



**City of New Orleans
New Orleans Aviation Board
Louis Armstrong New Orleans International Airport
Request for Proposals
For
Janitorial Consulting Services
CNO RFP No. 4180**

Request for Proposals:

The City of New Orleans (the "City"), by and through the New Orleans Aviation Board (the "NOAB"), is requesting proposals from persons, firms, and teams of firms (the "Proposers") to provide janitorial consulting services. As provided below, and incident to City Charter Section 6-308(5) and Executive Order LC 20-01, it requests proposals from experienced firms to provide the needed services.

It is imperative that all Proposers read, review, and understand this RFP and all attachments. Attention should be directed to **Attachment B – Draft Professional Services Agreement**. Specific terms and conditions of the Agreement to be awarded under this RFP are contained herein.

Needed Services:

The selected Proposer will be required to perform all services as set forth in **Attachment "A" - Scope of Services**.

Minimum Qualifications:

Please refer to **Attachment "A"** of the RFP.

Obtaining a Copy of the Solicitation:

Copies of the solicitation and related information are available at the City's purchasing website: <https://nola.gov/view-bid-opportunities/>.

Instructions:

1. Proposers may submit Proposals to the Event in BRASS (preferred method) **not later than, December 6, 2024, at 4:00 PM C.T.:**
 - a. If you choose to submit your Proposal in response to the Event via BRASS, you must submit in PDF format the following in a single document:
 - (i) Proposal with all required forms and documents
 - (a) Entitle the PDF as follows: "*[name of Proposer] – RFP [number of present RFP] – Proposal*"
NOTE: The City/NOAB will not accept qualifications submitted by fax.

If you intend to submit a response in BRASS, the time stamp of receipt is generated by BRASS. Note that BRASS prohibits any submission on and after the date and time the RFP closes.

Proposers can also submit the following electronically via Email to seth.leger@nola.gov (cc: procurement@flymsy.com), **not later than, December 6, 2024, at 4:00 PM C.T.**

- a. One (1) digitally signed response in PDF format, titled "**RFP #4180 Janitorial Consulting Services**".
- b. A signed cover letter including the company's name, address and primary contact for the request for qualifications. The primary contact information shall include submitter name, telephone, and email address.
- c. Proposers must complete all required attachments and submit along with the electronic proposal submissions.

For proposals submitted via sealed envelope:

Applicants should submit the following to the Department of Finance/Bureau of Purchasing, Attention: Chief Procurement Officer, Assistant Purchasing Administrator, City Hall, 1300 Perdido St., Room 4W07, New Orleans, LA, **not later than, December 6, 2024, at 4:00 PM C.T.**

- a. Proposers should provide one (1) bound and tabbed copy of the proposal in a sealed envelope; envelope should be marked "**RFP #4180 Janitorial Consulting Services**".
- b. Proposers should also provide two (2) digitally signed proposals in searchable PDF format: one (1) on a CD or DVD, and one (1) on a flash drive.

For additional information contact the NOAB Procurement Department at procurement@flymsy.com.

Advertising Dates: November 8, 15, and 22, 2024.