

Request for Proposal



Solicitation No.: 2024-12-1200

JANITORIAL SERVICES FOR EAST BATON ROUGE PARISH LIBRARY SYSTEM (LABOR ONLY)

RFP Opening Date: January 9, 2025 at 2:00 PM

City of Baton Rouge/Parish of East Baton Rouge

NOTE TO PROPOSERS:

- 1) Submit the separate set of Proposal Forms with all required information as your Proposal.
- 2) Retain the complete set of Specifications and Contract Documents for your file.

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REQUEST FOR PROPOSAL

for

JANITORIAL SERVICES FOR LIBRARY BRANCHES (LABOR ONLY)

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The City of Baton Rouge and Parish of East Baton Rouge (City-Parish) of Louisiana, a consolidated government entity, is accepting written proposals from qualified vendors for JANITORIAL SERVICES FOR LIBRARY BRANCHES (LABOR ONLY). The East Baton Rouge Parish, City of Baton Rouge, Library Systems has library branches throughout the City of Baton Rouge. As the capital city of Louisiana, Baton Rouge is a vibrant and culturally rich community, located in the southeastern region of the state. Serving a population of over 450,000 people, the City-Parish is not only the most populous parish in Louisiana but also a central hub of diverse culture and historical significance. Home to an expansive medical corridor, impressive higher education institutions and many other major economic players, Baton Rouge is the economic engine of the state. The City-Parish's unique blend of backgrounds, coupled with its status as an economic and political center, results in a diverse array of public services and functions that require a robust and flexible workforce.

The City-Parish employs over 4,000 individuals (4,523 allotted positions) across numerous departments, categorized into 453 Classified, 88 Unclassified, 42 Fire, 26 Police, 9 Contract, and 7 Elected Official classifications. Its workforce spans a broad spectrum of roles, from public works and public safety positions in functions such as transportation, drainage, fire and police, to administrative and support roles in departments like Finance, Human Resources, Information Services, Airport and Library Services.

1.1.1 Purpose

The City of Baton Rouge and Parish of East Baton Rouge on behalf of the Library Systems ("City-Parish") is soliciting written proposals for Janitorial Services for Library Branches (Labor Only). Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Proposals ("RFP").

The EBR Library Branches are owned and operated by the City of Baton Rouge/Parish of East Baton Rouge.

GENERAL: It is the intent of this RFP to establish prices for a (Labor Only) Janitorial Service contract for the library branches throughout East Baton Rouge Parish as specified. The square footage to be cleaned (not including the parking lot) is approximate. It should be noted that the overall square footage to be cleaned does not necessarily add up to the breakdown of the floor type square footages specified herein. The square footages do not include stairwells, etc.

NO SMOKING IN OR ON THE LIBRARY GROUNDS IS ALLOWED.

1.1.2 Goals and Objectives

Goals of the Custodial Services Program

The goals for the Custodial Services Program are as follows:

- Consistently maintain the Library branches at the highest level of cleanliness, sanitation, and safety.
- Use state of the art techniques and equipment to maintain the integrity of the EBR Parish Library Branches
- Provide high levels of custodial service to customers, and employees with an emphasis on customer service.
- Provide professional services in a fiscally responsible manner.
- Cybersecurity Training Requirement: Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.

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1.2 Definitions

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must – The terms “must” denotes mandatory requirements.
- C. May – The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes desirable.
- E. Contractor – means successful offer or who enters into a binding, written agreement.
- F. Agency – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the City-Parish authorized to participate in any contract resulting from this solicitation.
- G. State – The State of Louisiana.
- H. Department – Department for whom the solicitation is issued.
- I. Director – Director of Purchasing.
- J. City-Parish – City of Baton Rouge-Parish of East Baton Rouge.
- K. Discussions – For the purposes of this RFP presentation, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

1.3 Schedule of Events

Item	Anticipated Schedule
RFP Issued	11/29/2024
Mandatory Pre-Proposal Meeting & Mandatory Job Site Visit	12/18/2024 @ 9:00 AM CST
Deadline to Receive Written Inquiries	12/23/2024 @ 5:00 PM CST
Deadline to Answer Written Inquiries	12/27/2024
Proposal Opening Date (deadline for submitting proposals)	01/09/2025 @ 2:00 PM CST
Notice of Down Selection	
Oral Discussions with Proposers (To be scheduled if City-Parish determines necessity)	N/A
Notice of Award	03/01/2025 (Estimated Award Date)
Contract Initiation	03/01/2025 Q1 2025 (Estimated Contract Beginning Date)

NOTE: The City-Parish reserves the right to deviate from these dates.

Mandatory Pre-Proposal Conference & Mandatory Job Site Visits:

When: December 18, 2024

Time: 9:00 AM CST

Location: East Baton Rouge Main Library

7711 Goodwood Boulevard

Baton Rouge, LA 70806

Contact: Rhonda Pinsonat (for directions and concerning
Pre-Proposal Conference/Job Site Visits only)

Phone: 225-231-3705

The mandatory job site visit will begin immediately following the pre-proposal conference on December 18, 2024. Only companies represented at the pre-proposer conference AND job site visit shall be considered for award through this Request for Proposal.

Vendor sign-in forms must be signed before leaving facility. It will be the responsibility of the proposer to ensure that a representative from their company signs the attendance sheets at pre-proposal conference and at job site visit location. Failure to attend pre-proposal conference and mandatory job site visit will cause your proposal to be deemed non-responsive.

Questions regarding the pre-proposal conference or job site visit may be directed to Rhonda Pinsonat at 225-231- 3705.

Attendance at the pre-proposal meeting is required to receive an award for this project.

1.4 Proposal Submittal

All proposals shall be received by Purchasing **no later than the date and time shown in the Schedule of Events.**

Important - - Clearly identify submission with the following information and format:

Proposal Name: **JANITORIAL SERVICE FOR THE EAST BATON ROUGE PARISH LIBRARY SYSTEM (LABOR ONLY)**

Solicitation No.: **Solicitation No: 2024-12-1200**

Proposal Opening Date & Time: **January 9, 2024 at 2:00 PM CST**

Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location.

Proposals may be delivered by hand or courier service to our physical location at:

**City of Baton Rouge/Parish of East Baton Rouge
Purchasing Division
222 St. Louis Street, Rm. 826
Baton Rouge, LA 70802**

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Purchasing is not responsible for any delays caused by the Proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

Any questions concerning the scope of work or submittal process should be in writing and directed to Lori Foreman at the address noted above or emailed to 1200LibBrchJanitorial@brla.gov. Any questions must be submitted no later than 5:00 p.m. (CST), on December 23, 2024. All questions will be responded to in writing or via addendum on December 27, 2024.

Any Proposer or anyone on its behalf shall not contact any employee of the City of Baton Rouge, of the Selection Committee, Metropolitan Council Member, or concerning this project during the selection process period (**initial advertisement – final selection**). The only contact shall be to submit written questions as provided above.

1.5 Proposal Response Format

Proposals should be submitted as one cohesive and well-organized document that includes all of the components listed below. It is important that the document is structured in a way that allows for easy navigation and reference to all the required components. Additional facts and information other than those listed below may be included if it will help to highlight your company's qualifications and experience. Responses should effectively demonstrate the Proposer's capability to complete the Scope of Services outlined in a meaningful and innovative manner, while adhering to the required timeline.

All materials submitted in response to this RFP shall become the property of the City of Baton Rouge and shall be considered a part of the public record of the Library Services except for any proprietary financial information that should be clearly marked as confidential.

Proposals submitted for consideration should follow the format and order of presentation described below:

Table of Contents

- Include a table of contents organized in the order contained herein.
- Ensure that the headings in the proposal align with the requirements listed for ease of review and scoring.

Cover Letter

- Provide a short narrative that introduces the company and the proposed team assigned to the account highlighting the special strengths of the company to perform the work requested in this RFP. The Cover Letter shall include the legal name of the Proposer, email address, telephone number, and the name, title, and signature of the person authorized to submit the proposal on behalf of the company. The Cover Letter should also acknowledge that the Proposer will comply with all the terms and conditions set forth in the Request for Proposals, unless otherwise agreed by Library Services.
- Confirm willingness to perform the services and enter into a contract with the City-Parish.
- Certify compliance with the signature authority required in accordance with Louisiana law.
- The letter must be signed by a current corporate officer, partnership member or an individual specifically authorized to submit the proposal as reflected in the appropriate records on file with the secretary of state or provide other acceptable documents indicating authority.
- The cover letter should also include:
 - Identification of the submitting Proposer.
 - Name, title, address, telephone number and email address of each person authorized to contractually obligate the Proposer.
 - Name, address, telephone number and email address of the contact person for technical and contractual clarifications throughout the evaluation period, if different from the above.

Technical Proposal

- **Executive Summary:** Provide a short outline of your high-level approach to the provision of services in addition to a summary of your qualifications to engage in a professional service relationship with the EBR Parish Library System's branches. Clearly communicate why you believe your organization would be the best provider of janitorial services for the library branches.
- **Organizational Capacity and Track Record:** Provide information about the vendor's organizational capacity and successful track record in providing janitorial services within a library or similar governmental context. Provide the vendor's ability to complete the Scope of Services (see Attachment A).
- **Prior Experience:** Present specific examples of prior engagements where the vendor provided janitorial services, demonstrating successful and above satisfactory outcomes. Highlight how these examples align with the City-Parish's goals and objectives (See Section 1.1.2).

Approach and Methodology: Describe the vendor's proposed approach and methodology for conducting Janitorial Services, tailored to meet the unique needs of the EBR Library branches. Clearly articulate how the proposed approach will address the specific goals of the EBR Library branches. Provide details about the services and how it will meet the requirements of this proposal. Proposers shall submit sufficient information to allow the Selection Committee to evaluate how their Management and Operations Plan will achieve the goals of the Library's Custodial Services Program.

- **Operational Plan**
 - Provide a statement of the Proposer's understanding of the services required under the Scope of Work and a narrative description of the proposed approach to the scope
 - Daily Cleaning Program - Describe the process of cleaning the Proposer would provide to meet the required scope of work
 - Provide a detailed narrative of all training programs provided to employees and supervisors. Include a detailed statement of your company's commitment to the safety of your employees, Library employees, and the general public. Include a description of any safety awareness and incentive programs you provide. Describe your company's method of record keeping for employee training on OSHA, Blood Borne Pathogens, and other required safety programs. Include the frequency of each training program and all documentation processes.
 - Provide a detailed statement of your company's commitment to Customer Service training and how you will ensure all your employees understand and provide outstanding Customer Relations
- **Staffing Plan - Please illustrate how the proposed location will be managed:**
 - Provide a detailed narrative of the Proposer's transition plan for the assumption of Services at the EBR Library branches. Include a description of the type of support the transition teams will have, the timelines involved, and how hiring and training will be implemented.
 - Describe the level of experience of the management team.
 - Provide a detailed narrative of how Proposer employees will be scheduled for shifts, including for lunch and other breaks, to ensure necessary coverage from 6 am – 12 am, seven days per week, with no gaps in regular service activity.
 - Submit an organization chart of Proposer personnel for positions including, but not limited to, Management, Supervisors, and Line Staff. Include a description of the specific tasks each position will perform and the estimated number of each position necessary to complete the Services.
 - Provide a detailed narrative describing how your company plans to control employee turnover. Describe employee retention incentives and appreciation programs.
- **Expertise and Qualifications:** Provide resumes summarizing the qualifications and experience of the members of the team who will be performing the services. Explicitly demonstrate the vendor's expertise, years of experience and qualifications of the proposed personnel, focusing on credentials, experiences, and abilities related to Janitorial Services and/or related job specifications. Describe the Proposer's specific experience with the ownership, management, and operation of Janitorial Services Operations. The narrative shall describe the company's qualifications to perform the scope of services, including past relevant experience and at least three (3) client references, with contact names and information.
 - Describe your company's experience working with other clients involving the size and level of the complexity of the proposed scope of services. Must include the type and number of years' experience providing custodial services.

- Describe the qualifications and experience of the key personnel of your company. Must include the following:
 - Provide a brief description of all key personnel to be involved, and their relationship to the services to be provided.
 - The company must provide an Account Manager that will be the day-to-day contact person for the Library.. The Account Manager should have at least three (3) years of experience managing professional custodial services.
 - Attach resumes as part of an appendix to the Proposal.
 - Demonstrate the capacity and capability of the company with respect to such factors as cost control, quality of work, and ability to meet schedules.
 - Describe your company's experience working in East Baton Rouge Parish if any. Demonstrate an understanding of the local market conditions and how these would impact your proposed management and operations plan.
- **Small Entrepreneurships (MBE/SBE/WBE) Initiative:** Address how the vendor intends to utilize small entrepreneurship in conducting the study, including any qualifications or certifications related to minority-owned, women-owned, or small business enterprises participating in the proposal as part of the project team. Include the expected portion of the scope of work and budget the small entrepreneurship(s) will perform.

Financial Proposal

- Include the total cost for the entire scope of work and services provided. (see Attachment A). The total costs should be broken out into cost related to each task and should encompass all anticipated hours and expenses necessary to fulfill the project requirements.
- Financial Consideration – Provide a **TOTAL EXTENDED PRICE (ITEMS 1-10) ON ATTACHMENT B-1.**
- Prices proposed shall be firm.
- The total costs proposed by the Proposers should be submitted in Attachment B-1.
- If needed, the Proposer may provide a brief pricing narrative along with the **TOTAL EXTENDED PRICE (ITEMS 1-10)** as provided in Attachment B-1.
- The Proposer will not be reimbursed for any travel, per diem, photocopying or other related expenses unless specifically requested in writing by the City-Parish.

1.5.1 Number of Response Copies

Each Proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided, as well as one (1) electronic copy on a CD or USB Flash Drive, and (1) redacted copy of the Vendor's proposal clearly marked redacted on the first page. Within each copy, the technical and financial proposals must be clearly marked and separated. The first page of the original proposal should be marked "Original", and the first page of the copies should be marked "Copy" (See Section 1.6).

1.5.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested is desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP are also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.6 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

"The data contained in pages of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City-Parish shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City-Parish's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer's confidential data, the City-Parish will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the City-Parish and hold the City-Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the City-Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the City-Parish harmless, the City-Parish may disclose the information.

The City-Parish reserves the right to make any proposal, including proprietary information contained therein, available to the Purchasing Division personnel, the EBR Library System, or other City-Parish agencies or organizations for the sole purpose of assisting the City-Parish in its evaluation of the proposal. The City-Parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from Purchasing. When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY"- to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed."

1.7 Proposal Clarifications Prior to Submittal

1.7.1 Mandatory Pre-Proposal Meeting

Mandatory Pre-Proposal Conference & Mandatory Job Site Visits:

When: December 18, 2024

Time: 9:00 AM

Location: East Baton Rouge Main Library

7711 Goodwood Boulevard

Baton Rouge, LA 70806

Contact: Rhonda Pinsonat (for directions and concerning Pre-Proposal Conference/Job Site Visits only)

Phone: 225-231-3705

Mandatory Job Site Visit:

The mandatory job site visit will begin immediately following the pre-proposal conference on December 18, 2024. Only companies represented at the pre-proposal conference AND job site visit shall be considered for award through this Request for Proposal.

Vendor sign-in forms must be signed before leaving facility. It will be the responsibility of the proposer to ensure that a representative from their company signs the attendance sheets at pre-proposal conference and at job site visit location. Failure to attend pre-proposal conference and mandatory job site visit will cause your proposal to be deemed non-responsive.

Questions regarding the pre-proposal conference or job site visit may be directed to Rhonda Pinsonat at 225-231- 3705.

Attendance at the pre-proposal meeting is required to receive an award for this project. (See Section 1.3 –Schedule of Events)

1.7.2 Proposer Inquiry Period

An initial inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the proposal documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events (See Section 1.3). Initial inquiries shall not be entertained thereafter.

