



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 26, 2024

### ADDENDUM # 1

Bid Number: 50-00143964

Receipt Date: February 8, 2024

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

#### **REVISION & ADDITION:**

- 1) The unit price page was inadvertently omitted from the original bid. It has been added with revisions. **(The New Building Location has been added. See attached)**
- 2) The Performance Rating Sheet was inadvertently omitted from the original bid. It has been included in this Addendum **(See attached Form)**
- 3) On the Specifications- **Section 6.0**-the Contract Period date has been updated; **Section 10.0**-The new Building has been added. **(See attached pages)**
- 4) The Deadline for questions is Thursday, February 1<sup>st</sup> by 4:00 p.m.
- 5) The Final Addendum will be posted no later than Monday, February 5<sup>th</sup> by 12:00 p.m.

\*\*\* PLEASE SEE THE REVISED BID FORM ATTACHED \*\*\*

\*\*\* THE REVISED BID FORMS MUST BE USED FOR BID SUBMISSION \*\*\*

\*\*\* PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDA ON YOUR BID SUBMISSION \*\*\*

Sincerely,

Shanna Folse, Purchasing Specialist II  
Jefferson Parish Purchasing Department

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

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

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

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143964

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>LABOR, MATERIALS &amp; EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES</p> <p>0001 Two (2) year Janitorial Contract to cover the furnishing of labor, materials and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.</p> <p>FIRST LOCATION:</p> <p>JEFFERSON PARISH JUVENILE COURT &amp; JEFFERSON PARISH JUVENILE JUSTICE ADMINISTRATION COMPLEX. 1546 &amp; 1546 B GREYNA BLVD. HARVEY, LA 70058</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
2	24.00	MO	<p>0002 - SECOND LOCATION</p> <p>JEFFERSON PARISH JUVENILE SERVICES EAST BANK OFFICE BUILDING (CURRENT) 3420 N CAUSEWAY BLVD. METAIRIE, LA 70002</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
3	24.00	MO	<p>0003 - THIRD LOCATION</p> <p>JEFFERSON PARISH JUVENILE SERVICES EAST BANK OFFICE BUILDING (NEW) 100 DAVID DR. METAIRIE, LA 70003</p> <p>THIS WILL BE THE NEW LOCATION FOR THE EASTBANK ONCE THE BUILDING IS COMPLETED.</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
4	1.00	HR	<p>0004 Day Porter Daily Rate</p> <p>Provide an hourly rate for a day time janitorial employee to perform regular janitorial services that are listed under the attached day time janitorial employee job description. Contractor will also be required to provide equipment for the employee to use to perform these services. Employee may be used on an hourly basis for intermittent work at various locations.</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
5	1.00	SQFT	<p>0005 Carpet Cleaning</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143964

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	1.00	SQFT	<p>Provide a square footage cost for carpet cleaning as needed which includes everything to do a total wet extraction at any of the buildings to be covered in this contract.</p> <p>Please note that the Bonnet Cleaning System is not acceptable for carpet cleaning.</p> <p><b>0006 Tile &amp; Hard Surface Floor Cleaning</b></p> <p>Provide a square footage cost for tile and hard surface floor refinishing as needed which includes everything for stripping, cleaning, waxing and buffing at any of the buildings to be covered in this contract.</p> <p><b>***PLEASE SEE ATTACHED SPECIFICATIONS***</b></p> <p style="text-align: center;">REVISED PER ADDENDUM #1</p>	\$ <hr/> \$	\$ <hr/> \$

**JANITORIAL SERVICES  
PERFORMANCE RATING**

**Juvenile Services and Juvenile Court**

Date: \_\_\_\_\_

Month of Service: \_\_\_\_\_

<b>LOBBY/ENTRANCE</b>	<b>Total Max Score of 30 (5 points each)</b>
Elevator/Elevator Doors	
Door/Glass	
Tile/Carpet	
Chairs	
Corners Edges	
Furnishings	
<b>Total</b>	<b>0</b>

