloth and lotion-type cleaner shall be used to completely clean and disinfect all exposed surfaces of sinks, toilets, partitions, and urinals. The cleaning includes the drying and

polishing of all exposed hardware. Additionally, toilet seats must be completely dry after cleaning. The lotion-type cleanser should be used to remove stubborn soil that cannot be removed by the application of germicidal detergent from a spray bottle. The interior of toilets and urinals should be scoured using a bowl mop. After the interior has been scoured, the fixture should be flushed and the water level followed down with a circular motion of the bowl mop to remove stains and chemical rings. After cleaning, the fixtures should present a clean, bright, shiny appearance. They should be free of all visible soil, streaks, oily smudges, etc. Inoperable or broken fixtures should be reported immediately to the supervisor.

**Descalc Toilets and Urinals:** Non-acid-type bowl cleanser and a nylon bowl mop shall be used to remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. The cleaner shall be applied directly to the bowl mop and taken to the surface to be cleaned.

**Dust Hanging Pictures:** Using care, hanging pictures and other decorative wall hangings shall be dusted with a feather duster around frame tops, sides, and bottom. Glass shall be lightly dusted.

**Cleaning of All Glass:** Shall be defined as the complete removal of smudges, tape, oily film, cobwebs, dust, and other types of soil from both sides (interior and exterior sides) of the glass and frames of exterior windows, doors, vestibules, etc. A glass cleaning chemical, window squeegee tool with rubber blade, clean sponge, and synthetic fiber cloths shall be used. The glass and frame shall be rinsed to remove and detergent solution residue. After washing, the glass areas shall be free of smudges, tape, oily film, cobwebs, dust, and all other types of soil, streaks, and water marks. Glass cleaner splash and drip marks shall be removed from all adjacent surfaces.

**Wash Interior Walls:** This process is defined as removing all visible soil, smudges, tape remnants, film, etc., from painted wall surfaces. Where dusty conditions exist, the wall shall first be dry-cleaned using a non-treated dusting tool. A neutral detergent or solvent based cleaner shall be used to remove soil. The product used must not remove paint or alter the appearance of the surface. The wall shall be washed using a method to avoid streaking. All detergent residue, film and soil must be removed from the wall. After washing, the wall shall be dried using clean cloths. The washed wall shall have a uniform appearance with all visible soil, streak, etc., removed and the paint not damaged. The areas adjacent to the surface shall also be cleaned of splashes, drip marks, etc., caused by the wall washing.

**Wet Cleaning/Scrubbing Non-Carpeted Floors:** Prior to being wet cleaned, the entire floor surface involved shall be swept or dust mopped. A wet mop, mop bucket and wringer, scrub brush, floor squeegee, and neutral detergent shall be used to remove all soil and non-permanent stains from the entire floor, baseboards, etc... Where applicable, a riding or walk-behind auto-scrubber may be used. The neutral detergent solution shall be applied to the entire floor and the floor shall then be scrubbed. The solution shall be picked up by using a mop and mop bucket or removed by the auto-scrubber. Areas being wet cleaned manually shall be rinsed with clean water. All accessible areas shall be wet cleaned. Chairs, trash receptacles, etc., shall be moved to clean underneath, after being wet cleaned.

**CITY OF BATON ROUGE/ PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION**

**SCHEDULE OF BID ITEMS  
ANNUAL CONTRACT A22-1109  
Janitorial Services for Airport District's State DHH Facility**

All items must be bid, a monetary amount should be entered in the unit price block for each item. A blank space, N/A, or a Zero (0) in that column on the Schedule of Bid Items page will be considered NO BID and may cause your bid to be deemed non-responsive. If intention is NO CHARGE, please write that in the unit price column.

**UNIT PRICE CONTROLS THE BID**  
The square feet listed is approximate.

ITEM	DESCRIPTION	QTY (APPROX)	UNIT OF MEASURE	UNIT PRICE	PRICE
0001	Janitorial Services per specifications dated July 20, 2022. Square feet listed for each is approximate. Greater Baton Rouge Airport District's Department of Health and Hospital's Facility 8453 Veteran's Memorial Blvd., Baton Rouge, LA 50 Employees and approximately 10 visitors per day Cleaning Schedule: Monday through Friday 8:30 a.m. to 11:30 a.m. And 1:30 p.m. to 4:30 p.m. daily <b>BASE PRICE</b>	12,000	SQ. FT.	\$ _____ Per Sq. Ft	\$ _____ Per Month
0002	Shampoo Carpet, Once per year or upon written request of agency.	8,869	SQ. FT.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0003	HOURLY RATE for 3 <sup>rd</sup> shift. ONLY when this facility is staffed for extended hours. Specify your HOURLY RATE, <u>per staff member</u> , if needed during these hours. Between 7:00 and 10:00 p.m.	1	PER HOUR	\$ _____ Per Hour	
0004	DAILY RATE, FOR ADDITIONAL JANITORIAL SUPPLIES IF FACILITY MUST BE MANNED 24 HOURS A DAY. During Declared Emergencies, this facility may need to be opened 24 hours a day.	1	PER DAY	\$ _____ Per Day	

**NOTE:** All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee related to the Scope of Work.

**Time Sheets must be submitted with invoicing to verify labor hours and dates worked for each employee.**

**BIDDER'S ORGANIZATION  
BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.**

**CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_ a corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_ was held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_;

that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SECRETARY



**SAMPLE AGREEMENT**

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective this \_\_\_ day of \_\_\_\_, 20\_\_, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and \_\_\_\_\_ (herein after called "Contractor").

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

Annual Contract Number and Title \_\_\_\_\_

For the Contract Period of \_\_\_\_\_

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

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

CITY OF BATON ROUGE  
AND PARISH OF EAST BATON ROUGE  
**Owner**

\_\_\_\_\_

By \_\_\_\_\_  
*Sharon Weston Broome, Mayor-President*  
*Kris R. Goranson, Purchasing Director*

WITNESS:

**Contractor**

\_\_\_\_\_

By \_\_\_\_\_  
\_\_\_\_\_  
(Typed / Printed Name and Title)

Approved as to form:

\_\_\_\_\_  
Parish Attorney's Office