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* Proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Any person aggrieved in connection with the specifications contained therein shall submit questions or concerns in writing to the Director of Purchasing (see Sect. 1.4) during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive proposals may be submitted as specified herein. Protests with regard to the specification documents will not be considered after proposals are opened.

*Note: The City-Parish has elected to use LaPAC, the state's online electronic bid posting and Central Bidding notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing's website at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> and is available for vendor self-enrollment. Central Bidding site: <http://www.centralauctionhouse.com>
NOTE: This RFP is not available to submit proposals or inquiries online via LaPAC or Central Bidding; submissions must be mailed or hand delivered to the address mentioned in the bid.

In that LaPAC and Central Bidding provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required if receiving solicitation and addenda notices from LaPAC and Central Bidding the City-Parish will email addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any City-Parish employee or City-Parish consultant. The City-Parish shall only consider written and timely communications from Proposers.

Inquiries shall be submitted in writing by an authorized representative of the Proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the City-Parish. Answers to questions that change or substantially clarify the solicitations shall be issued by addendum and provided to all perspective Proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, or by hand to:

City of Baton Rouge/Parish of East Baton Rouge
Attention: Lori Foreman
Purchasing Division
222 Saint Louis Street, Room 826 Baton Rouge, LA 70802
E-Mail: 1200LibBrchJanitorial@brla.gov
Phone: (225) 389-3259

1.8 Errors and Omissions in Proposal

The City-Parish will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The City-Parish reserves the right to make corrections or clarifications due to patent errors identified in proposals by the City-Parish or the Proposer. The City-Parish, at its option, has the right to require clarification or additional information from the Proposer.

1.9 Proposal Guarantee (not required for this RFP)

1.10 Performance Bond (not required for this RFP)

1.11 Changes, Addenda, Withdrawals

The City-Parish reserves the right to change the calendar of events or issue Addenda to the RFP at any time. The City-Parish also reserves the right to cancel or reissue the RFP.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing prior to the proposal opening, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, and submitted in a sealed envelope marked as stated in Section 1.4. Such shall meet all requirements for the proposal.

1.12 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to Purchasing.

1.13 Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the City-Parish pursuant to the RFP.

1.14 Waiver of Administrative Informalities

The City-Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.15 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the City-Parish to award a contract. The City-Parish reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the City-Parish to do so.

Failure to submit all non-mandatory information requested may result in the City-Parish requiring prompt submission of missing information and/or giving a lower score in the evaluation of the proposal.

1.16 Ownership of Proposal

All materials submitted timely in response to this request become the property of the City- Parish. Selection or rejection of a response does not affect this right. All proposals submitted timely will be retained by the City-Parish and not returned to Proposers. Any copyrighted materials in the response are not transferred to the City-Parish.

1.17 Cost of Offer Preparation

The City-Parish is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal and any other expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the City-Parish.

1.18 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds (if applicable).

1.19 Taxes

Any taxes, other than state and local sales and use taxes, from which the City-Parish is exempt, shall be assumed to be included within the Proposer's cost.

1.20 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the City-Parish reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.21 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The City-Parish shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.21.1 Corporation Requirements

Upon the award of the contract, if the Consultant is a corporation and not incorporated under the laws of the State of Louisiana, the Consultant shall have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the Consultant is a for-profit corporation whose stock is not publicly traded, the Consultant shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

1.22 Use of Subcontractors

Each Consultant shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding.

1.23 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. The City-Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the City-Parish understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

1.24 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

1.25 Evaluation and Selection (see Part III Evaluation)

1.26 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the City-Parish's needs, price, and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the City-Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed by the Purchasing Division and approved by the Parish Attorney prior to issuance of a contract and/or purchase order, if applicable to complete the process.

1.27 Contract Award and Execution

The City-Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

The RFP, any addendums, and the proposal of the selected Consultant will become part of any contract initiated by the City-Parish.

In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP. The Proposer needs to address the specific language in the sample contract Attachment E and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are non-negotiable.

If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within **seven calendar** days of delivery of it, the City-Parish may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the City-Parish, price and other factors considered.

The City-Parish intends to award to a single Proposer.

1.28 Notice of Intent to Award

Upon review and approval of the evaluation committee's recommendation for award by Purchasing and Metro Council, a Notice of Intent to Award letter to the apparent successful Proposer will be issued. A contract shall be completed and signed by all parties concerned on or before the date indicated in the Schedule of Events. If this date is not met, through no fault of the City-Parish, the City-Parish may elect to cancel the Notice of Intent to Award letter and make the award to the next most advantageous Proposer. The awardee must register in Vendor Self-Service (VSS) of the City of Baton Rouge, Parish of East Baton Rouge's Enterprise Resource Planning (ERP) system via Munis. VSS replaced the legacy vendor database and is used by all departments and agencies citywide. Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications. New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-SelfService-Registration-Guide-PDFide>.

Purchasing shall notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report shall be made available to all interested parties after the Intent to Award letter has been issued.

1.29 Debriefings

Debriefings may be requested by the participating Proposers after a contract has been awarded. Contact may be made by phone at (225) 389-3259 or E-mail to 1200LibBrchJanitorial@brla.gov to schedule the debriefing. Debriefings shall occur within 15 days after the Contract Award and will not be conducted prior to contract award. Debriefings may be conducted so that unsuccessful proposers can review the evaluation summary and discuss the relative merits of submitted proposals. If the requesting vendor wishes to view other file documents, a Public Records request in accordance with R.S 44.1 et. seq. can be submitted.

1.30 Insurance Requirements

Proposer shall furnish the City-Parish with certificates of insurance affecting coverage(s) required by the RFP (see Attachment C). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City-Parish before work commences. The City-Parish reserves the right to require complete certified copies of all required policies, at any time.

1.31 Subcontractor Insurance

Contractor is responsible for assuring that its Subcontractors meet the insurance requirements listed on Attachment C.

1.32 Indemnification

Proposer agrees to indemnify, defend, and hold harmless the City-Parish from any and all losses, damages, expenses or other liabilities, including but not limited to those connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City-Parish by any party which arises or is alleged in performing its obligations under this Agreement.

Proposer, its agents, employees and insurer(s) hereby release the City-Parish its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way of subrogation or otherwise for any loss or damage which Proposer, its agents or insurers may sustain incidental to or in any way related to Proposer's operations under this Agreement.

1.33 Fidelity Bond Requirements (not required for this RFP)

1.34 Payment for Services

The Consultant shall be entitled to payment in accordance with the provisions of this paragraph. Consultant shall invoice the City-Parish on a monthly basis. The contract will be issued with a maximum (not to exceed) total contract price. Payments will be made by **the City-Parish within approximately thirty (30) days after receipt and approval of a properly executed invoice, and approval by the department.**

1.35 Termination

1.35.1 Termination of this Agreement for Cause – The City-Parish may terminate this contract for cause based upon the failure of the Consultant to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided

that the City-Parish shall give the Consultant written notice specifying the Consultant's failure. If within thirty (30) days after receipt of such notice, the Consultant shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the City-Parish may, at its option, place the Consultant in default and the Agreement shall terminate on the date specified in such notice.

The Consultant may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City-Parish to comply with the terms and conditions of this contract; provided that the Consultant shall give the City-Parish written notice specifying the City-Parish failure and a reasonable opportunity for the City-Parish to cure the defect.

1.35.2 Termination of this Agreement for Convenience – The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice to the Consultant of such termination or negotiating with the Consultant an effective date. The Consultant shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Termination for Lack of Appropriated Funds – Should the RFP result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.

If the RFP contract services are funded by grant funds, the City-Parish shall have the right to terminate the contract or any issued Task Order for which funding is terminated.

1.36 Assignment

Assignment of contract, or any payment under the contract, requires the advanced written approval of the City-Parish.

1.37 No Guarantee of Quantities

Neither the City-Parish nor Department obligates itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.38 Audit of Records

The City-Parish or others so designated by the City-Parish, or other lawful entity shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records shall be made available during normal working hours for this purpose.

1.39 Civil Rights Compliance

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990. Proposer agrees not to discriminate in its employment practices and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Proposer, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

1.40 Record Retention

The Contractor shall maintain all records in relation to this contract for a period of at least three (3) years after final close-out of the study.

1.41 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the City-Parish, and shall, upon request, be returned by Contractor to City- Parish, at Contractor's expense, at termination or expiration of this contract.

1.42 Content of Contract/Order of Precedence

In the event of an inconsistency between the contract, the RFP and/or the Consultant's proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Consultant's proposal.

1.43 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of Finance, Purchasing, Parish Attorney and Metro Council, where applicable.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/or contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.44 Substitution of Personnel

Proposals should include the names and qualifications of the individuals that will be assigned to this project. Substitution of personnel shall be approved by the City-Parish.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under applicable Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S.38-2211-2296; section 1:701-710 of the City-Parish Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

1.46 Claims or Controversies

Any Proposer who believes they were adversely affected by the City-Parish's procurement process or award, may file a protest. It must be submitted in writing to the Director of Purchasing and specifically state the particular facts which form the basis of the protest and the relief requested. The written protest must be received within seven (7) days from the date the basis of the protest was, or should have been known.

The City-Parish will take action on protests within fifteen (15) days of the receipt thereof. The City-Parish may suspend, postpone or defer the proposal process and/or award in whole or in part upon receipt of a protest.

A protest shall be limited to issues arising from the procurement provisions of the contract and state or local law. Protests with regard to basic project design will not be considered.

Protests will be reviewed by a committee appointed by the Parish Attorney. The decision of the committee regarding the protest will be given to the Proposer in writing within ten (10) days after all pertinent information has been considered. The decision of the Review Committee shall be a condition precedent to any other proceedings in connection with a protest and shall be considered the

administrative remedy available to the protesting bidder.

1.47 Proposer's Certification of No Suspension or Debarment

Certification of no suspension or debarment. By signing and submitting any proposal for \$25,000 or more, the Proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with **Federal Clauses** in Attachment D of this request for proposal.

A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The Scope of Services is as outlined in Attachment A.

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall begin on or about the **1st quarter 2025 (March, 2025)** and shall cover all project components through project completion.

2.3 Price Schedule Example

Prices proposed by the Proposers should be submitted on Attachment B-1, accompanied by the Proposal Form furnished herein as Attachment B. Prices submitted shall be firm for the term of the contract and inclusive of all charges Proposer wishes City-Parish to consider for proposed services. Prices shall include delivery of all services.

2.4 Deliverables

The deliverables listed in Attachment A are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The proposed services must be performed with in-person attendance at the EBR Main Library at Goodwood.

2.6 Proposal Elements

2.6.1 Financial

Describe any potential charges for proposed services associated with the RFP that you wish the City-Parish to consider.

2.6.2 Technical

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

- Firm's capacity to address the City-Parish's scope of work.
- Demonstration of the firm's prior experience in providing janitorial services.
- Proposed Strategy of the firm in representing the City-Parish in conducting the

job specification.

- Capability and qualification of the proposed personnel.

Any other information deemed pertinent by the Proposer, including terms and conditions which the Proposer wishes the City-Parish to consider.

PART III EVALUATION

The following criteria cited herein will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the City-Parish, not on the basis of what may be inferred.

The contract for this project will be awarded through a qualifications based selection process. This process shall consist of evaluation of the proposals. All proposals will be reviewed by a "Selection Committee". From the submitted proposals, one finalist will be selected. After successful contract negotiations, the selected firm will then be presented to the City-Parish Metropolitan Council for authorization to enter into a contract.

The selection process shall be as follows:

- o A Selection Committee will evaluate each proposal and will determine how well it meets the evaluation criteria outlined in this RFP. The Selection Committee may recommend a Proposer based solely on the RFP. Furthermore, it may request additional information to help with selection, and it may contact any references provided by proposers. The Selection Committee will review all submittals, evaluate required criteria, and rank the proposing Proposers based on the selection criteria listed below.

- o The Selection Committee reserves the right to make a recommendation based solely upon the submittals received.

- o Percentage weighting is shown to indicate the value of each criterion. Each Selection Committee member will independently review all proposals to determine the score of each Proposer. The Selection Committee will rank the Proposers based on the overall scores from each Committee member. The Selection Committee will submit the recommended Proposer to the Library for approval. The Library reserves the right to accept or reject any Selection Committee recommendation. The Library further reserves the right to request additional information from Proposers to clarify the meaning of any portion of the written proposal.

- The Selection Committee shall operate as follows:
 1. Each member of the Selection Committee shall independently evaluate each statement of qualification submitted for this project in accordance with the aforementioned general criteria.
 2. Based upon each member's evaluation of the Proposals, each member shall rate each firm utilizing the Selection Committee Score Card. Each member shall complete the Selection Committee Score Card for each proposer in order to establish up to three (3) of their top firms from the list of firms under consideration.
 3. The Selection Committee will make an award recommendation based on the Score Cards from each member. The Project Lead will oversee this process. Once the recommendation from the Agency is received the scoring of the cost will be calculated and added to the final score based on the points and formula outlined in Section 3.1 Financial Proposal.
 4. The Selection Committee reserves the right to discuss the proposers being considered prior to any voting

or balloting.

- Following the acceptance of a proposal, the selected Proposer and the Library must reach a contractual agreement prior to the start of any work for which the City of Baton Rouge and Parish of East Baton Rouge would be obligated.

Each proposal shall be evaluated and scored based upon the following criteria:

3.1 Financial Proposal

The following financial criteria will be evaluated:

- All costs inclusive of maximum fee for the entire project, outlined in Scope of Services.
- All other costs, if any, proposed by the Proposer.

Prices proposed by the Proposers should be submitted on the Proposal Forms (or in a similar format) furnished in Attachment B-1. Prices proposed shall be firm. Ensure that the Proposer adds any additional costs to Attachment B-1.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost per the following formula: **CC = (LPC / PC) * MAP**

The Proposer with the lowest cost will be awarded the maximum allocated points assigned for the Financial category. Other Proposers will receive cost points in accordance with the following formula: **CC = (LPC / PC) * MAP**, where CC is the computed cost, LPC is the lowest proposed cost, PC is the Proposer's cost, and MAP is the maximum allocated points.

To clarify, the computed cost (CC) is determined by dividing the lowest proposed cost (LPC) by the Proposer's cost (PC), and then multiplying the result by the maximum allocated points (MAP). This formula ensures that the Proposer with the lowest cost receives the maximum points, while other Proposers' points are adjusted relative to their cost compared to the lowest proposal.

The Proposer will not be reimbursed for any travel, per diem, photocopying, telephone bills or other related expenses of the engagement unless incurred at the specific written request of the City-Parish. All costs proposed are to be inclusive of all expenses necessary to provide the Scope of Services outlined in this RFP, and should be included in the hourly rates.

3.2 Technical Proposal

The Technical criteria as detailed in Section 2.6.2 will be evaluated.

	Points
1. Company's experience, qualifications, and resource capability for required services	0-30
2. Reference and client list.	0-15
3. Management and operations plan.	0-30
4. SEDBE Plan and Implementation.	0-10
5. Cost to Library	0-15
Grand Total for Written Proposal	100

MBE/SBE/WBE Initiative

Participation by Certified Small Entrepreneurships/DBE Initiative.

This procurement has been designated as suitable for certified small entrepreneurships (MBE/SBE/WBE) participation.

The City of Baton Rouge, Parish of East Baton Rouge strongly encourages the participation of Small and Minority and Women-owned business in all contracts or procurements let by the City of Baton

Rouge Consolidated Government for goods and services and labor and material. To that end, all Service Providers and suppliers are encouraged to utilize federal, state or locally certified Small, Minority and Women-owned businesses in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged businesses are available.