<b>QUESTIONS</b>	<b>Total Max Score of 35 (5 points each)</b>
Has vendor corrected past problems?	
Have vendor/client communicated weekly?	
Are supply closets in order?	
Does vendor have adequate cleaning supplies?	
Are MSDS kept with janitorial supplies?	
Do employees have and display id badges?	
Did vendor notify DIS of any employee replacement?	
<b>Total</b>	<b>0</b>

<b>OFFICES</b>	<b>Total Max Score of 75 (5 points each)</b>
Corners/Edges	
Baseboards	
Low Dusting	
High Dusting	
Desk/Chairs	
Walls/Vertical Surfaces	
Light Switches	
Blinds	
Partition Glass	
Stairs	
Trash Containers	
Tile	
Carpet	
Water Fountains	
Door Knobs	
<b>Total</b>	<b>0</b>

<b>Total Possible Score</b>	<b>210</b>
<b>Total Actual Score</b>	<b>0</b>
<b>Deductions</b>	<b>210</b>
<b>Percentage</b>	<b>0%</b>

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

<b>Monthly Invoice Price</b>	
<b>Invoice Percentage to be Paid</b>	<b>0%</b>
<b>Total Invoice Amount to be Paid</b>	

Janitorial Services Representative: \_\_\_\_\_

JP Representative: \_\_\_\_\_

Comments:

<b>RESTROOMS</b>	<b>Total Max Score of 70 (5 points each)</b>
Soap Dispensers	
Trash Containers	
Hand Towel Dispenser	
Toilet Paper	
Walls	
Stalls	
Toilets	
Urinals	
Basins	
Counter Area	
Bright Work	
Mirrors	
Floors	
Corner/Edges	
<b>Total</b>	<b>0</b>

## **SECTION 6.0 – BID SPECIFICATIONS: (REVISED)**

The successful contractor shall cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services. The contract will be for a period of two (2) years, beginning on May 1, 2024 and ending on April 30, 2026.

## **SECTION 10.0 – SERVICES: (REVISED & BUILDING ADDED)**

### **JUVENILE COURT**

The Juvenile Court is located at 1546 Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 30,898 – with approximately 115 employees.

The following areas will be excluded from this contract:

- Equipment Room – 1<sup>st</sup> Floor

#### **General:**

- 1. Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility. (PLEASE REFER TO SECTION 6.3 – CLEANING SUPPLIES/EQUIPMENT)**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for **TURNING ALL LIGHTS OFF** and **LOCKING ALL DOORS**. The contractor will also be responsible for **ARMING ANY ALARM SYSTEMS**. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month's invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

### Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.  
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All **entrance** glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
  - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
  - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - c. Clean and polish mirrors.
  - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - e. Toilet seats shall be cleaned and disinfected on both sides.
  - f. Wet mop and rinse restroom floors with disinfectant.
  - g. All walls and partitions shall be cleaned to remove spots and splashes.
  - h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
  - j. Wipe all bathroom door handles, inside and outside with disinfectant.

### **Weekly Services:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

### **Monthly Services:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

### **Semi-Annual Services:**

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhausts) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

### **As-Needed Services (See "As-Needed Services – All Buildings under Contract")**

1. General emergency/as needed cleaning for entire 30,898 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

### **JUVENILE JUSTICE ADMINISTRATION COMPLEX**

The Juvenile Justice Administration complex is located at 1546-B Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 36,800 – with approximately 157 employees.

The following areas will be excluded from this contract:

- Mechanical Rooms – 1<sup>st</sup> Floor and 2<sup>nd</sup> Floor

### General:

1. Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility. **(PLEASE REFER TO SECTION 6.3 – CLEANING SUPPLIES/EQUIPMENT)**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month's invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

### Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.  
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.



