



# The Sewerage & Water Board OF NEW ORLEANS

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[www.swbno.org](http://www.swbno.org)

May 21, 2024

## Addendum No. 1

Your reference is directed to the Request for Proposal for: **2024-SWB-06 Janitorial Services** for the Sewerage and Water Board of New Orleans which proposals are due on **May 31, 2024**, at **11:00 a.m.** CST.

This Addendum serves to address the following:

1. Clarification of Attachments
  - a. Attachment A - Cover Sheet
  - b. Attachment B - Pricing Form
  - c. Attachment C - Required Affidavits
  - d. Attachment D - EDBP Participation Sheet
  - e. Attachment E - Reference Questionnaire
2. Mandatory Pre-Proposal Attendance (Page 2 – 3)
3. Mandatory Walkthrough Attendance (Page 4 – 5)
4. Informational – Cleaning Requirements and Frequency of Cleanings (Page 6 – 7)

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*The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2024-SWB-06 Janitorial Services, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this RFP.*

This addendum consists of one (1) page.

**\*\*\* END OF ADDENDUM \*\***

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## SEWERAGE & WATER BOARD OF NEW ORLEANS ATTENDANCE SHEET

<b>PROJECT:</b> Pre-Proposal Meeting: 2024-SWB-06		<b>MEETING DATE:</b> May 17, 2024. <u>8:30 A.M.</u>
<b>PLACE/ROOM:</b> St. Joseph Purchasing Conference Room		<b>FACILITATOR:</b> Connor Metcalf, Procurement Analyst
NAME	COMPANY	EMAIL
Connor Metcalf	SWBNO	<a href="mailto:Cmetcalf@Swbno.org">Cmetcalf@Swbno.org</a>
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Angel Johnson	SWBNO	<a href="mailto:Ajohnson4@swbno.org">Ajohnson4@swbno.org</a>
Ladarby Landry	Germ Slayers Cleaning and Maintenance	<a href="mailto:Hello@slayersofgerms.com">Hello@slayersofgerms.com</a>
Patrice Green	Global Cleaning Services	<a href="mailto:Globalsvcs@bellsouth.net">Globalsvcs@bellsouth.net</a>
Barrett Wiley	Cleaning Concierge	<a href="mailto:barret@mycleaningconcierge.com">barret@mycleaningconcierge.com</a>
Kathe Williams	KSM Janitorial	<a href="mailto:k_s_m_2008@yahoo.com">k_s_m_2008@yahoo.com</a>
Terry Graddis Jr	First Klass Enterprise	<a href="mailto:Owner@fkenterprise.com">Owner@fkenterprise.com</a>
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Michael Caldwell	Caldwell Investments	<a href="mailto:mikedcaldwell41@gmail.com">mikedcaldwell41@gmail.com</a>
Ronald Firmin	Firmin Trucking	<a href="mailto:drdfirmin@mac.com">drdfirmin@mac.com</a>

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NAME	COMPANY	EMAIL
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Sharon Richard	Pure Elegance Cleaning Service	<a href="mailto:info@pureelegancecleaning.com">info@pureelegancecleaning.com</a>
Angie Johnson	SWBNO	<a href="mailto:Ajohnson@swbno.org">Ajohnson@swbno.org</a>
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Roshundal Collins	Jani King of New Orleans	<a href="mailto:rcollins654@janikingmail.com">rcollins654@janikingmail.com</a>

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## SEWERAGE & WATER BOARD OF NEW ORLEANS ATTENDANCE SHEET

<u>PROJECT:</u> Mandatory Walk Through: 2024-SWB-06		<u>MEETING DATE:</u> May 17, 2024. <u>9:00 A.M.</u>
<u>PLACE/ROOM:</u> St. Joseph Purchasing Conference Room		<u>FACILITATOR:</u> Connor Metcalf, Procurement Analyst
NAME	COMPANY	EMAIL
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Patrice Green	Global Cleaning Services	<a href="mailto:Globalsvcs@bellsouth.net">Globalsvcs@bellsouth.net</a>
Barrett Wiley	Cleaning Concierge	<a href="mailto:barret@mycleaningconcierge.com">barret@mycleaningconcierge.com</a>
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NAME	COMPANY	EMAIL
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Xavier Chavez Reyes	SWBNO	<a href="mailto:Xchavezreyes@swbno.org">Xchavezreyes@swbno.org</a>
Angie Johnson	SWBNO	<a href="mailto:Ajohnson@swbno.org">Ajohnson@swbno.org</a>
Roshundal Collins	Jani King of New Orleans	<a href="mailto:rcollins654@janikingmail.com">rcollins654@janikingmail.com</a>