Proposers that are not eligible for certification are encouraged to use Small, Minority and Women-owned businesses where sub-contracting opportunities exist. To be responsive to this request for proposal, the proposer should be a Small, Minority or Women-owned businesses or have put forth a good faith effort to use certified Small, Minority or Women-owned businesses as subcontractors. By submitting and signing a proposal, the proposer certifies that they are in compliance with this requirement. The proposer shall submit with the proposal a plan and selection process outlining good-faith efforts to utilize Small, Minority or Women-owned businesses as subcontractors.

Written notification is the preferred method to inform Small, Minority and Women-owned businesses of potential subcontracting opportunities. A current list of certified Small, Minority and Women-owned businesses may be obtained from the Louisiana Economic Development Certification System at <https://smallbiz.louisianaeconomicdevelopment.com/Search/default.aspx>. Additionally, a current list of Small, Minority and Women-owned businesses, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <https://wwwcfprd.doe.louisiana.gov/OSP/LaPAC/Vendor/srchven2.cfm>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "Small E". Additional assistance may also be obtained from the Small Business Administration and the Minority Business Development Agency of the Department of Commerce to solicit and use these firms at <https://www.mbda.gov/>.

Copies of notification to at least three (or more) certified Small, Minority and Women-owned businesses will satisfy the notification requirements. Notification must be provided to the certified entrepreneurs by the Proposer in writing no less than five working days prior to the date of proposal deadline.

Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

In the event questions arise after an award is made relative to the Proposer's good faith efforts, the Proposer will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the Service Provider did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Service Providers will be required to report Small and Minority and Women-owned businesses subcontractors or distributor participation and the dollar amount of each with payment request to the contract monitor.

PART IV PERFORMANCE STANDARDS

4.1 Performance Requirements

The performance requirements are as outlined in Attachment A.

4.2 Performance Measurement/Evaluation (will be negotiated with successful proposer)

ATTACHMENT A SCOPE OF SERVICES

JANITORIAL SERVICE FOR EAST BATON ROUGE PARISH LIBRARY SYSTEM (LABOR ONLY)

GENERAL:

The intent of this proposal to establish prices for a Labor Only) Janitorial Service contract for the EBR Parish Library System. The square footage to be cleaned (not including the parking lot) is approximate. It should be noted that the overall square footage to be cleaned does not necessarily add up to the breakdown of the floor type square footages specified herein. The square footages do not include stairwells, etc. The Contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in conjunction with work hereunder. The evaluation of the maintenance offered and the determination of the most qualified proposal by a vendor will be the sole responsibility of the Purchasing Division after consultation with the using agency. Prices provided are to include all labor, equipment and insurance to provide services specified herein

The Contactor shall provide all supervision, labor, insurance, machinery and equipment (in good condition) to perform the janitorial and related services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy

Any Auto, or Owned, Non-Owned & Mired	Combined Single Limit \$ 300,000
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- C.** Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
- D.** The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
- E.** Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.
- F.** Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- G.** The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

EBR Parish Library System Locations

1. Baker Branch Library, 3501 Groom Road, Baker, LA
2. Bluebonnet Regional Library, 9200 Bluebonnet Blvd., Baton Rouge, LA
3. Carver Branch Library, 720 Terrace Avenue, Baton Rouge, LA
4. Central Branch Library, 11260 Joor Rd., Baton Rouge, LA
5. Delmont Branch Library, 3351 Lorraine Street, Baton Rouge, LA
6. Eden Park Branch Library, 5131 Greenwell Springs Road, Baton Rouge, LA
7. Fairwood Branch Library, 12910 Old Hammond Hwy., Baton Rouge, LA
8. Greenwell Springs Road Regional Library, 11300 Greenwell Springs Road, B.R., LA
9. Jones Creek Regional Library, 6222 Jones Creek Road, Baton Rouge, LA
10. Pride-Chaneyville Branch Library, 13600 Pride-Port Hudson Rd., Pride, LA
11. River Center Branch Library, 250 North Blvd., Baton Rouge, LA
- ~~12. Scotlandville Branch Library, 7373 Scenic Highway, Baton Rouge, LA~~ Closed in end of 2024-2025
13. Scotlandville Archives, 7373 A Scenic Highway, Baton Rouge, LA
14. South Branch Library, 2210 Glasgow Ave, Baton Rouge, LA open in February
15. Zachary Branch Library, 1900 Church Street, Zachary, LA
16. Outreach Services & Recycled Reads, 3434 North Blvd., Baton Rouge, LA
17. Facilities Maintenance Office, 9000 Airline Hwy., Baton Rouge, LA

Specifications:

Specifications for Janitorial Service for the East Baton Rouge Parish Library System

GENERAL: It is the intent of this proposal to establish prices for a labor only **Janitorial** Service contract for each library listed. The square footage to be cleaned is approximate for each location. Sufficient personnel must be furnished to perform work efficiently and in a reasonable amount of time. It is the responsibility of the contractor to provide personnel who are well-trained.

The contractor must inform their employees of the requirements of the contract and must also provide orientation as to the particular library branch they will be working.

The city reserves the right to add or subtract square footage from this contract as offices move in or out of the various buildings. The square foot rate bid on the buildings in this contract will be the sq. ft. rate used for the addition or deletion of space for the buildings in this contract. In the event square footage is added or deleted, monthly billing will be pro-rated accordingly and an official amendment to the contract will be issued by the Purchasing Division.

The square footage figures are listed for bidder convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.

The Contractor is to contract for goods, services, and employment in his firm's name only, and will not implicate the City of Baton Rouge / Parish of East Baton Rouge, here after referred to as "Agency", directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his/her employees are to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract without approval of the City Parish.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll in the facility at any time.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, hereafter referred to as the Agency. The Agency reserves the right to require the Contractor to dismiss any employees deemed careless, insubordinate, or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein.

The Contactor shall provide all supervision, labor and insurance to perform the janitorial and related services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time. Contractor will provide supervision of janitorial services as outlined herein. The agency representative shall oversee the contracted service.

The Contractor will be directly responsible for any and all damages to the buildings or its contents caused by Contractor employees.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of lawsuit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

The Contractor will be directly responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable local, state, and federal taxes.

The Contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of Certificates of Insurance prior to the contract beginning.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

The Contractor is responsible for cleaning and servicing all interior space of the buildings listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Division Server Rooms

In case an emergency condition exists, (such as flooding of a particular section of a building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. All personnel are required to wear a uniform, and the use of cell phones is prohibited. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the buildings. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines.

CONTRACT MANAGER: The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager in writing. This information must be kept current throughout the contract, with written notice given to the Agency representative, currently Rhonda Pinsonat.

RPINSONAT@ebrpl.com

Functioning telephone, cell phone numbers and e-mail addresses that can accept voice mail communications or

electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls, texts, and pages shall be returned within a two hour period. Functioning telephone, cell phone numbers and email addresses must be maintained by the Contract Manager. Failure to return calls and pages within two hours will constitute grounds for placing Contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filling this position must have prior approval of the Agency. Any change in telephone, cell phone, or email addresses must be available to the Agency representative within twenty-four (24) hours. Failure to report these changes will constitute grounds for placing the Contractor in default.

ON-SITE SUPERVISOR: The Contractor shall provide the name, address, and telephone number of the on-site supervisor in writing to the Agency representative. The term “On-site supervisor” means a person designated by the Contractor who has full authority to act on behalf of the Contractor on a day-to-day basis at the work site. Any person filling this position must have prior approval. Any change in telephone/cell numbers must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

Contractor will meet with City-Parish representative prior to the contract commencing to discuss contract service requirements.

Each library has designated a minimum number of janitorial employees required, but vendor may provide more than the minimum number of staff if vendor deems necessary in order to comply with the requirements of the contract.

The library branches will furnish the following:

- Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of work.
- Hot and cold water as available.
- Space in the buildings for the storage of an inventory of Library purchased supplies and equipment, which will be used in the performance of the work under the contract.
- All equipment necessary to satisfy requirements of the contract (brooms, dust pans, dust cloths, toilet brushes, mops, mop buckets, trash carts, vacuum cleaners, and any other equipment required.)
- All cleaning supplies and chemicals.

The contractor will furnish the following:

- Labor

An area secured by keypad entry is provided for storage of janitorial equipment. This area must be kept clean and odor free. The janitorial storage area door must be locked when not in immediate use. No supplies will be stored in hallways, doorways, stairwells, or around any telecommunications equipment. At no time will janitorial equipment block access to any specific area.

Library contact names will be distributed to the successful bidder upon implementation of the contract. Beginning and ending work hours for each library will be specified by the library. Janitorial staff must work only during the working hours specified by the library.

The successful bidder must provide to the library Business Office a written schedule of janitorial staff names and hours scheduled to work and the janitorial company must update the information as staff changes occur. Contractor must also indicate the number of breaks allowed each janitorial employee, the time of each break and time of the lunch hour.

The library Business Office must be notified in writing of janitorial staff absences, and vendor plans for substituting employees so that there is a continuous work flow. The library reserves the right to reduce the contract amount for non-performance of duties.

CONTRACTOR EMPLOYEE REQUIREMENTS: Contractor must advise all janitorial employees that papers, files, desk drawers, or any City-Parish property within the building should not be disturbed. Janitorial staff must not ask library employees for money nor must janitorial staff ask library staff to assist in any type of janitorial duties. Personal telephone calls and socializing must be limited to lunch and break periods. Library telephones are restricted for personal use and contractor's employees may only use telephones specified by library staff. Books and newspapers must not be removed from designated areas.

Contractor's employees must wear an identifying company name or logo imprinted on items such as hat, vest, jacket, shirt, etc., while on duty. Contractor must require telephone verification from each employee upon arrival and departure from the work site each day. Contractor must supply a sign-in/sign-out sheet at each location for their staff. Each entry must be verified by the designated library staff member for that day. The library Business Office will maintain ownership of the sign-in sheets.

Contractor must provide federal background checks and drug testing/screening reports on all janitorial staff working at the libraries. The City also reserves the right to request additional drug screens for janitorial staff for reasonable cause. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City to determine acceptability of Contractor's employees based on findings derived from criminal background checks. Background checks and drug screening reports must be provided to the Library business manager prior to employees working at any library location.

Contractor must provide a supervisor to make bi-weekly inspections/assessments of janitorial staff at each library.

PERFORMANCE OF SERVICE: All areas are to be maintained seven (7) days a week excluding holidays. For planning purposes depending on location and day of the week, janitorial personnel will normally be working anywhere from 9:00 a.m. – 8:00 p.m. daily as specified. Hours of work may be adjusted by the Agency based on services required. Each facility will designate a library representative to act as liaison for coordination with the Contractor crew leader and/or their supervisor. This representative will also inspect all work on a daily basis. Should the contractors performance fall below the levels specified in this document, the Contractor will receive written notice as to such defects and a prorated fee will be deducted from the monthly invoice. Should the unsatisfactory performance continue, the contract will be TERMINATED in accordance with the default and termination provisions outlined herein.

HOLIDAYS: No cleaning will be required on holidays. The dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King's Birthday-Monday, Mardi Gras - Tuesday, Good Friday, Easter Sunday, Memorial Day - Monday, Independence Day, Labor Day - Monday, Thanksgiving Day - Thursday, Christmas Eve, Christmas Day, and New Year's Eve.

Quality Control Program:

Beginning with the start of the contract, the contractor and user agency will meet bi-monthly

The Contractor will establish a complete daily quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between the Agency contact person and Contractor, the Contractor shall submit a copy of his/her program to the Agency contact. The program shall include, but not be limited to the following:

- a. An inspection system covering all the services stated in the schedule. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
- b. The checklist shall include every area of the operations serviced by the Contractor, as well as, every task required to be performed.

- c. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.
- d. **Beginning with the start of the contract, the contractor and user agency will meet bi-monthly on a recurring day of the week agreed upon by the contractor and user agency. Attendance will be requirement of this contract.**

ABSENTEEISM: The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism.

SPECIAL NOTICE: If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the square footage of the defective area to reflect the reduced value of the services performed.

CONTRACTORS QUALIFICATIONS:

The **Contractor** **MUST** be an established business having at least three (3) years satisfactory experience in full-service janitorial maintenance. The contractor **MUST** have satisfactorily performed in comparable facilities, under a comparable scope of work, for a period of not less than two (2) years. The contractor **MUST** have satisfactorily completed one (1) project of approximately two-thirds (2/3) or more of the square footage on which he is bidding. (Please see the schedule of bid items for the square footage of the various facilities.)

Each **contractor** should attach an organizational profile of their company, including but not limited to the following information:

1. The year the company was formed.
2. Total number of years of company janitorial experience.
3. Total number of custodial employees employed with the company.
4. Total number of businesses (not residential) and/or comparable facilities under contract for janitorial services.
5. Total number of custodial employees (full-time and part-time) as well as management personnel bidder intends to utilize for this contract.
6. Type of janitorial services performed.

Documentation of qualifications **should be submitted with the proposal** or **must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

REFERENCES:

CONTRACTOR REFERENCES:

The Contractor **MUST** submit at least two (2) references from facilities where similar services have been successfully performed within the last five (5) years.

Each Reference **MUST** include the following information:

1. Name and address of facility services provided
2. Name of contact person and phone number at the facility
3. Approximate square footage of the area serviced
4. Begin and Ending Dates of services performed. If your company is still currently providing services at your referenced location, your End Date for services shall be listed as CURRENT.
5. List of services performed at each facility.

Documentation of references **should be submitted with the proposal, or must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

CONTRACT MANAGER: The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager in writing. This information must be kept current throughout the contract, with written notice given to the Agency representative, currently Rhonda Pinsonat. RPINSONAT@ebrpl.com

Functioning telephone, cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls, texts, and pages shall be returned within a two hour period. Functioning telephone, cell phone numbers and email addresses must be maintained by the Contract Manager. Failure to return calls and pages within two hours will constitute grounds for placing Contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filing this position must have prior approval of the Agency. Any change in telephone, cell phone, or email addresses must be available to the Agency representative within twenty-four (24) hours. Failure to report these changes will constitute grounds for placing the Contractor in default.

Contractor will meet with City-Parish representative prior to the contract commencing to discuss contract service requirements.

NO SMOKING IN ANY LIBRARY OR ON THE LIBRARY GROUNDS.

BASE PRICE: The base price shall include all daily, weekly, monthly services. **The by request services are not part of the Base Price, but are included in location totals.**

SHAMPOO CARPET: Shampooing of carpets will be performed only upon the written request of the Library's representative. Special care shall be taken to ensure the furniture, baseboards, door facings and any other permanent fixtures are not marred or damaged, including carpet. Should damage occur, vendor must reimburse the library for the cost of repair. Remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to shampooing carpet.

Bidders should be aware that the **Eden Park Branch Library** has a sub-floor that will require dry cleaning or the use of less water when cleaning the carpeted areas.

SPOT CLEANING CARPET: *For the purpose of this contract, spot cleaning is defined as cleaning small areas of the carpet using a cleaning solution applied with a microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets.*

STRIP/WAX BARE FLOORS: Stripping and waxing of hard floor surfaces will be performed only upon the written request of the Library's representative. The required product for stripping is Johnson's Freedom No Rinse Stripper or approved equal by the Library. All edges, baseboards, corners, and door facings are to be cleaned of built-up dirt and other substances embedded in the finish. Floors should be finished with a minimum of three (3) coats of Johnson's Carefree or approved equal and buffing or burnishing the new finish to a high luster. Agency employees will pick up boxes and items off the floor. Heavy items such as furniture will not be moved. Janitorial staff will move book trucks. Remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to waxing bare floors. Floor receptacles must not be waxed.

NO-WAX FLOORS: The Library continues to replace some floors from carpet to no-wax floors. The Library will supply all cleaning supplies for the new no-wax floors. No other cleaner should be used on these floors, unless approved by the Library's representative. These floors are not to be waxed.

