



The Sewerage & Water Board

OF NEW ORLEANS

625 ST. JOSEPH STREET

NEW ORLEANS, LA 70165

504.529.2837 OR 52.WATER

www.swbno.org

June 5, 2024

Addendum No. 3

Your reference is directed to the Request for Proposal for **2024-SWB-06 Janitorial Services** for the Sewerage and Water Board of New Orleans proposals that are due on **June 14, 2024, at 11:00 a.m. (CST)**.

This addendum provides for the following:

1. Responses to Answers

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1. Proposer will be required to replace the following equipment in all restrooms:
 2. Do you have a count of the restrooms per building to include the following:
 - a. Number of stalls
 - b. Number of sinks
 - c. Number of required waste receptacles per restroom
 - d. Number of required sanitary napkin holders.

Please see the attached documents. Pages (6 – 10)

3. Are DBE's required to subcontract or can they perform the entire contract without a subcontractor?

DBE's bidding as prime cannot fulfil the DBE requirement by listing themselves as the subcontractor to meet the DBE goal. The prime contractor must select another DBE from Sewerage and Water Board's approved vendor listing.

4. We need clarification on how to submit the proposal by email, could you please provide this step by step process?

Page 6, Section 1.5, Submission of Proposals. Electronic Submission.

(1) Digitally signed technical proposal and (1) digitally signed cost proposal in searchable PDF format to bids@swbno.org.

5. Once the winning vendor does change out and provide new equipment and if it is destroyed, will the board pay the vendor for replacement?

Yes. The Board will pay for the replacement based on the replacement cost submitted by vendor.

6. Will the new vendor have keys to all the janitorial closets at every building?

Yes.

7. What will be the working hours for janitorial and custodial staff?

Page 15, Section IX, Work Hours per Location.

Reads as follows:

The Proposer's staff shall perform all specified work at each facility according to the hours set below. Janitorial staff may arrive at specified start time and work continuously until all required tasks are completed. All work must generally be performed daily, except for SWBNO holidays when the buildings are not occupied, and no cleaning is necessary. Please be advised that the hours listed below may change per facilities as needed by each site manager.

Any tasks requiring floor stripping and refinishing shall be scheduled to be performed between the hours of 5:00 p.m. and 12:00 a.m. to minimize disruption of daily office operations. The proposer shall coordinate with the Project Manager to define tasks schedules.

Additional specific cleaning tasks may be required in case of emergencies, incidents, or special events. In the event the Board requests additional cleanings, the Proposer shall perform the type of task required at an hourly rate proposed under the submitted rate sheet. The Proposer shall coordinate with the site manager to verify the number of hours necessary to complete the daily, weekly, monthly, or quarterly tasks requested as additional cleanings.

CARROLLTON WATER PLANT –

Engineering/Lab Building

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

12:00 p.m. – 4:00 p.m.

CENTRAL YARD

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

12:00 p.m. – 4:00 p.m.

ST JOSEPH ADMINISTRATION

Monday-Friday

8:00 a.m. – 4:00 p.m.

4:30 p.m. – 8:00 p.m.

Weekends (As needed)

ALGIERS WATER PLANT

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

BEHRMANN PLACE ANNEX

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

8. I read that the new vendor is responsible for mats as well, Is this for the duration of the contract?

The janitorial supplier would only spot clean the mats. A third-party vendor maintains cleaning of mats.

9. What Is the budget for this contract?

\$550,000.00

10. Can you provide your current Custodial provider and the payment terms on that contract ? is this information publicly accessible?

Page 8, Section 1.14, Public Records Request

To request a public record for the proposal documents, please submit to the following website:

<https://swbno.nextrequest.com/>

11. Will the new or the existing custodial provider be responsible for any floor care prior to the ending of their services? such as any stripping and waxing of floor and carpet care etc.?

It is the current vendors intention to strip/wax before the end of the current contract, however, the new vendor still is required to do an initial cleaning which includes all the services mentioned.

12. In the midst of highly competitive labor market constraints, will consideration be granted to allow custodial providers with the ability to offer staff members competitive living wages?

Yes.

13. If awarded is the custodial provider responsible for all supplies?

Yes.

14. Are there any items or supplies that will provide by SWBNO ? such as hand sanitizer / air fresheners canisters and batteries?

The Sewerage and Waterboard provides Hand Sanitizer and the dispensers for Hand Sanitizer.

15. Custodial Staff Requirement at sites Do you require more then 1 person at each site? How many custodial workers are currently at each sites?

Yes, Except Behrman Hwy. Only one is needed there. The number of porters varies. But there usually 4 to 5 at each site.

Station D is next door to Central Yard and will probably only need 1 porter. The vendor can use their own judgment if to have one of the porters at 2900 Peoples clean that area as well if they have more than 5 porters allocated to 2900 Peoples.

For Algiers Water Plant no more than 1 or 2 should suffice. While it is a large facility, there are only a few areas that require cleaning throughout the complex.

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 proposer shall be responsible for having knowledge of all addendum issued for this RFP.

This addendum consists of 10 pages.

End of Addendum

Algiers Water Plant Complex, 900 Lamarque St.