**SEWERAGE AND WATER BOARD OF NEW ORLEANS**  
**JANITORIAL AND RELATED SERVICES AT MULTIPLE FACILITIES**

**Cleaning requirements and frequency of cleanings**

The following is a summary of cleaning services required and frequencies at which such services shall be performed in all areas specified in Section V. Locations of Service

	Task	Frequency			
		D	W	M	Q
1	Empty all trash receptacles and replace liners daily in all areas	✓			
2	Dispose of all trash in the dumpster located on each facility.	✓			
3	Empty all recycling receptacles and replace liners	✓			
4	Wipe and clean surfaces of wastebaskets as needed in all areas.	✓			
5	Empty and damp wipe ash tray receptacles	✓			
6	Dust all horizontal surfaces	✓			
7	Spot clean all hard surface floors (non-restroom) removing stains as needed	✓			
8	Dust mop all hard surface floors (non-restroom) in all areas	✓			
9	Damp mop all hard surface floors (non-restroom) in all areas	✓			
10	Sweep and damp mop all restrooms with germicidal mix	✓			
11	Clean and sanitize all toilet bowls, shower stalls, and urinals	✓			
12	Clean restroom walls and partitions with germicidal detergent in all areas.	✓			
13	Clean and polish chrome/ bright work in all areas.	✓			
14	Refill all soap dispensers in restrooms and all breakroom areas.	✓			
15	Restock toilet paper, toilet seat covers, paper towels, and sanitaty napkins as needed.	✓			
16	Clean and sanitize all fixtures, mirrors, surfaces, sinks, water fountains/stations.	✓			
17	Restock paper towels in all break rooms, common areas, and lunchrooms as needed	✓			
18	Spot clean walls, light switches, and doors as required in all areas.	✓			
19	Fully vacuum carpet, floor mats, open areas, under desks, chairs, corners, etc.	✓			
20	Sweep stairs and landings removing all litter.	✓			
21	Clean and damp mop elevators flooring	✓			
22	Deep clean elevator threshold plates removing all visible soils and stains in all areas.	✓			
23	Damp wipe tables and chairs in all breakrooms, lunchrooms, etc.	✓			
24	Clean inside and outside of all appliances in all breakrooms, lunchrooms, etc.	✓			
25	Clean and organize janitorial closets, keep floor clean and free of spills, dirt,etc.	✓			
26	Clean surface of all exterior doors	✓			
27	Sweep all trash from walkways for a distance of up to 10ft from all faces of each building.	✓			
28	Dust high and low areas (pictures, clocks, shelves, baseboards, etc.)		✓		
29	Dust and clean all air vents in all areas.		✓		
30	Clean and dust all telephones and computer stacks in all areas		✓		
31	Wipe down all conference room chairs		✓		
32	Dust and clean all interior windows, window trim, and blinds in all areas.		✓		
33	Dust stairs/stairwells rails and ledges and spot clean walls as needed.		✓		
34	Spot mop spills as required in stairwells		✓		
35	Spot clean carpets as required in all areas.		✓		
36	Spray buff hard surface floors in all areas as required using a high speed floor machine		✓		

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	Task	Frequency			
		D	W	M	Q
37	Machine scrub all restroom floors using germicidal detergent.		✓		
38	Clean and polish elevators bright work		✓		
39	Wash and sanitize all garbage cans used for collection of food remnants.		✓		
40	Clean and wash all glass, doors and glass panels on exterior side of glass (free of streaks,		✓		
41	Shampoo carpeted floors using extractor system in all areas			✓	
42	Machine scrub and recoat hard surface floors			✓	
43	Strip and refinish all hard surface floors in all areas (with Site Manager approval)				✓

D= Daily, W= Weekly, M= Monthly, Q= Quarterly