SPECIAL CLEAN/DUST: Podiums, high sills, book stack high tops and baseboards will be cleaned/dusted only upon the written request of the library's representative. Library personnel will remove papers from desk prior to

written request for dusting of desks. Normal schedule will be quarterly although, special occasions may cause an additional occurrence.

DUST/VACUUM MINI-BLINDS: Mini-blinds will be dusted or vacuumed at the written request of the library's representative. Normal schedule will be annually although; special occasions may cause an additional occurrence.

EMERGENCY CALL OUTS: Clean up may be required due to patron's "accidents" **only**. A minimum of two (2) hours will be paid for each call out. Emergency call out will be at the request of library's representative.

SIGNS: Contractor must furnish signs to be used when cleaning areas of the library. One sign should read "Cleaning in progress" and another sign should read "Restroom cleaned at (time cleaned)." The signs must be placed on the restroom doors before, during and after cleaning. Vendor also needs to supply 2 each "Wet Floor, Caution" signs for use at each location awarded.

CLEANING SCHEDULES: Daily, weekly and weekend cleaning details are listed for each location. The contractor must post a list of the details of the specifications for each location in the janitorial staff designated area. Contractual duties for each location must be posted for janitorial staff. A schedule of restroom cleaning duties must also be posted to the restroom doors and the schedule must be initialed and the time of cleaning documented on the schedule by the individual responsible for cleaning the restroom.

RECYCLING: The East Baton Rouge Parish Library participates in recycling. The janitorial staff is required to take out recycling materials and place them into the recycling containers provided at each library location. Emptying items to be recycled into the trash receptacle is not acceptable.

DISPOSAL OF WASTE: It shall be the responsibility of the Contractor to dispose of any and all waste liquids off site and in compliance with all federal, state, or local laws and regulations.

All high contact areas must be cleaned and sterilized / disinfected at a minimum per CDC guidelines.

The current CDC guidelines can be found at:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

***** IMPORTANT *****

MRSA (Methicillin-resistant staphylococcus aureus)

*Cleaning methods must be in compliance with MRSA **guidelines**, which is a resistant strain of the common staph infection which does not respond to normal antibiotics. The normal procedure to remove this highly contagious disease is to "Clinical Cleanse" the area, which means at least once each week the cleaning staff will wipe down common areas such as door, walls, tables and other surfaces that are used by the general populace of the facility. Rest rooms must be Clinically Cleansed daily, general office areas will be Clinically Cleansed monthly or as needed. MRSA resistant shall be listed on the label of the product used. The product used must be left on the surface for 2 minutes or as designated by the solution's directions, then dried. Each product will have slightly different instructions.*

The Contractor is responsible for cleaning and servicing all interior space of the buildings listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Division Server Rooms

**Cleaning Schedule for:
Baker Branch Library
3501 Groom Road
Baker, LA 70714**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- **Saturday 9:00 a. m. to 1:00 p.m.** Minimum Vendor Staff Needed: One (1) Part-Time Employee
- **Sunday 2:00 p.m. to 4:00 p.m.** Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, ect.);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Baker Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstering cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas/Showcases:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry door, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Baker Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans.
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.

**Cleaning Schedule for
Bluebonnet Regional Branch
9200 Bluebonnet Boulevard
Baton Rouge, LA 70810**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 8:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
(Monday-Thursday)
- 12:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
(Friday)

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 3:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Bluebonnet Regional Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstering cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Bluebonnet Regional Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Dust all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Carver Branch Library
720 Terrace Avenue
Baton Rouge, LA 70802**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 2:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 7:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
(Monday through Thursday)
- 1:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
(Friday)

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc.);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Carver Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Carver Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping: All dusting must be performed with microfiber dusting cloths. NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Central Branch Library
11260 Joor Road
Baton Rouge, LA 70818**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc.);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Central Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and entry area with glass cleaner;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Central Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping: All dusting must be performed with microfiber dusting cloths. NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Clean light switches.

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Delmont Gardens Branch Library
3351 Lorraine Street
Baton Rouge, LA 70805**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 5:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc.);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors/doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Delmont Gardens Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

Delmont Gardens Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks, trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Eden Park Branch Library
5131 Greenwell Springs Road
Baton Rouge, LA 70806**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

Eden Park Branch Library has a sub-floor that holds the air conditions/heating vents. These vents need to be vacuumed weekly throughout the building.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc.);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and door frames;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Eden Park Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc. all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Eden Park Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc. *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Clean light switches.

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for:
Fairwood Branch Library
12910 Old Hammond Hwy.
Baton Rouge, LA 70816**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc.);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Fairwood Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas/Showcases:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard floor surfaces, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry door, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Fairwood Branch (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans.
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to damp mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

Daily Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms/Quiet Reading Room/Group Study Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.

**Cleaning Schedule for
Greenwell Springs Road Regional Library
11300 Greenwell Spring Road
Baton Rouge, LA 70814**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 8:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
(Monday through Thursday)
- 12:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
(Friday)

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 3:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Greenwell Springs Road Regional Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces.
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors with glass cleaner;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removing gum, stains, etc. inside entryway;
- Spot clean entry walls inside building.

Greenwell Springs Road Regional Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Clean sinks, countertops, exterior of appliances;
- Clean doors, door handles and doorframes;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect the “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Jones Creek Regional Branch Library
6222 Jones Creek Road
Baton Rouge, LA 70817**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employees
- 2:00 p.m. to 8:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employees (Monday through Thursday)
- 12:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employees (Friday)

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 3:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Jones Creek Regional Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains;

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors with glass cleaner;
- Clean entry doors, door handles doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Jones Creek Regional Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

All dusting must be performed with microfiber dusting cloths.

NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Clean sinks, countertops, exterior of appliances;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Clean light switches;
- Spot clean doors, door handles and doorframes;
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
Pride-Chaneyville Branch Library
13600 Pride-Port Hudson Road
Pride, LA 70770**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Pride-Chaneyville Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc., inside entryway;
- Spot clean entry walls inside building.

Pride-Chaneyville Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Clean and disinfect sinks;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for
River Center Branch Library
250 North Boulevard
Baton Rouge, LA 70802**

Please Note: River Center Regional Branch Library often hosts special events. Please refer to the special events clause of the contract.

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

DAILY WORKING HOURS – Starting and Ending Times for Monday through Thursday:

- 9:00 a.m. to 5:00 p.m. Minimum Vendor Staff Needed: Two (2) Full-Time Employee
- 2:00 p.m. to 8:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Friday, Saturday and Sunday:

Friday: 9:00 a.m. to 5:00 p.m. Minimum Vendor Staff Needed: Two (2) Full-Time Employees
Friday: 2:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Saturday: 9:00 a.m. to 5:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
Saturday: 11:00 a.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Sunday: 2:00 p.m. to 6:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Elevators:

Daily Elevators:

- Sweep hard surface floors, including removal of gum, stains, etc;
- Spot clean interior/exterior doors and door frames;
- Clean handrails;
- Spot clean elevator walls.

Weekly Elevators:

- Vacuum elevator door tracks;
- Damp mop hard surface floors, including removal of gum, stains, etc;
- Wipe elevator floor dry after mopping;

2. Stairways and Stairwells:

Daily Stairways and Stairwells:

- Sweep hard surface floors/steps/stair landings, including removal of gum, stains, etc.;
- Clean stairway handrails.

Weekly Stairways and Stairwells:

- Damp mop hard surface floors/steps/stair landings, including removal of gum, stains, etc.;

3. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;

- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers.
- Sweep or vacuum and damp mop floors, including removal of gum, stains, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

River Center Branch Library (continued):

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

4. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.;
- Vacuum all carpets, mats and rugs, including removal of gum, etc.;
- Spot clean all carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.;
- Vacuum upholstered surfaces.

5. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;

- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

River Center Branch Library (continued)

6. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean all entry doors, door handles, and doorframes;
- Clean glass on entry doors with glass cleaner;
- Sweep or vacuum all hard surface floors inside entryway; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean carpet, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Weekly Entryways/Patios:

- Wash all outside trashcans.
- Damp mop all hard surface floors inside entryway; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;

7. DUSTING/Wiping:

All dusting must be performed with microfiber dusting cloths.

NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

River Center Branch Library (continued):

8. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

9. Catering Prep Room & Hospitality Room

- Clean inside of refrigerators and polish stainless steel surfaces once a week
- Clean inside of microwaves daily
- Wipe down/polish exterior surface of the commercial ice maker once a week

10. Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Clean and disinfectant sinks;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms

- Clean and disinfect sink area.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Scotlandville Branch Library – Archives and Facilities (Temporary Library Location)
7373 A Scenic Highway
Baton Rouge, LA 70807**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Scotlandville Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Spot clean carpet stains;
- Clean water fountains and sinks;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Polish water fountains;
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all mats and rugs, including removing gum, stains, etc.;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Scotlandville Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

All dusting must be performed with microfiber dusting cloths.

NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices:

Daily Offices:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Workshop/Janitorial Supply Rooms:

Workshop/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Clean and disinfect sinks;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Workshop/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

TO REOPEN IN 2025

Cleaning Schedule for – TO START IN MID-January or Feb 2025

**South Branch Library
2210 Glasgow Ave
Baton Rouge, LA 70808**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 2:00 p.m. to 5:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

- Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee
- Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, as needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles, and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

South Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

South Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping: All dusting must be performed with microfiber dusting cloths. NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms/Study Rooms:

Daily Offices/Study Rooms/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Study Rooms/Meeting Rooms:

- Polish sinks and fixtures.
- Spot clean doors, door handles and doorframes;
- Clean light switches.
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop hard surface floors, including removal of gum, stains, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfectant “tub” area.
- Spot clean doors, door handles and doorframes;
- Damp mop hard surface floors, including removal of gum, stains, etc.;

**Cleaning Schedule for
Zachary Branch Library
1900 Church Street
Zachary, LA 70791**

DAILY WORKING HOURS – Starting and Ending Times for Monday through Friday:

NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.

- 9:00 a.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Full-Time Employee
- 9:00 a.m. to 12:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

WEEKEND WORKING HOURS – Starting and Ending Times for Saturday and Sunday:

Saturday: 9:00 a.m. to 1:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

Sunday: 2:00 p.m. to 4:00 p.m. Minimum Vendor Staff Needed: One (1) Part-Time Employee

A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other moppings. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

1. Restrooms:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks, pads on a roll, etc);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Restrooms to be checked every hour (and documented).
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

Zachary Branch Library (Continued):

2. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Spot clean carpet stains;
- Clean water fountains;
- Clean light switches;
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Vacuum upholstered surfaces.

3. Corridors/ All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Recycled materials must be deposited into the recycling bin.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.;
- Spot clean carpet stains;
- Spot clean walls, doors, door handles, and doorframes within these areas;
- Spot clean upholstery with upholstery cleaner;
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces;
- Damp mop all hard surface floors, including removal of gum, stains, etc.;
- Polish water fountains.

4. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, stains etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;*
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, etc. inside entryway;
- Spot clean entry walls inside building.

Zachary Branch Library (Continued):

Weekly Entryways/Patios:

- Wash all outside trashcans;
- Damp mop all hard surface floors inside entryway, including removal of gum, stains etc.; *all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;*
- Sweep all sidewalks adjacent to buildings;
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers;
- Cobwebs must be removed to a height of 10 feet.

5. DUSTING/Wiping:

**All dusting must be performed with microfiber dusting cloths.
NO DUST WANDS ALLOWED.**

Daily Dusting:

- Clean all showcases with glass cleaner;
- Wipe all showcase frames;
- Wipe all computer carrels using a disinfectant.

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions;
- Wipe all bookshelves and filing cabinets;
- Wipe all carousels housing DVDs, paperbacks, etc.;
- Wipe all windowsills and ledges;
- Wipe all air vents.

6. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Vacuum all carpets, rugs and mats, including removal of gum, stains, etc.;
- Clean sinks, sink fixtures, countertops, exterior of appliances;

Weekly Offices/Meeting Rooms:

- Polish sinks and fixtures;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

7. Shipping Rooms/Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Clean and disinfect sinks;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.;

**Cleaning Schedule for Outreach Office and Recycled Reads
3434 North Boulevard, Baton Rouge, LA**

DAILY WORKING HOURS – Daily, Monday - Friday:

- Between 8:00a.m. and 4:00p.m.

The Outreach Office is used exclusively by staff. Recycled Reads is used exclusively for public book sales once each month and is staffed by 2 Library staff who visit the bookstore daily.

1. Restrooms in Recycled Reads and Outreach:

Daily Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all urinals and toilets, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, pads on a roll, etc.);
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers);
 - b. Clean all dispensers;
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions;
- Spot clean entry doors, door handles and doorframes;
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures;
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

2. Offices in Outreach:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Reconcile trash/ empty boxes from reception and take to dumpster
- Vacuum all carpet surface floors,
- Sweep or vacuum and damp mop all hard surface floors, including removal of gum, stains, etc.;
- Spot clean walls, doors, door handles and doorframes;
- Dust all tables, chairs, desks and countertops;
- Dust all bookshelves and filing cabinets.

3. Recycled Reads Public Area: (every Tuesday 11:00 a.m. to 2 p.m. and last Thursday each month)

- Empty trashcans and replace liners with new plastic trashcan liners;
- Vacuum all carpet surface floors,
- Sweep or vacuum and damp mop all hard surface floors, including removal of gum, stains, etc.;
- Spot clean walls, doors, door handles and doorframes;
- Dust all tables, chairs, desks and countertops;
- Dust all bookshelves and filing cabinets.

4. Warehouse Floor in Outreach:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Sweep or vacuum all hard surface floors, including removal of gum, stains, etc.;
- Spot clean walls, doors, door handles and doorframes;
- Dust all tables, chairs, desks and countertops;
- Dust all bookshelves and filing cabinets.
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;

5. Kitchen in Outreach:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Clean light switches;
- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;
- Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position;

6. Entryways/Patios:

Daily Entryways/Patios:

- Empty all outside trashcans, and replace liners with new trashcan liners;
- Sweep and dispose of all trash and debris from sidewalk outside the entry area;
- Sweep all outside patio areas and benches;
- Clean glass on entry doors and patio doors with glass cleaner;
- Clean glass surrounding the patio area;
- Clean entry doors, door handles and doorframes;
- Sweep or vacuum all hard surface floors inside entryway, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;
- Vacuum and spot clean all carpets, rugs and mats, including removing gum, stains, etc., inside entryway;
- Spot clean entry walls inside building.

7. Janitorial Supply Rooms:

Daily Shipping Rooms/Janitorial Supply Rooms:

- Empty all trashcans and replace liners with new trashcan liners;
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.;
- Place all supplies on shelves in janitorial closet;
- Rinse and disinfect mop heads and buckets after daily usage;
- Empty vacuum bags;
- Clean and disinfect sinks;
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms:

- Clean and disinfect “tub” area;
- Spot clean doors, door handles and doorframes;
- Clean light switches;
- Damp mop all hard surface floors, including removal of gum, etc.

Cleaning Schedule for Facilities Maintenance Office 9000 Airline Hwy, Baton Rouge, LA

DAILY WORKING HOURS – Daily, Monday - Friday:

- Between 7:00 a.m. and 9:00 a.m.

The Facilities Maintenance Office is used exclusively by staff.

1. Restrooms:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean toilets and urinals, including exposed pipes;
- Clean sinks, sink fixtures, and countertops;
- Sweep or vacuum and damp mop all hard floor surfaces, including removal of gum, etc.;
- Clean mirrors with glass cleaner;
- Clean light switches;
- Clean doors, door handles and doorframes;
- Polish all sinks and sink fixtures;
- Wash all trashcans and/or trashcan fixtures.