BUILDING	RESTROOM LOCATION	RESTROOM TYPE	# SINKS	#TOILETS/STALLS	#URINALS	#SOAP DISPENSERS NEEDED	#SANITARY UNITS NEEDED	#WASTE BASKETS NEEDED
Pump and Power	Downstairs	Unisex	1	1	0	1	1	1
	Upstairs	Unisex	1	1	0	1	1	1
Station C		Men's	3	3	1	3	0	1
Chemical Building	1st Floor	Unisex	1	1	0	1	1	1
	2nd Floor	Women's	2	2	0	2	2	1
	2nd Floor	Men's	2	2	2	2	0	1
New Filter Gallery		Men's	1	1	1	1	0	1

Customer Service Satellite Office, 4021 Behrman Hwy, Suite M2

BUILDING	RESTROOM LOCATION	RESTROOM TYPE	# SINKS	TOILETS/STA	#URINALS	#SOAP DISPENSERS NEEDED	#SANITARY UNITS NEEDED	#WASTE BASKETS NEEDED
Behrman Hwy.		Unisex	1	1	0	1	1	1
		Unisex	1	1	0	1	1	1

Carrollton Water Plant Complex, 8800 S. Claiborne Ave

BUILDING	RESTROOM LOCATION	RESTROOM TYPE	# SINKS	#TOILETS/STALLS	#URINALS	#SOAP DISPENSERS NEEDED	#SANITARY UNITS NEEDED	#WASTE BASKETS NEEDED	
Engineering Bldg.	1st Floor	Women's	2	2	0	2	2	1	
	1st Floor	Men's	2	2	2	2	0	1	
	1st Floor	Women's	3	2	0	3	2	1	
	1st Floor	Men's	3	2	1	3	0	1	
	2nd Floor	Women's	3	2	0	3	2	1	
	2nd Floor	Men's	3	2	1	3	0	1	
	2nd Floor	Women's	1	2	0	1	2	1	
	2nd Floor	Men's	1	1	1	1	0	1	
	Machine Shop	1st Floor	Unisex	1	1	0	1	1	1
		2nd Floor	Unisex	1	1	0	1	1	1
1st Floor		Men's	1	1	2	1	0	1	
Electric Shop	Men's		3	4	1 long urinal	3	0	1	
	Women's		1	1	0	1	1	1	
Welding Shop	Men's		1	1	0	1	0	1	
	Men's		1	2	2	1	0	1	
Plant Maintenance	Unisex		1	1	0	1	1	1	
	Unisex		1	1	0	1	1	1	
Meter Shop	1st Floor	Unisex	1	1	0	1	1	1	
	2nd Floor	Unisex	1	1	0	1	1	1	
	1st Floor	Men's	1	2	1	1	0	1	
Lower Lift	Women's		2	2	0	2	2	1	
	Men's		3	2	3	3	0	1	
Environmental Trailer Modular Double Wide	Unisex		2	2	0	2	2	1	
	Unisex		2	2	0	2	2	1	

Central Yard, 2900 Peoples Ave

BUILDING	RESTROOM LOCATION	RESTROOM TYPE	# SINKS	#TOILETS/STALLS	#URINALS	#SOAP DISPENSERS NEEDED	#SANITARY UNITS NEEDED	#WASTE BASKETS NEEDED
Administrative	1st Floor	Women's	3	4	0	3	4	1
	1st Floor	Mens	3	2	2	3	0	1
	2nd Floor	Women's	3	4	0	3	4	1
	2nd Floor	Mens	3	2	2	3	0	1
Annex		Mens	4	4	1 large	4	0	1
		Mens	1	1	0	1	0	1
		Women's	1	1	0	1	1	1
Build Maintenance		Women's	1	1	0	1	1	1
		Mens	2	1	2	2	0	1
Body Shop		Mens	2	2	2	2	0	1
		Women's	2	2	0	2	1	1
Garage 1		Mens	1	2	2	1	0	1
		Women's	2	2	0	2	1	1
Garage 2	1st Floor	Women's	1	1	0	1	1	1
	1st Floor	Mens	1	1	0	1	0	1
	1st Floor	Unisex	1	1	0	1	1	1
	2nd Floor	Women's	2	2	0	2	2	1
	2nd Floor	Mens	1	1	1	1	0	1
	2nd Floor	Women's	0 (large sink outside)	2	0	1 Shared	2	1
	2nd Floor	Mens	0 (large sink outside)	2	3	1Shared	0	1
Warehouse	Office Area	Women's	1	2	0	2	2	1
	Office Area	Mens	1	1	1	1	0	1
	Inner Warehouse	Mens	2	2	2	2	0	1
	Inner Warehouse	Women's	2	3	0	2	3	1
Station D	1st Floor	Mens	3	2	1	3	0	1
	2nd Floor	Mens	1	2	1	1	0	1
	1st Floor	Women's	1	1	0	1	1	1
	2nd Floor	Women's	2	2	0	2	2	1

St Joseph Admin Building, 625 St. Joseph St

St.Joe Administrative Building							
Basement	Mens Large	3	3	2	2	0	1
	Mens Small	2	2	1	1	0	1
	Women's Large	3	4	0	2	4	1
	Women's Small	2	3	0	1	3	1
1st Floor	Mens Large	2	4	2	1	0	1
	Mens Small	2	2	2	1	0	1
	Women's Large	3	4	0	2	4	1
	Women's Small	2	3	0	1	3	1
2nd Floor	Mens Large	3	3	2	2	0	1
	Mens Small	2	2	1	1	0	1
	Women's Large	3	4	0	2	4	1
	Women's Small	2	3	0	1	3	1
3rd Floor	Mens Large	2	3	2	1	0	1
	Mens Small	2	2	2	1	0	1
	Women's Large	3	4	0	1	4	1
	Women's Small	2	3	0	1	3	1
CEO Restroom		1	1	0	1	0	1
CFO Restroom		1	1	0	1	0	1
2R House Connect	Unisex	2	2	0	1	2	1
	Unisex	1	2	0	1	2	1
1st Floor Men Handicap		1	1	0	1	0	1
1st Floor Lady Handicap		1	1	0	1	1	1
2nd Floor Lady Handicap		1	1	0	1	0	1