14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
  - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
  - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - c. Clean and polish mirrors.
  - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - e. Toilet seats shall be cleaned and disinfected on both sides.
  - f. Wet mop and rinse restroom floors with disinfectant.
  - g. All walls and partitions shall be cleaned to remove spots and splashes.
  - h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
  - j. Wipe all bathroom door handles, inside and outside with disinfectant

#### **Weekly Services:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.
7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

#### **Monthly Services:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment

### Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

### As-Needed Services (See “As-Needed Services – All Buildings under Contract”

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

### JUVENILE SERVICES – EASTBANK OFFICE (CURRENT)

The Juvenile Services – Eastbank Office is located at 3420 N. Causeway Blvd, Metairie, LA 70002. The approximated square footage to be cleaned is 7,500 – with approximately 25 employees.

The following areas will be excluded from this contract:

- Mechanical Room

#### General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility. (PLEASE REFER TO SECTION 6.3 – CLEANING SUPPLIES/EQUIPMENT)**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month’s inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month’s invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor’s non-working supervisor that evening. This person must also be

equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

### **Daily Services:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.  
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All **entrance** glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
  - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
  - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - c. Clean and polish mirrors.
  - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - e. Toilet seats shall be cleaned and disinfected on both sides.
  - f. Wet mop and rinse restroom floors with disinfectant.
  - g. All walls and partitions shall be cleaned to remove spots and splashes.
  - h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
  - i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.

- j. Wipe all bathroom door handles, inside and outside with disinfectant

#### **Weekly Services:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.
7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

#### **Monthly Services:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

#### **Semi-Annual Services:**

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

#### **As-Needed Services (See “As-Needed Services – All Buildings under Contract”**

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

#### **As-Needed Services - All Buildings under Contract**

1. General Emergency/As Needed Cleaning

- A. Vendor shall provide an hourly rate for a day-time janitorial employee for any additional emergency/as needed cleaning services. This hourly rate unit should be included in your bid total.
- B. The employee assigned to this task will work select hours as needed.
- C. See attached job description titled “Day Time Janitorial Employee Job Description”.

2. Carpet cleaning

- A. Vendor shall provide a square footage unit cost for carpet cleaning, which includes all labor and materials for total wet extraction for all buildings under this contract. This square footage rate should be included in your bid total.
- B. The Bonnet Wet Extraction Cleaning System is not an acceptable form of carpet cleaning.

3. Tile and hard surface floor refinishing

- A. Vendor shall provide a square footage unit cost for tile and hard surface floor refinishing, which includes all labor and materials for stripping, waxing and buffing. This square footage rate should be included in your bid total.

**(NEW) JEFFERSON PARISH JUVENILE SERVICES EAST BANK OFFICE BUILDING (ADDED)**

The Jefferson Parish Juvenile Services East Bank Office Building is at 100 David Drive, Metairie, LA 70002. The approximated square footage to be cleaned is 11,500 – with approximately 30 employees, 31 offices, 3 lounge/kitchen areas, 3 meeting/conference rooms, 4 public restrooms and 5 employee restrooms.

- **The following areas will be excluded from this contract: Mechanical Rooms – 1<sup>st</sup> & 2<sup>nd</sup> Floor**

**General:**

1. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
2. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month’s inspection report for each occurrence.
3. The contractor will be responsible for **TURNING ALL LIGHTS OFF** and **LOCKING ALL DOORS**. The contractor will also be responsible for **ARMING ANY ALARM SYSTEMS**. Failure to perform any

of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month's invoice for each occurrence.

4. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

#### **Daily Services:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.  
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All **entrance** glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
  - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms.
  - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
  - c. Clean and polish mirrors.
  - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
  - e. Toilet seats shall be cleaned and disinfected on both sides.
  - f. Wet mop and rinse restroom floors with disinfectant.
  - g. All walls and partitions shall be cleaned to remove spots and splashes.

- h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
- j. Wipe all bathroom door handles, inside and outside with disinfectant

#### **Weekly Services:**

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.
7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

#### **Monthly Services:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment

#### **Semi-Annual Services:**

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

#### **As-Needed Services (See "As-Needed Services – All Buildings under Contract")**

1. General emergency/as needed cleaning for entire 11,500 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

**ADDITIONAL INFORMATION:**

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