2. Offices:

- Empty trashcans and replace liners with new plastic trashcan liners;
- Vacuum all carpet surface floors,
- Sweep or vacuum and damp mop all hard surface floors, including removal of gum, stains, etc.;
- Spot clean walls, doors, door handles and doorframes;
- Dust all tables, chairs, desks and countertops;
- Dust all bookshelves and filing cabinets.

3. Kitchen:

- Empty all trashcans and replace liners with new plastic trashcan liners;
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures;
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position;

- Clean light switches;
- Polish sinks and sink fixtures;
- Spot clean doors, door handles, and doorframes;
- Spot clean walls;

Damp mop all hard floor surfaces, including removal of gum, etc.; all mats and/or rugs must be removed prior to mopping, then replaced in a safe position

CONTRACT RENEWAL: At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract may not exceed thirty-six (36) months.

INSURANCE REQUIREMENTS: Contractor's insurance certificate must be submitted and approved prior to the implementation of the contract and kept current throughout the term of the contract. The City of Baton Rouge and Parish of East Baton Rouge must be listed as an added insured. See Insurance Requirements listed elsewhere in this RFP. .

HOLIDAYS: The Contractor will not be responsible for having any personnel in the facility on these holidays. The Agency shall recognize the following holidays during the contract term, the dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day. The Library reserves the right to adjust or augment public operating hours and the necessity of janitorial staff attendance during these adjusted public operating hours. Written notice will be given at least two weeks in advance for additional planned closures. This does not include emergency closures for weather related events. In the event of a closure with advance notice, Contractor should expect those hours to be deducted from that month's invoice.

CONTACT NAMES/STAFF ASSIGNMENTS: Library contact names will be distributed to the successful contractor upon implementation of the contract. The successful contractor must provide to the Library Business Office a written schedule of janitorial staff names and hours scheduled to work and Contractor must update the information as staff changes occur. Contractor must also indicate the number of breaks allowed each janitorial employee, the time of each break and the time of the lunch hour. The Library Business Office must be notified in writing in advance of janitorial staff absences, and contractor's plans for substituting employees so that there is a continuous work flow. Contractor must require telephone verification from each employee upon arrival and departure from the work site each day. Contractor must supply a sign-in/sign-out sheet at each location for their staff. Contractor is responsible for asking a designated Library staff member to verify and initial each entry – sign-in and sign-out - each day. A list of designated Library staff will be provided to Contractor upon award of contract. It is the Contractor's responsibility to ensure that their staff are following this procedure and to work with their staff to correct any adherence issues. The Contractor should be aware that if the sign-in/sign-out verification procedures are not followed, the Library will deduct from monthly invoices any unverified hours. The Library Business Office will maintain ownership of the sign-in sheets.

ABSENTEEISM: The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism. The Library reserves the right to reduce the contract amount for non-performance of duties.

SECURITY CLEARANCE REQUIREMENTS/STANDARDS OF CONDUCT: Contractor shall provide evidence of a security clearance program adopted by the company to the Agency. Due to the nature of this location, the agency requires the Contractor to provide to the City a FEDERAL and STATE Criminal Background Check issued by the Louisiana State Police, Bureau of Criminal Identification and Information and drug test/screen on all janitorial/custodial employees that will be working at the locations listed in this bid. Drug screens must be from a company that this service is a part of their routine business. These must be submitted before work starts, and the City also reserves the right to request criminal background checks and/or drug testing/screening all at no additional cost to the Agency, for all janitorial/custodial employees during the contract period as deemed needed. The City also reserves the right to request additional drug screens for janitorial staff for reasonable cause at any time during the life of the contract. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City and/or Agency Representative to determine acceptability of Contractor's employees based on findings derived from criminal background checks.

Background checks and drug screening reports must be provided to the Library business manager prior to employees working at any library location.

KEYS: Contractor is to be responsible for all keys and pass cards issued. Keys are not to be left in doors and Contractor is not to admit anyone to offices while work is in progress unless advised by Agency contact. All doors are to be closed, locked, and checked before leaving the building. In the event of key loss, Contractor will reimburse Agency for replacement, or corrective measures, to include re-keying of affected locations.

CONTRACTOR REQUIREMENTS: The Contractor shall provide all supervision, labor, and insurance, to perform the janitorial and related services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. All Contractor's employees must be easily identifiable at all times by wearing identifying company name or logo imprinted on items such as apron, vest, jacket, shirt, etc. for their entire shift. Janitorial staff not wearing identifying company name or logo on their clothing will be sent home and a replacement will be expected within two hours.

Janitorial staff are expected to adhere to the same protocol that is set forth for Library staff in the Library's Dress Code Policy

- : • Employees must always present a clean, professional appearance.
- Employees are expected to be well-groomed and wear clean clothing, free of visible holes, tears, or other signs of substantial wear.
- Closed-toed shoes are required for safety. Flip flops are prohibited.
- Heavy use of scented body products is not appropriate for the workplace.
- Clothing that can be interpreted by Library Administration as offensive, inappropriate, or revealing is prohibited.

For Example; Tube tops, spaghetti straps, visible undergarment or clothing with curse words, lewd/obscene/violent images or text, or political slogans or messages.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, here after referred to as "Agency". Contractor must advise all employees not to disturb papers, files, desk drawers, and not to utilize City Parish property such as computers, fax machines, telephones, copier machines, etc. within the building. Janitorial staff must not ask library staff for money nor must janitorial staff ask library staff to assist in any type of janitorial duty. Personal telephone calls and socializing must be limited to lunch and break periods. Library telephones are restricted for personal use and contractor's employees may only use telephones specified by library staff. Books and newspapers must not be removed from designated areas.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Agency reserves the right to require the Contractor to dismiss any employees deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into the facility at any time. Children of janitorial employees must not accompany their parents to work. The Contractor will be directly responsible for any and all damages to the building or its contents caused by Contractor employees.

The Contractor will be responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of lawsuit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents. The Contractor is to contract for services, and employment in his firm's name only, and will not implicate the Agency directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his/her employees is to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract. The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof. The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable Local, State, and Federal taxes.

Although designated storage areas will be provided for storage of Contractor's equipment or materials, the Agency shall not be responsible or liable for such equipment or materials and the security thereof.

The Contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of Certificates of Insurance prior to the contract beginning.

The Contractor will be directly responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to address these conditions. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Contractor is to contract for goods, services, and employment in his firm's name only, and will not implicate the City of Baton Rouge /Parish of East Baton Rouge, and East Baton Rouge Parish Main Library, here after referred to as "Agency", directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his/her employees are to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract without approval of the City Parish.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, hereafter referred to as the Agency. The Agency reserves the right to require the Contractor to dismiss any employees deemed careless, insubordinate, or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein.

Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. All personnel are required to wear a uniform, that shall consist of some type of shirt, sweatshirt, smock with the company logo large enough to easily identify the which company the wearer is working for at all times. In addition, proper long pants shall be worn, (e.g. jeans, khaki pants, etc.). NO workout attire, (e.g. sweat pants, leggings, shorts, etc.) is allowed. FULLY enclosed footwear is required for safety reason. NO sandals, open toed shoes, slides, or slippers, will be allowed to be worn when working at the Library. **The use of cell phones and any type of headphone or earbud devices is prohibited.** All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines.

QUALITY CONTROL PROGRAM: The Contractor will establish a complete daily quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between the Agency contact person and Contractor, the Contractor shall submit a copy of his/her program to the Agency contact. The program shall include, but not be limited to the following:

- e. An inspection system covering all the services stated in the cleaning schedule. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
- f. The checklist shall include every area of the operations serviced by the Contractor, as well as, every task required to be performed.
- g. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

- h. A checklist used in hourly inspection of restrooms during regularly schedule or unscheduled inspections with a place to document time and date of inspection and a location for each inspection to be initialed.

The furnishing of Material Safety Data Sheets is not applicable to this Request for Proposal as the Library will be furnishing all chemicals.

SCHEDULING WORK AND REPORTING: The Contractor shall submit to the Agency representative a weekly work report of jobs performed for comparison with the scheduled requirements. This report can be in the form of a checklist. It will also include all periodic work performed.

CONFIDENTIALITY: The following provision will apply unless the agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to the City-Parish operations which are designated confidential by the City-Parish and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the City-Parish. The identification of all such confidential data and information as well as the City-Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the City-Parish in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the City-Parish to be adequate for the protection of the City-Parish's confidential information, such methods and procedures may be used, with the written consent of the City-Parish, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

DISPOSAL OF WASTE: It shall be the responsibility of the Contractor to dispose of any and all waste liquids off site and in compliance with all federal, state, or local laws and regulations. No chemicals, strippers, wax, etc. shall be disposed of in plumbing fixtures, floor drains, or storm drains.

SPECIAL NOTICE: If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the defective area to reflect the reduced value of the services performed.

INSURANCE REQUIREMENTS: Contractor's insurance certificate must be submitted and approved prior to the implementation of the contract and kept current throughout the term of the contract. The City of Baton Rouge and Parish of East Baton Rouge must be listed as an added insured. See Insurance Requirements listed elsewhere in this RFP.

CONTRACT RENEWAL: At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract may not exceed thirty-six (36) months.

METHOD OF AWARD: City Parish reserves the right to award items as specified as deemed to be in the best interest of the City-Parish (Agency).

ADDITIONAL REQUIREMENTS FOR THIS PROPOSAL

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If requested, information must be submitted within 5 (five) days.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications in accordance with the requirements included elsewhere in this document.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

**ATTACHMENT B
PROPOSAL FORM
Janitorial Service for the East Baton Rouge Parish Library System
RFP 2024-12-1200**

Sealed proposals will be received by the City of Baton Rouge and the Parish of East Baton Rouge Purchasing Division until **2:00 PM** CST on **January 9, 2025** in Room 826, of the City-Parish City Hall Building, 222 St. Louis St., Baton Rouge, Louisiana, 70802

PROPOSAL OF _____

ADDRESS _____

DATE _____

The Purchasing Director
City of Baton Rouge
Parish of East Baton Rouge
Baton Rouge, Louisiana

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance and labor to perform all services required for the following project:

As set forth in the following Contract Documents:

1. Notice to Proposers
2. The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, Attachments and Appendix.)
3. Proposal Forms with Attachments
4. Agreement
5. The following enumerated addenda: _____ receipt of which is hereby acknowledged.

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association or corporation; that the undersigned has carefully examined the site of the proposed work, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments.

The undersigned agrees that the proposal is firm until time of award.

The undersigned agrees to execute the Agreement and Affidavit and furnish to the City-Parish all insurance certificates and performance bond (if applicable) required for the project within fifteen (15) calendar days after receiving notice of award from the City-Parish.

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be on or about the 1st Quarter of 2025 (January-March, 2025) and shall be diligently prosecuted at such rate and in such manner as, in the opinion of the City-Parish's Representative is necessary for the prosecution of the work within the times specified in the Agreement, it being understood that time is of the essence.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations.

NOTE: This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the City-Parish. If quoted as a lump sum, individual rates and itemized costs included in lump sum are to be included with proposal submittal.

All supplemental information requested is enclosed or presented in a separate sealed box or envelope.

(SIGNATURE)

(Typed Name and Title)

ATTACHMENT B-1 PRICING SCHEDULE

Solicitation No.: 2024-12-1200

Janitorial Services for

East Baton Rouge Parish Library System (Labor Only)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0001	<p>Base Price, per square foot. Janitorial Services to be performed at Location 1 Baker Branch Library, 3501 Groom Road, Baker, LA shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below.</p> <p>Total Square Footage of cleaning area is approximately: 1,790 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 1:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	1,790 SQ FT	SQ FT	Per SQ FT	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
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0002	Shampoo Carpet	12,739	SQ FT	\$ Per SQ FT	
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0003	Strip, Wax Ceramic/VCT Tile	2,800	SQ FT	\$ PER SQ FT	
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
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0004	Dry Buff (No Wax)	2,361	SQ. FT.	\$ PER SQ. FT	
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0005	Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
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0006	Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
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0007	Emergency Call Out, per hour charge	5	HOUR	\$ PER HR.	
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Total of Items 1-7 EXTENDED TOTAL AMOUNT _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0008	<p>Base Price, per square foot. Janitorial Services to be performed at Scotlandville Branch Library – Archives and Facilities (Temporary Library Location), 7373 A Scenic Highway, Baton Rouge, LA 70807 shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 17,985 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee</p> <p>NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 a.m. to 1:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	17,985 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0009	GROUP A, LOCATION 2 Shampoo Carpet	8,078	SQ FT	\$ Per SQ FT	
0010	GROUP A, LOCATION 2 Strip, Wax Ceramic/VCT Tile	2,230	SQ FT	\$ PER SQ FT	

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0011	GROUP A, LOCATION 2 Dry Buff (No Wax)	7,677	SQ. FT.	\$ PER SQ. FT	
0012	GROUP A, LOCATION 2 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0013	GROUP A, LOCATION 2 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0014	GROUP A, LOCATION 2 Emergency Call Out, per hour charge	5	HOUR	\$ PER HR.	

Total of Items 8-14 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0015	<p>Base Price, per square foot. Janitorial Services to be performed at Location 3 Delmont Branch Library, LOCATION NUMBER 3. (GROUP A) 3551 Lorraine Street, Baton Rouge, LA, shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 19,000 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff</p>	19,000 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	<p>Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee 2:00 PM to 5:00 PM Minimum Vendor Staff Needed: One (1) Full Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 1:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0016	GROUP A, LOCATION 3 Shampoo Carpet	7,718	SQ FT	\$ Per SQ FT	
0017	GROUP A, LOCATION 3 Strip, Wax Ceramic/VCT Tile	3,769	SQ FT	\$ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0018	GROUP A, LOCATION 3 Dry Buff (No Wax)	7,513	SQ. FT.	\$ PER SQ. FT	

0019	GROUP A, LOCATION 3 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0020	GROUP A, LOCATION 3 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0021	GROUP A, LOCATION 3 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 15-21 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0022	<p>Base Price, per square foot. Janitorial Services to be performed at Location 4 Pride Chaneyville Branch Library, 13600 Pride Port Hudson Road, Pride, LA, shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 12,086 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 a.m. to 11:00 AM Minimum Vendor Staff Needed: One (1)</p>	12,086 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0023	GROUP A, LOCATION 4 Shampoo Carpet	9,446	SQ FT	\$ Per SQ FT	
0024	GROUP A, LOCATION 4 Strip, Wax Ceramic/VCT Tile	1,684	SQ FT	\$ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0025	GROUP A, LOCATION 4 Dry Buff (No Wax)	956	SQ. FT.	\$ PER SQ. FT	
0026	GROUP A, LOCATION 4 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0027	GROUP A, LOCATION 4 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0028	GROUP A, LOCATION 4 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 22-28 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0029	<p>Base Price, per square foot. Janitorial Services to be performed at Location 5 Zachary Branch Library, LOCATION NUMBER 5. (GROUP A) 1900 Church Street, Zachary, LA, shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 20,000 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 a.m. to 1:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	20,000 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0030	GROUP A, LOCATION 5 Shampoo Carpet	16,681	SQ FT	\$ Per SQ FT	

0031	GROUP A, LOCATION 5 Strip, Wax Ceramic/VCT Tile	3,319	SQ FT	\$ _____ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0032	GROUP A, LOCATION 5 Special Clean/Dust	1	PER OCCUR.	\$ _____ PER OCCUR.	
0033	GROUP A, LOCATION 5 Dust/Vacuum Blinds	1	PER OCCUR.	\$ _____ PER OCCUR.	
0034	GROUP A, LOCATION 5 Emergency Call Out, per hour charge	2	HOUR	\$ _____ PER HR.	

