

**Louisiana Fire and Emergency Training Academy (FETA)
Scope of Work
Janitorial Services on FETA Campus**

This solicitation is for Janitorial Services to be provided at the Louisiana Fire and Emergency Training Academy (FETA) Campus. FETA is located at 6868 Nicholson Dr. Baton Rouge, Louisiana 70820. FETA includes the following buildings that would be maintained under this bid:

1. Administrative Office Building – 7,092 NASF
Administrative Building East and West wings – 1 floor, 4 restrooms
2. Recruit Training Building – 3,267 NASF - 1 floor, 3 classrooms, 2 restrooms
3. Medical Training Building – 2,109 NASF - 1 floor, 2 restrooms
4. Training Building Five – 5,889 NASF - 1 floor, 3 classrooms, 2 restrooms
5. Warehouse – 4,175 NASF - 1 office, 2 restrooms
6. Haz Mat classroom – 1,534 NASF- 2 restrooms
7. Maintenance Office – 603 NASF- no restroom.

NASF = Net Assignable Square Feet- the sum of all areas on all floors of a building assigned to/or available for assignment to an occupant for specific use.

An onsite visit to the academy is required of contractors prior to bid.

Contractor shall provide all labor, materials, tools, equipment, machinery, supplies, cleaning solvents, waxes, supervision and insurance necessary to perform janitorial services for all offices, classrooms and public areas as outlined in this solicitation. Supplies do not include toilet paper, hand towels or liquid soap, these items are provided by FETA.

SCHEDULING: Contractor will maintain and/or provide a schedule of hours, and a list of Contractor staff that will be in the building. Janitorial services shall be performed two (2) days per week with full crews on Tuesday and Friday (excluding State Holidays, Declared Emergencies, Natural Disasters or Facility Closures). If Tuesday or Friday are state holidays, the service shall be performed on the preceding day of the week. Service will be during normal working hours, beginning no earlier than 7:00am and ending no later than 4:00pm each working day. (Specific hours of service would be agreed upon if there is a change to this schedule.)

STAFFING: Contractor shall provide an adequate amount of staff in crews to perform all janitorial services at the campus. Contractor shall provide a supervisor for the assigned crew that shall serve as the point of contact for activities.

SERVICES TO BE PERFORMED: Contractor shall provide the following services:

1. **Daily Services:**
 - a. Trash Receptacles
 - i. Trash removed from all office spaces, lobbies, restrooms, conference rooms, and exterior entrances. Liners to be changed as needed. Receptacles shall be cleaned as necessary.
 - ii. Trash receptacles in classrooms and kitchen areas shall be emptied daily and liners changed daily.
 - iii. Collected trash is to be transported to on site dumpster.
 - b. Floors
 - i. Carpets shall be spot-cleaned where needed.

- ii. Spillages shall be removed.
 - iii. All non-carpet floors shall be swept or dust mopped.
 - c. Restrooms
 - i. All restrooms and showers will be fully serviced including cleaning and sanitizing of toilets, counter tops and all touch point areas.
 - ii. Floors shall be detergent mopped and rinsed.
 - iii. Fixtures (to include faucets, toilets, and urinals) shall be cleaned and sanitized.
 - iv. Mirrors shall be wiped-clean.
 - v. Fittings and supply pipes shall be wiped clean.
 - vi. Towel and tissue receptacles shall be filled from facility's stock.
 - vii. Liquid soap receptacles shall be cleaned and refilled from facility's stock.
 - viii. Deodorizers shall be used to leave restrooms free of odors.
 - ix. Stall partitions shall be wiped clean and sanitized.
 - d. Lobbies
 - i. Entrance doors, and lobby glass shall be cleaned and sanitized.
 - ii. Drinking fountains shall be cleaned and sanitized.
 - e. Miscellaneous
 - i. All outside entrance areas/steps shall be swept as needed.
 - ii. Walls shall be wiped clean of handprints and/or soil.
- 2. Weekly Services:**
 - a. Corridors, entrances, and lobby floors, shall be cleaned. Floor finish shall be applied as needed.
 - b. Hand marks shall be removed from around wall switches, doorknobs, doorjamb, etc., and on all walls and woodwork.
 - c. Carpets will be vacuumed and odorant used.
 - d. All non-carpet floors shall be mopped.
 - e. All desks, file cabinets, windowsills, and other office furniture shall be dusted with dust control treated cloths with permission of the individual occupants (if all items are removed and put back by office personnel).
- 3. Monthly Services:**
 - a. Clean all vents and light fixture lenses where applicable.
- 4. Quarterly Services:**
 - a. Lobby walls shall be washed/cleaned.
 - b. All corridor walls shall be washed/cleaned.
- 5. Semi-Annual Services:**
 - a. All composition, terrazzo, and slate floors shall be cleaned and machine polished (including classrooms). Wax shall be applied at this time. Care will be exercised during this operation to eliminate damage to office furniture, walls, etc. Heavy accumulations of wax will not be allowed to build up in comers, under desks, or around edges. Baseboards shall be kept clean. Window blinds shall be cleaned.
- 6. Annual Services:**
 - a. Windows shall be washed inside.
- 7. As needed basis:**
 - a. Contractor shall provide service during operational hours to handle janitorial issues, such as spills, touch up or spot cleaning as directed by agency points of contact.

- b. Contractor will sanitize and disinfect office areas as requested by the agency.
- c. Flooring - All carpet, vinyl, tiled and terrazzo flooring shall be vacuumed as needed, stripped, waxed, treated, sealed and buffed regularly and as needed during this detail to maintain a high quality appearance.

CONTRACTOR'S OBLIGATIONS: Contractor shall be obligated under this contract in the following respect.

- 1. Contractor's personnel shall not open drawers or cabinets, use telephones, or tamper with personal property; nor shall they disturb any equipment unless otherwise directed.
- 2. The Contractor shall report anything out of the ordinary; such as, plugged toilets or drains, broken fixtures, lights out of order, etc., to the Facility Manager.
- 3. The Contractor shall provide the agency with a single supervisor point of contact for coordination of activities with the agency point of contacts.

FETA Points of Contact:

- 1. Thomas Stone
Deputy Superintendent
225-372-6906
- 2. Sam Joubert
Facility Manager
225-372-6851
- 3. Sam Colon
Industrial Manager
225-800-5881
- 4. Christy Abshire
Administration
225-372-6967