Total of Items 29-34 EXTENDED TOTAL AMOUNT _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0035	<p>Base Price, per square foot. Janitorial Services to be performed at Location 6, Group B shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 18,263 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 a.m. to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee</p>	18,263 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0036	GROUP B, LOCATION 6 Shampoo Carpet	16,223	SQ FT	\$ Per SQ FT	
0037	GROUP B, LOCATION 6 Strip, Wax Ceramic/VCT Tile	1,858	SQ FT	\$ PER SQ FT	

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0038	GROUP B, LOCATION 6 Dry Buff (No Wax)	182	SQ. FT.	\$ PER SQ. FT	
0039	GROUP B, LOCATION 6 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0040	GROUP B, LOCATION 6 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0041	GROUP B, LOCATION 6 Emergency Call Out, per hour charge	5	HOUR	\$ PER HR.	

Total of Items 35-41 EXTENDED TOTAL AMOUNT _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0042	<p>Base Price, per square foot. Janitorial Services to be performed at Location 7, Greenwell Springs Road Regional Library, 11300 Greenwell Springs Road, LOCATION NUMBER 7 (GROUP B) shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 30,827 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 2:00 PM to 8:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	30,827 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0043	GROUP B, LOCATION 7 Shampoo Carpet	18,897	SQ FT	\$ Per SQ FT	
0044	GROUP B, LOCATION 7 Dry Buff (No Wax)	11,930	SQ FT	\$ PER SQ FT	

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0045	GROUP B, LOCATION 7 Special Clean/Dust	1	PER OCCUR.	\$ PER CCUR.	
0046	GROUP B, LOCATION 7 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0047	GROUP B, LOCATION 7 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 42-47 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0048	<p>Base Price, per square foot. Janitorial Services to be performed at Location 8 Jones Creek Regional Library, 6222 Jones Creek Road LOCATION NUMBER 8. (GROUP B) shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 37,499 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 2:00 PM to 8:00 PM (Minimum Vendor Staff Needed: One (1) Full Time Employees (Monday-Thursday) 12:00 PM to 6:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employees (Friday) Minimum Vendor Staff Needed: One (1) Part-Time Employee</p>	37,499 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	<p>NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday:</p> <p>Saturday: 9:00 a.m. to 3:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee</p> <p>Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee</p>				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0049	GROUP B, LOCATION 8 Shampoo Carpet	30,690	SQ FT	\$ Per SQ FT	
0050	GROUP B, LOCATION 8 Strip, Wax Ceramic/VCT Tile	1,024	SQ FT	\$ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0051	GROUP B, LOCATION 8 Dry Buff (No Wax)	5,785	SQ. FT.	\$ PER SQ. FT	
0052	GROUP B, LOCATION 8 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	

0053	GROUP B, LOCATION 8 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0054	GROUP B, LOCATION 8 Emergency Call Out, per hour charge	5	HOUR	\$ PER HR.	

Total of Items 48-54 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0055	<p>Base Price, per square foot. Janitorial Services to be performed at Location 9 Bluebonnet Regional Library, 9200 Bluebonnet Boulevard, LOCATION NUMBER 9. (GROUP B) shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 37,600 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 2:00 PM to 8:00 PM Minimum Vendor Staff Needed: One (1) Full-time Employee (Monday-Thursday) 12:00 PM to 6:00 PM Minimum Vendor Staff Needed: One (1) Full Time Employee (Friday) NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 3:00 PM Minimum Vendor Staff Needed: One (1)</p>	37,600 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0056	GROUP B, LOCATION 9 Shampoo Carpet	23,310	SQ FT	\$ Per SQ FT	
0057	GROUP B, LOCATION 9 Strip, Wax Ceramic/VCT Tile	4,946	SQ FT	\$ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0058	GROUP B, LOCATION 9 Dry Buff (No Wax)	9,344	SQ. FT.	\$ PER SQ. FT	
0059	GROUP B, LOCATION 9 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0060	GROUP B, LOCATION 9 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0061	GROUP B, LOCATION 9 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 55-61 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0062	<p>Base Price, per square foot. Janitorial Services to be performed at Location 10 Fairwood Branch Library, LOCATION NUMBER 10. (GROUP B) 12910 Old Hammond Highway shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 13,718 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	13,718 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0063	GROUP B, LOCATION 10 Shampoo Carpet	9,038	SQ FT	\$ Per SQ FT	

0064	GROUP B, LOCATION 10 Strip, Wax Ceramic/VCT Tile	736	SQ FT	\$ _____ PER SQ FT	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0065	GROUP B, LOCATION 10 Dry Buff (No Wax)	3,944	SQ. FT.	\$ _____ PER SQ. FT	
0066	GROUP B, LOCATION 10 Special Clean/Dust	1	PER OCCUR.	\$ _____ PER OCCUR.	
0067	GROUP B, LOCATION 10 Dust/Vacuum Blinds	1	PER OCCUR.	\$ _____ PER OCCUR.	
0068	GROUP B, LOCATION 10 Emergency Call Out, per hour charge	2	HOUR	\$ _____ PER HR.	

Total of Items 62-68 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0069	Base Price, per square foot. Janitorial Services to be performed at Location 11 Carver Branch Library, LOCATION NUMBER 11. (GROUP C) 720 Terrace Avenue shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below	12,000 SQ. FT	SQ. FT.	Per SQ. FT.	\$ _____ Per Occurrence

	<p>Total Square Footage of cleaning area is approximately: 12,000 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM to 2:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 2:00 PM to 7:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee</p>				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0070	GROUP C, LOCATION 11 Shampoo Carpet	10,022	SQ FT	\$ Per SQ FT	
0071	GROUP C, LOCATION 11 Strip, Wax Ceramic/VCT Tile	1,978	SQ FT	\$ PER SQ FT	
0072	GROUP C, LOCATION 11 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	

0073	GROUP C, LOCATION 11 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0074	GROUP C, LOCATION 11 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 69-74 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0075	<p>Base Price, per square foot. Janitorial Services to be performed at Location 12 Eden Park Library, LOCATION NUMBER 12. (GROUP C) 5131 Greenwell Springs Road shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 14,026 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>	14,026 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0076	GROUP C, LOCATION 12 Shampoo Carpet	13,541	SQ FT	\$ Per SQ FT	
0077	GROUP C, LOCATION 12 Strip, Wax Ceramic/VCT Tile	485	SQ FT	\$ PER SQ FT	
0078	GROUP C, LOCATION 12 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0079	GROUP C, LOCATION 12 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0080	GROUP C, LOCATION 12 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 75-80 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0081	<p>Base Price, per square foot. Janitorial Services to be performed at Location 13 SCO Archives , LOCATION NUMBER 13. (GROUP D) ADDRESS! shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 13,718 Sq. ft.</p> <p>DAILY WORKING HOURS</p>	5,612 SQ.FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	<p>Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>				
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0082	GROUP D, LOCATION 13 Concrete Floor Sealed with Epoxy Floor Coating	4,526	SQ FT	\$ Per SQ FT	
0083	GROUP D, LOCATION 13 Shampoo Carpet	134	SQ FT	\$ PER SQ FT	
0084	GROUP D, LOCATION 13 Strip/Wax Vinyl Tile	791	SQ. FT.	\$ PER SQ. FT	
0085	GROUP D, LOCATION 13 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	

0086	GROUP D, LOCATION 13 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0087	GROUP D, LOCATION 13 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 81-87 EXTENDED TOTAL AMOUNT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0088	<p>Base Price, per square foot. Janitorial Services to be performed at Location 14 South Branch Library, LOCATION NUMBER 14. (GROUP E) shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 15,995 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee</p>	15,995 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0089	GROUP E, LOCATION 14 Resilient Flooring	8,342	SQ FT	\$ Per SQ FT	
0090	GROUP E, LOCATION 14 Shampoo Carpet Not including walk off mats	6,482	SQ FT	\$ PER SQ FT	
0091	GROUP E, LOCATION 14 Strip/Wax Porcelain Ceramic Tile	1,231	SQ. FT.	\$ PER SQ. FT	
0092	GROUP E, LOCATION 14 Special Clean/Dust	1	PER OCCUR.	\$ PER OCCUR.	
0093	GROUP E, LOCATION 14 Dust/Vacuum Blinds	1	PER OCCUR.	\$ PER OCCUR.	
0094	GROUP E, LOCATION 14 Emergency Call Out, per hour charge	2	HOUR	\$ PER HR.	

Total of Items 88-94 EXTENDED TOTAL AMOUNT _____

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0095	Base Price, per square foot. Janitorial Services to be performed at Location 15 Facilities Office (Old Woman's Hospital),	1,900 SQ. FT	SQ. FT.	Per SQ. FT.	\$ Per Occurrence

	<p>LOCATION NUMBER 15. (GROUP E) shall provide all labor, supervision as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below</p> <p>Total Square Footage of cleaning area is approximately: 1,900 Sq. ft.</p> <p>DAILY WORKING HOURS Starting and Ending Times for Monday through Friday: 9:00 AM-4:00 PM Minimum Vendor Staff Needed: One (1) Full-Time Employee 9:00 AM to 12:00 PM Minimum Vendor Staff Needed: One (1) Part-Time Employee NOTE: May adjust hours to arrive 30 minutes before opening at the discretion of the Library.</p> <p>WEEKEND WORKING HOURS Starting and Ending Times for Saturday and Sunday: Saturday: 9:00 AM to 11:00 AM Minimum Vendor Staff Needed: One (1) Part-Time Employee Sunday: 2:00 PM to 4:00 PM Minimum Vendor Staff Needed. One (1) Part-Time Employee</p>				
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0096	GROUP E, LOCATION 15 Special Clean/Dust	1	PER OCCURR.	\$ _____ PER OCCURR.	
0097	GROUP E, LOCATION 15 Dust/Vacuum Blinds	1	PER OCCURR.	\$ _____ PER OCCURR.	
0098	GROUP E, LOCATION 15 Emergency Call Out, per hour charge	2	HOUR		

Total of Items 95-98 EXTENDED TOTAL AMOUNT _____

ATTACHMENT B-2 PROPOSER'S ORGANIZATION

THE ATTACHED PROPOSER'S ORGANIZATION SHEET MUST BE COMPLETED TO INDICATE
WHETHER PROPOSER IS AN INDIVIDUAL, PARTNERSHIP, ETC.

PROPOSER IS:

AN INDIVIDUAL

Individual's Name: _____
Doing business as: _____
Address: _____
Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____
Address: _____
Name of person authorized to sign: _____
Title: _____
Telephone No. _____

A LIMITED LIABILITY COMPANY

Company Name: _____
Address: _____
Name of person authorized to sign: _____
Title: _____
Telephone No.: _____ Fax No.: _____ Email: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: _____
Address: _____
State of Incorporation: _____
Name of person authorized to sign: _____
Title: _____
Telephone No.: _____ Fax No.: _____ Email: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.

**ATTACHMENT B-3
CORPORATE RESOLUTION**

A meeting of the Board of Directors of _____
_____ a corporation organized
under the laws of the State of _____
and domiciled in _____ was held this _____ day
_____, 20____ and _____ was
attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after

discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____
is hereby authorized to submit proposals and execute agreements on behalf of this
corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED that said authorization and appointment shall remain in
full force and effect, unless revoked by resolution of this Board of Directors and that
said revocation will not take effect until the Purchasing Director of the Parish of East
Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____
_____, a corporation created under the laws of the State of _____
domiciled in _____; that the foregoing is a true
and exact copy of a resolution adopted by a quorum of the Board of Directors of said
corporation at a meeting legally called and held on the _____ day _____ of
_____, 20____, as said resolution appears of record in the Official Minutes of the
Board of Directors in my possession.

This _____ day of _____, 20____

SECRETARY

ATTACHMENT C
CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. General Liability Insurance

General Liability insurance, endorsed to provide coverage for explosion, collapse and underground damage hazards to property of others; Contractual Liability, Products and Completed Operations (for a minimum of two year after acceptance of the Work), **Additional Insured and Waiver of Subrogation in favor of Contractor and Owner.**

	Limits
General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Payments	\$5,000

B. Automobile Liability Insurance

Automobile Liability insurance which shall include coverage for all owned, non-owned and hired and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and

Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

C. Worker Compensation and Employers Liability Insurance

Subcontractor agrees to comply with Workers Compensation laws of the state where the Work is performed, and to maintain a Workers Compensation and Employers Liability policy. **The policy shall include a Waiver of Subrogation endorsement in favor of the Contractor and Owner. Full statutory liability for State of Louisiana with Employer's Liability Coverage.**

Workers Compensation	Statutory
Employer's Liability	\$1,000,000 Each Accident (Minimum)
	\$1,000,000 Disease Each Employee

D. Excess Umbrella Liability Coverage

Excess/Umbrella Liability insurance shall be follow form the primary coverages and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and

Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

**City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
222 St. Louis Street
8th Floor Room 826
Baton Rouge, LA 70802**

ATTACHMENT D

Federal Terms and Conditions

FEDERAL TERMS AND CONDITIONS APPLICABLE FOR ALL CONTRACTS UTILIZING AMERICAN RESCUE PLAN ACT, STATE AND LOCAL FISCAL RECOVERY FUNDS.

1. **Use of Funds.** THE CONTRACTOR understands and agrees that the funds disbursed under this award may only be used in compliance with section 602(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.

THE CONTRACTOR will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2. **Period of Performance.** The period of performance for this award begins on the date hereof and may ends no later than December 31, 2026. As set forth in Treasury's implementing regulations, THE CONTRACTOR may use awardfunds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.
3. **Reporting.** THE CONTRACTOR agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. **Maintenance of and Access to Records.** THE CONTRACTOR shall maintain records and financial documents sufficient to evidence compliance with section 602(c), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) ofTHE CONTRACTOR in order to conduct audits or other investigations.

Records shall be maintained by THE CONTRACTOR for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

5. **Pre-award Costs.** Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. **Administrative Costs.** THE CONTRACTOR may use funds provided under this award to cover both direct and indirect costs.
7. **Cost Sharing.** Cost sharing or matching funds are not required to be provided by THE CONTRACTOR.
8. **Conflicts of Interest.** THE CONTRACTOR understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. THE CONTRACTOR and their subconsultants must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.7

9. **Compliance with Applicable Law and Regulations.**

- a) THE CONTRACTOR agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. THE CONTRACTOR also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and THE CONTRACTOR shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b) Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. THE CONTRACTOR Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c) Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. **Remedial Actions.** In the event of THE CONTRACTOR's noncompliance with section 602 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act, as applicable. BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
11. **Hatch Act.** THE CONTRACTOR agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. **False Statements.** THE CONTRACTOR understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. **Publications.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of THE CONTRACTOR] by the U.S. Department of the Treasury."
14. **Debts Owed the Federal Government.**
- a. Any funds paid to THE CONTRACTOR (1) in excess of the amount to which THE CONTRACTOR is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by THE CONTRACTOR shall constitute a debt to the federal government.

- b. Any debts determined to be owed the federal government must be paid promptly by THE CONTRACTOR. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the THE CONTRACTOR knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to THE CONTRACTOR or third persons for the actions of THE CONTRACTOR or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by THE CONTRACTOR does not in any way establish an agency relationship between the United States and THE CONTRACTOR.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, THE CONTRACTOR may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - (i) A member of Congress or a representative of a committee of Congress;
 - (ii) An Inspector General;
 - (iii) The Government Accountability Office;
 - (iv) A Treasury employee responsible for contract or grant oversight or management;
 - (v) An authorized official of the Department of Justice or other law enforcement agency;
 - (vi) A court or grand jury; or
 - (vii) A management official or other employee of THE CONTRACTOR, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. THE CONTRACTOR shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), THE CONTRACTOR should encourage its employees, and their subconsultants, and contractors to adopt and enforce policies that ban text messaging while driving, and THE CONTRACTOR should establish workplace safety policies to decrease accidents caused by distracted drivers.

18. **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), THE CONTRACTOR should encourage its employees, and their subconsultants, and contractors to adopt and enforce policies that ban text messaging while driving, and THE CONTRACTOR should establish workplace safety policies to decrease accidents caused by distracted drivers.
19. **Equal Employment Opportunity.** During the performance of this contract, THE CONTRACTOR agrees as follows:
- a. THE CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. THE CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. THE CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - b. THE CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of THE CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - c. THE CONTRACTOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with THE CONTRACTOR's legal duty to furnish information.
 - d. THE CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of THE CONTRACTOR's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - e. THE CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

- f. THE CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of THE CONTRACTOR's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and THE CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. THE CONTRACTOR will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. THE CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, THE CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

20. **Davis Bacon Act.** When required by federal program legislation or local program policies all prime construction contracts in excess of \$2,000.00 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148).

THE CONTRACTOR agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 3141-3148) as amended, with the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5*, 40 USC 327 and 40 USC 276c) and all other applicable Federal, state and local laws and regulations pertaining to labor standards in so far as those acts apply to the performance of this contract. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. THE CONTRACTOR shall maintain documentation which demonstrates compliance with requirements of this part. Such documentation shall be made available to the City-Parish for review upon request.

21. **Compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** All contracts awarded by the non-Federal entity in excess of \$100,000.00 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Any contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (b)(1) through (4) below along with a clause requiring subcontractors to include these clauses in any lower tier subcontracts.
- a. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section THE CONTRACTOR and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
 - c. Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by THE CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
 - d. Subcontracts. THE CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions, which are hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

22. **Clean Water Act/ Federal Water Pollution Control Act.** Contracts and subgrants of amounts in excess of **\$150,000.00** must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of Environmental Protection Agency (EPA).

THE CONTRACTOR hereby agrees to adhere to the provisions, which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

- a. THE CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 7401 et seq.
 - b. If this contract is funded by federal dollars, THE CONTRACTOR agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Department of Treasury, and the appropriate Environmental Protection Agency Regional Office.
 - c. If this contract is funded by federal dollars, THE CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by Treasury.
23. **Debarment & Suspension.** A contract award must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 C.F.R. 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, THE CONTRACTOR is required to verify that none of THE CONTRACTOR's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

THE CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by City of Baton Rouge / Parish of East Baton Rouge. If it is later determined that THE CONTRACTOR did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to City of Baton Rouge / Parish of East Baton Rouge, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.

THE CONTRACTOR shall submit a Federal Debarment Certification to assure compliance with the aforementioned regulation.

24. **Byrd Anti-Lobbying Act.** Contractors that apply or bid for an award exceeding \$100,000.00 must file the required certification under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

THE CONTRACTOR will be expected to comply with Federal statutes required in the Anti-Lobbying Act. Contractors who apply or bid for an award shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **Procurement of Recovered Materials (2 C.F.R. 200.322).** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the items exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

26. **Surveillance Services or Equipment.** A non-Federal entity and subrecipients who procure telecommunications and video surveillance services or equipment by obligating or expending loan or grant funds must comply with the provisions of 2 C.F.R. §200.216.

Specifically, (a) recipients and subrecipients are prohibited from using grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in *Public Law 115-232*, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under *Public Law 115-232*, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See *Public Law 115-232*, section 889 for additional information. (d) See also § 200.471.

27. **Domestic Preferences for Procurement.** As appropriate and to the extent consistent with law, the parties should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

28. **Termination for Cause or Convenience; Suspension.** CITY-PARISH may exercise any rights available under Louisiana law to terminate for cause upon the failure of the subcontractor to comply with the terms and conditions of this contract, provided that CITY-PARISH shall give THE CONTRACTOR written notice specifying THE CONTRACTOR's failure and thirty (30) days to cure the defect.

CITY-PARISH may terminate the AGREEMENT at its convenience at any time for any or no reason by giving seven (7) days written notice to THE CONTRACTOR.

Upon termination for cause or convenience, THE CONTRACTOR shall be entitled to payment for deliverables in progress through the date of termination, to the extent work has been performed in accordance with the terms and/or conditions of this AGREEMENT or otherwise to the satisfaction of CITY-PARISH, as well as reasonable termination and demobilization costs.

Should CITY-PARISH find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by thirty (30) days written notice given by CITY-PARISH to that effect. If the AGREEMENT is suspended for more than thirty (30) consecutive calendar days, THE CONTRACTOR shall be compensated for services performed prior to the notice of suspension. In addition, when work under the AGREEMENT resumes, THE CONTRACTOR's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of THE CONTRACTOR's services.

29. **Remedies.** If any work performed by THE CONTRACTOR fails to meet the requirements of the AGREEMENT, CITY-PARISH may in its sole discretion:

- (i) elect to have THE CONTRACTOR re-perform or cause to be re-performed at THE CONTRACTOR's sole expense, any of the work which failed to meet the requirements of the AGREEMENT;

- (ii) hire another subconsultant to perform the work and deduct any additional costs incurred by CITY-PARISH as a result of substituting the CONTRACTOR from any amounts due to THE CONTRACTOR; or
- (iii) pursue and obtain any and all other available legal or equitable remedies.
30. **Energy Policy and Conservation Act:** THE CONTRACTOR hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
31. **Copeland Anti-Kickback Act:**
- A. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
 - B. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as Treasury may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
 - C. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12.
32. **No Obligation by Federal Government.** The federal government is not a party to this AGREEMENT and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the AGREEMENT.
33. **Program Fraud and False or Fraudulent Statements or Related Acts.** THE CONTRACTOR acknowledges that 21 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to THE CONTRACTOR's actions pertaining to this AGREEMENT.
34. **Force Majeure:** Any delay or failure of THE CONTRACTOR in performing its required obligations hereunder shall be excused if and to the extent such delay or failure is caused by a Force Majeure Event. A "Force Majeure Event" means an event due to any cause or causes beyond the reasonable control of THE CONTRACTOR and shall include, but not be limited to, acts of God, strike, labor dispute fire, storm, flood, windstorm, unusually severe weather, sabotage, embargo, terrorism, energy shortage, accidents or delay in transportation, accidents in the handling and rigging of heavy equipment, explosion, riot, war, medical pandemic or emergency, court injunction or order, delays by acts or orders of any governmental body or changes in laws or government regulations or the interpretations or application thereof or the acts or omissions of the Client or its other contractors, vendors or suppliers. In the event of a Force Majeure Event, THE CONTRACTOR shall receive an equitable adjustment extending THE CONTRACTOR's time for performance for such Services sufficient to overcome the effects of any delay, and an increase(s) to THE CONTRACTOR's compensation sufficient to account for any increased cost in performance or loss or damage suffered by THE CONTRACTOR.

ATTACHMENT E

Sample Contract

This Contract, made and entered into at Baton Rouge, Louisiana, effective this ___ day of ___, 20___ by and between the City of Baton Rouge and Parish of East Baton Rouge, herein referred to as City-Parish and _____ herein referred to as the "Contractor".

Contractor shall provide consulting services as described herein for Total Compensation and Job Specifications Revision Study.

Contractor agrees to proceed, upon written notice of the Department of Human Resources with all professional services necessary for the performance, in proper sequence and in the time specified, of the items of work as herein after set forth. Services will be subject to review and administration by the office requesting the service unless designated otherwise by the City-Parish. All the services required hereunder will be performed by Contractor or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

SCOPE OF SERVICES: The services to be rendered by the Contractor for this project shall be as follows:

The Scope of Services is as defined per Attachment A, attached and made a part of this agreement.

CONTRACT MODIFICATIONS: No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

GENERAL REQUIREMENTS: With the exception of the services specifically listed to be furnished by the Parish, Contractor shall, for the agreed fees, obtain all data and furnish all services and materials required to provide the contracted services. All items required to accomplish these results, whether or not specifically mentioned in this contract, including attendance by the Contractor or their representatives at conferences and public hearings, are to be furnished at the expense of Contractor.

SERVICES TO BE PERFORMED BY THE CITY-PARISH: The City-Parish will furnish the Contractor without charge all information which it has in its files which may be useful to the Contractor in carrying out this work, as well as assistance in securing data from others to the extent available.

COMPENSATION AND PAYMENT: The City-Parish shall pay and Contractor agrees to accept compensation for the services to be performed under this contract, at the rates indicated on the Cost Proposal Form attached and made a part of the contract.

The Contractor shall be entitled to payment in accordance with the provisions of this paragraph. Contractor shall invoice the City-Parish on a monthly basis. The contract will be issued with a maximum (not to exceed) total contract price. Payments will be made by the City-Parish within approximately thirty (30) days after receipt and approval of a properly executed invoice, and approval by the department.

CONTRACT TIME: The term of this contract shall begin on or about '...' and shall extend through grant close-out.

COMMENCEMENT OF WORK: No work shall be performed by Contractor and the City-Parish shall not be bound until such time as a Contract is fully executed between the City-Parish and the Contractor and all required approvals are obtained.

OWNERSHIP OF DOCUMENTS: The Contractor shall maintain full and accurate records with respect to all matters covered under this agreement. The City-Parish, the Comptroller General of the United States or any of their authorized representatives shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities. All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the City-Parish, and shall, upon request, be returned by Contractor to City-Parish, at Contractor's expense, at termination or expiration of this contract.

The Consultant shall maintain all records related to this agreement for a period of at least three (3) years after grant close-out.

TERMINATION OR SUSPENSION: The City-Parish may terminate this contract for cause based upon the failure of the Consultant to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that the City-Parish shall give the Consultant written notice specifying the Contractor's failure. If within 30 days after receipt of such notice, the Consultant shall not have either corrected such failure or, in the case of failure which cannot be corrected in 30 days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the City-Parish may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City-Parish to comply with the terms and conditions of this contract; provided that the Consultant shall give the City-Parish written notice specifying the City-Parish failure and a reasonable opportunity for the City-Parish to cure the defect.

The City-Parish may terminate this Agreement at any time without cause by giving 30 days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Should the City-Parish find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by 30 days' notice given by the City-Parish in writing to that effect. The work may be reinstated and resumed in full force and effect upon receipt from the City-Parish of 30 days' notice in writing to that effect.

This agreement shall ipso-facto terminate three years after the date of the suspension of the work as provided above if the work has not been reinstated and resumed by notice from the City-Parish during the three year period, and neither party shall have any further obligation to the other party.

TERMINATION FOR LACK OF APPROPRIATED FUNDS: The City-Parish may terminate this agreement for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated. For services funded by grants, the City-Parish shall have the right to terminate the contract or any issued task order for which funding is terminated.

DISPUTES: Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred to the Director of Purchasing or her duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

INDEPENDENT CONTRACTOR OBLIGATION: Contractor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Contractor shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional Consultants under similar circumstances at the time the services are performed, with the City-Parish interested only in the results of the work.

COMPLIANCE WITH APPLICABLE LAWS: Contractor shall procure all permits and licenses applicable to the services to be performed and shall comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Contractor shall pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

INDEMNITY: Contractor agrees to indemnify, defend, and hold harmless the City-Parish from any and all losses, damages, expenses or other liabilities, including but not limited to any claim for personal injury, death, property damage or other liability that may be asserted against the City-Parish by any party which arises or allegedly agents in performing its obligations under this Agreement.

Contractor, its agents, employees and insurer (s) hereby release the City-Parish its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Contractor, its agents or insurers may sustain incidental to or in any way related to Contractor's operations under this Agreement.

PERSONAL INTEREST: Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above described Study or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of his contract no person having any such interest shall be employed.

AFFIDAVIT AND CORPORATE RESOLUTION: Contractor shall attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Contractor is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

CIVIL RIGHTS COMPLIANCE: The Contractor agrees to abide the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era of 1975, and the Americans with Disabilities Act of 1990. Consultant agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS: If the project is funded in whole or in part by Federal Grants, Consultant shall comply with the Federal Terms and Conditions established in Attachment D. Contractor shall also include these Federal Terms and Conditions in any sub-contracts.

TAXES: Any taxes, other than state and local sales and use taxes, from which the City-Parish is exempt, shall be assumed to be included within the Contractor's cost.

RIGHT TO AUDIT: The City-Parish or others so designated by the City-Parish, or other lawful entity shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records shall be made available during normal working hours for this purpose.

ASSIGNMENT: Assignment of contract, or any payment under the contract, requires the advanced written approval of the City-Parish.

CONFIDENTIALITY: The following provision will apply unless the City-Parish agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to City-Parish's operations which are designated confidential by the City-Parish and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the City. The identification of all such confidential data and information as well as the City's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the City in writing to the Contractor. If the methods and procedures employed by the Consultant for the protection of the Contractor's data and information are deemed by the City to be adequate for the protection of the City's confidential information, such methods and procedures may be used, with the written consent of the City, to carry out the intent of this paragraph. The Consultant shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

RECORD RETENTION: The Contractor shall maintain all records in relation to this contract for a period of at least three (3) years from grant close-out.

ORDER OF PRECEDENCE

The Request for Proposals (RFP), dated _____, and the Contractor's Proposal dated _____, are attached hereto and, incorporated into this Contract as though fully set forth herein. In the event of an inconsistency between this Contract, the RFP and/or the Consultant's Proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

GOVERNING LAW: This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final approval by both parties.

IN WITNESS WHEREOF, the City-Parish and Consultant have executed this contract effective as of the date first written above.

WITNESSES:

CITY OF BATON ROUGE AND
PARISH OF EAST BATON ROUGE

By: _____

Title: _____

CONTRACTOR

By: _____

Title: _____
Typed Name and Title

DISADVANTAGED BUSINESS ENTERPRISE INCLUSION

The City-Parish's Socially and Economically Disadvantaged Business Enterprise Program ("the Program") is made part of this contract and incorporated hereto as if copied in extensor. For these services, the EBR Parish Purchasing office has directed a review of the scope of work and has established a minimum EBE goal of 25% of the contract amount.

PART I – POLICY/ COMPLIANCE

(A) The City-Parish strongly encourages the acquisition of goods and services from and direct participation of Eligible Business Enterprise ("EBEs"). The term EBE shall have the meaning set forth in the City-Parish's Socially and Economically Disadvantaged Business Enterprise Certification Program.

The Program is a race- and gender-neutral program intended to provide additional contracting and procurement opportunities for certified small, disadvantaged, woman-owned, minority-owned, veteran-owned, and service-disabled veteran-owned business enterprises by encouraging contractors who receive City-Parish contracts to use good-faith efforts to utilize such certified entities in the performance of those contracts. The City-Parish desires to achieve, to the greatest extent possible, commercially meaningful and useful participation by EBEs. By providing equitable opportunities for EBEs, the City-Parish derives multiple benefits, including contributing to the economic vitality of our communities and ensuring a broader selection of competitively priced goods and services.

Contractor should present a responsible plan that provides for participation of qualified EBEs. Participation shall be counted toward meeting the contract goals only by business entities certified under the City-Parish's Socially and Economically Disadvantaged Business Enterprise Certification Program. The direct participation goal can be achieved through direct ownership, joint venture participation, owner/operator agreements, or subcontract agreements for participation.

If the Contractor does not meet the full EBE goal, then written documentation must be provided showing their good faith efforts to secure EBE participation, the unavailability of potential EBE firms, and provide justification as to why such goals cannot be met that is found to be acceptable to the SEDBE Liaison Officer.

(B) **FAILURE TO COMPLY WITH SEDBE REQUIREMENTS:** All City-Parish contract performers (Prime Contractors, Subcontractors, etc.) are hereby notified that failure to carry out the EBE obligation, as set forth, shall constitute a breach of contract. The breach of contract will be reviewed by City-Parish which may result in termination of the contract or other remedies deemed appropriate for the given situation.

(C) **SUBCONTRACTS:** All Prime Contractors, and Subcontractors, hereby shall include the following clauses in all contracts that offer further subcontracting opportunities.

The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of City-Parish's Socially and Economically Disadvantaged Business Enterprise Program in the award and administration of City-Parish contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient (City-Parish) deems appropriate.

The Prime Contractor agrees to pay each Subcontractor under this contract for satisfactory performance of its contract prior to submitting an invoice to the City-Parish for request for payment. This payment will be documented on the Contractor's Monthly Report form that is submitted with each payment request. The Prime Contractor agrees further to return retainage payments to each Subcontractor within 14 days after the Subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause. This clause applies to both EBE and non-EBE Subcontractor(s).

(D) **AWARD OF EBE SUBCONTRACTS:** The Contractor shall, no later than three (3) business days from the award of a contract, execute formal contracts or purchase orders with the EBE(s) included on Form 1.

(E) **COUNTING EBE PARTICIPATION:** City-Parish will count EBE participation toward overall and contract goals as provided in City-Parish's Socially and Economically Disadvantaged Business Enterprise Program ("the Program"). City-Parish will only count EBE participation by those EBEs performing commercially useful functions. City-Parish Purchasing Division will not count the participation of EBE Subcontractors toward a Contractor's final compliance with its EBE obligations on a contract until the amount being counted has actually been paid to the EBE.

The Contractor may count its entire expenditure to EBE manufacturers (i.e., a supplier that produces goods from raw materials or substantially alters them before resale). The Contractor may count sixty percent (60%) of its expenditures to EBE suppliers that are not manufacturers, provided that the EBE supplier performs a commercially useful function in the supply process.

A Contractor shall not count the value of any payment made to an EBE for work that was further subcontracted out by the EBE to a non-EBE.

PART II – PROCEDURE TO DETERMINE QUALIFICATION STATEMENT OR PROPOSAL COMPLIANCE

(A) **ELIGIBILITY OF SEDBEs:** To be counted toward the participation Goals pursuant to the Program, an EBE must be certified by the City-Parish at the time a bid or proposal is submitted. The fact that an EBE is certified does not necessarily mean that it has the qualifications and experience for the type of work required by any particular Contract. The responsibility for determining whether an EBE has the qualifications and experience for the type of work required by the Contract rests with the Contractor. To be deemed an EBE certified entity, firms must complete the City-Parish's certification process. Only EBE certified firms under the City-Parish at the time the Bid opening will count toward the EBE goal.

(B) **REPORTING FORMS 1, 1A, AND 2:** The following fully completed forms shall be furnished to the City-Parish on a monthly basis. The forms shall have all blank spaces filled in completely and correctly. These forms are as follows:

FORM 1 – EBE RESPONSIVENESS FORM (copy attached): It is the obligation of the Respondent to make good faith efforts to meet the EBE goal. Respondents can demonstrate their good faith efforts either by meeting the contract goal or by documenting good faith efforts taken to obtain EBE participation. The Form 1 shall accurately detail the work proposed by the Respondents to be performed by Respondent and all entities participating in the project and, if it is a bid or proposal, the percent value of that work. If a Respondent is unable to fully meet the EBE goal of this contract, the Respondent shall submit a Form 2 form and all documentation demonstrating the good faith efforts made to comply with the EBE requirements.

FORM 1A - REQUIRED PARTICIPATION QUESTIONNAIRE FORM (copy attached): Form 1A shall accurately detail the work to be performed by each and every firm participating in the project. A Form 1A must be submitted for the Contractor and for each Subcontractor included on Form 1. In addition, each participating EBE firm must submit a current letter of EBE certification along with its Form 1A.

FORM 2 - Good Faith Efforts (copy attached): Form 2 is only required when the prime firm is unable to fully meet the EBE contract goal. Form 2 shall provide documentation of good faith efforts made to obtain EBE participation. Form 2 must be accompanied by supporting documentations such as, but not be limited to, phone logs, facsimiles, and e-mail correspondence with potential EBE firms. Further explanation of good faith efforts may be found in the Instructions for Form 2. It is up to City-Parish or its Designee to make a fair and reasonable judgment whether a Respondent made adequate good faith efforts to achieve the contract goal.

FORM 3 - Monthly Utilization/Participation SEDBE Report (copy attached): Form 3 shall be submitted to the Field Engineer along with monthly payment requests and shall accurately represent the amount paid to EBE Subcontractors during that invoice period. This form must be submitted with every monthly invoice regardless of the amount of payment or lack of payment. The form shall be signed by the Contractor and the SEDBE Subcontractor(s) if payment has been made for that month. SEDBE participations will not be counted toward the Contractor's commitment until payment has been rendered to the SEDBE. Failure to submit the required reports may result in withholding of payment or partial payments to the Contractor until the required forms are submitted.

Appendix A SEDBE Forms and Procedures

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE Form 1 EBE Responsiveness Form

INSTRUCTIONS

Column A. Indicate the firm's role: Contractor, subcontractor, manufacturer, regular dealer/supplier, or broker/agent. Note that only 60% of the value of regular dealer/supplier commissions and fees can be counted toward Socially and Economically Disadvantaged Business Enterprise participation. All firms participating EBE and non-EBE , prime and subs) must be included on the form. Column B. Provide the name and address of the firm.

Column C. Provide the principal contact person and phone number of the firm.

Column D. Describe the work, goods, and/or services to be provided by the firm.

Column E. Indicate the percent value of the amount of work assigned to the firm. Total percent value of work should equal 100% to account for all work being performed on the contract.

Column F. Indicate whether firm is an EBE or non-EBE. EBE-certified means to be certified by the EBRP Socially and Economically Disadvantaged Business Enterprise Program.

Form 1A
Required Participation Questionnaire

INSTRUCTIONS: A fully completed Form 1A "Required Participation Questionnaire" must be submitted for the prime firm, each subcontractor, and any other tier or subcontractor, as a condition of responsiveness. This information is to be collected and documented for all City of Baton Rouge and Parish of East Baton Rouge projects as required by the City of Baton Rouge and Parish of East Baton Rouge. All items requested on the form are required, if an item is not applicable, respondents shall enter N/A. Each prime firm participating as a joint venture should complete a separate form and indicate (Item 9) that the response is a joint venture.

1. Project name, project number and date of submittal:	2. Official name of firm: Indicate if prime or subcontractor:	3. Address of office to perform work:
4. Name of parent company, if any:	5. Location of headquarters (city):	6. Age of firm:
7. Name, title, and telephone number of principal contact:	8. Indicate Any Special Status: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Small business <input type="checkbox"/> Minority-owned business <input type="checkbox"/> Woman-owned business </div> <div> <input type="checkbox"/> SBA certified <input type="checkbox"/> LAUCP DBE certified <input type="checkbox"/> EBE Certified with CITY-PARISH </div> </div> <p>*A firm participating as a EBE must be certified by the City of Baton Rouge and Parish of East Baton Rouge SEDBE Program by the date of submittal. Current letter of certification shall be attached.</p>	
9. Is this submittal a joint venture (JV)? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Summary of firm's annual revenues (please insert index number from below): Last Year: _____ 2 Years ago: _____ 3 Years ago: _____	
If so, has the JV worked together before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ranges of annual revenues received: <u>Index:</u> <div style="display: flex; justify-content: space-between;"> <div> 1 less than \$500,000 2 \$500,000- \$1,000,000 3 \$1,000,000 to \$2,000,000 </div> <div> 4 \$2,000,000 to \$4,000,000 5 \$5,000,000 to \$6,000,000 6 \$6,000,000 or greater </div> </div>	

I do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct, and that I am authorized on behalf of this firm to make this affidavit.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE

Form 2 Good Faith Efforts INSTRUCTIONS:

If required, attach a completed Form 2 and supporting documents to establish that Good Faith Efforts were undertaken to secure EBE participation:

The following is a list of types of actions which you should consider as part of the Contractor's good faith efforts to obtain EBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Conducting market research to identify small business contractors and suppliers and soliciting through all reasonable and available means the interest of all certified EBEs that have the capability to perform the work of the contract. This may include attendance at pre-bid and business matchmaking meetings and events, advertising and/or written notices, posting of Notices of Sources Sought and/or Requests for Proposals, written notices or emails to all DBEs listed in the State's directory of transportation firms that specialize in the areas of work desired (as noted in the DBE directory) and which are located in the area or surrounding areas of the project. The Contractor should solicit this interest as early in the acquisition process as practicable to allow the EBEs to respond to the solicitation and submit a timely offer for the subcontract. The Contractor should determine with certainty if the EBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by EBEs in order to increase the likelihood that the EBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units (for example, smaller tasks or quantities) to facilitate EBE participation, even when the Contractor might otherwise prefer to perform these work items with its own forces. This may include, where possible, establishing flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates EBE participation.

C. Providing interested EBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation with their offer for the subcontract.

D. Negotiating in good faith with interested EBEs. It is the Contractor's responsibility to make a portion of the work available to EBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available EBE subcontractors and suppliers, so as to facilitate EBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of EBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional Agreements could not be reached for EBEs to perform the work.

E. A Contractor using good business judgment would consider a number of factors in negotiating with subcontractors, including EBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using EBEs is not in itself sufficient reason for a Contractor's failure to meet the contract EBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Contractor of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from EBEs if the price difference is excessive or unreasonable.

- F. Not rejecting EBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal. Another practice considered an insufficient good faith effort is the rejection of the EBE because its quotation for the work was not the lowest received. However, nothing in this paragraph shall be construed to require the Contractor to accept unreasonable quotes in order to satisfy contract goals.
- G. Contractor's inability to find a replacement EBE at the original price is not alone sufficient to support a finding that good faith efforts have been made to replace the original EBE. The fact that the contractor has the ability and/or desire to perform the contract work with its own forces does not relieve the contractor of the obligation to make good faith efforts to find a replacement EBE, and it is not a sound basis for rejecting a prospective replacement EBE's reasonable quote.
- H. Making efforts to assist interested EBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- I. Making efforts to assist interested EBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- J. Effectively using the services of available minority/women/veteran community organizations; minority/women/veteran contractors' groups; local, State, and Federal minority/women/veteran business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of EBEs.

Form 2 Good Faith Efforts

If the Respondent cannot fully meet the EBE goal of this Contract, the Respondent shall complete Form 2 and attach documentation demonstrating the Respondent's good faith efforts. It is up to City of Baton Rouge and Parish of East Baton Rouge Purchasing Division to make a fair and reasonable judgment whether a Respondent that did not meet the contract goal made adequate good faith efforts.

I, _____, certify that on the date(s) below I invited the following proposed EBE subcontractor(s) to respond or propose work items to be performed on:

PROJECT NAME: _____

PROJECT NO: _____

Date of Request	Name and Address of EBE Firm	Transmittal Type	Work Items Sought	Describe Response and/or Follow-up

I do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct, and that I am authorized on behalf of this firm to make this affidavit.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

☐ Sporting documentation of Good Faith Efforts is attached (required).

Form 3
City of Baton Rouge and Parish of East Baton Rouge
Contractor or Consultant Monthly SEDBE Report

INSTRUCTIONS: This report covers the previous estimate period and shall be submitted to the Project Manager Representative or Project Inspector with the current month's pay estimate. The Prime firm shall prepare one form for each EBE firm participating in the project. Questions should be directed to the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division through the assigned project manager. **Signatures from EBE firms who received payment during the reporting period are required.** No signature is required if no payments were made to the EBE firm during the reporting period. **If actual EBE item of work is different than that approved at the time of award, the Substitution Form must be completed (If you have not already done so).**

PRIME FIRM INFORMATION:

Prime Firm Name		Phone Number	
Project Name			
City Parish Project No.		State Project No	
Project Start Date		Est. Project Completion Date	
Original Contract Amount \$	Change Orders (count)	Current Contract Value \$	EBE Commitment _____ %
Invoice Number	Report Period Begin Date	Report Period End Date	

SUBCONTRACTOR INFORMATION:

EBE Subcontractor		
EBE Contact		EBE Phone Number
Original Subcontract Amount \$	Original Commitment to Firm _____ %	Current Subcontract Value \$
Amount Paid to Sub This Period \$	Amount Paid to Sub to Date \$	
Scheduled Date of Sub Services (or state ongoing)	Estimated Date of Completion of Sub Services	
Item Number/Description of Work Performed by Sub		

By signing below, I attest that the information provided is complete accurate, and true to the best of my knowledge.

Prime Firm's Authorized Signature: _____ Date: _____

Print name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Print name: _____ Title: _____

I certify that the contracting records and on-site performance of the EBE has been monitored. If actual EBE item of work is different than that approved at the time of award, the Substitution Form must be completed.

Project Manager Representative/Inspector's Signature: _____ Date: _____

Print name: _____ Title: _____

EBRP Project Manager or SEDBELO has reviewed this form.

SEDBELO's or Authorized Owner's Representative's Signature: _____ Date: _____

FAIR CHANCE ORDINANCE

Requires Fair Chance hiring standards for person, corporations, and entities in a contract, cooperative endeavor agreement, or grant with the City of Baton Rouge, Parish of East Baton Rouge by limiting the consideration of criminal history of an applicant, and to provide otherwise with respect hereto.

Section 1

A contractor shall not request from the applicant their criminal history before the contractor extends a conditional offer of employment.

Section 2

All contracts shall include a certification that the contractor has complied with the provisions of the fair chance ordinance.

Section 3

The applicant will acknowledge in writing that a background check will be performed before a final offer of employment.

Section 4

Section 1 does not apply if consideration of an applicant's criminal history is required by law.

Section 5

The Purchasing department is the enforcing agency and shall establish a procedure for complaint.

Section 6

The Fair Chance ordinance shall not apply to the listed city-parish departments.

Section 7

The ordinance shall be effective 180 days (May 5, 2023) following adoption and shall apply to contract executed on or after the effective date EXCLUDING renewals to contracts awarded in response to an Request for Proposal (RFP), a Request for Qualifications (RFQ) or awarded by the Engineers or Architectural Selection Boards. The ordinance shall not apply to any agreements executed before the effective date of this ordinance.

Contractor's Signature

Date

H2B WORKFORCE REQUIREMENTS

H2B Workforce Requirements: If Contractor uses H-2B workers, Contractor will provide services subject to the terms and conditions set forth below. In accordance with applicable laws,

- ☐ Contractor will provide each worker with a document explaining the terms and conditions of employment and the worker's rights, and a copy of any applicable H-2B work order by the time periods required by applicable law. A copy of Contractor's H-2B work order shall be provided to Company upon request.
- ☐ Contractor will display "Employee Rights Under the H-2B Program" poster, and all other notices and posters required by applicable federal, state and local law. Such notices must be provided to employees in English and in a language that each worker can understand.
- ☐ Contractor will pay employees at least once every two weeks, or as otherwise required by federal law or the disclosed payday in any applicable H-2B work order.
- ☐ Contractor will pay each employee not less than the highest minimum wage rate applicable to its employees, including minimum rates for H-2B laborers (as indicated in Contractor's Application for Temporary Employment Certification, which amount equals or exceeds the highest of the prevailing wage, the promised wage, and the federal, state and local minimum wage), and, if and when applicable, the highest overtime rate required by applicable law for all overtime hours worked by employees. Notwithstanding the foregoing, Contractor shall pay its employees in accordance with applicable H-2B regulations.
- ☐ In accordance with H-2B regulations, Contractor shall provide to its H-2B employees, and employees performing the same work, at least 35 hours of work per workweek, and a total number of work hours equal to at least 75% of the guaranteed hours as listed in the job order in each 12-week period (or each 6-week period), or must pay such employees the amount they would have earned had they worked for the guaranteed number of workdays.
- ☐ Contractor must pay its employees for their visa expenses and transportation and subsistence costs for travel to and from the worksite in accordance with H-2B regulations and Contractor's H-2B work order.
- ☐ Contractor must not seek or receive payments or other compensation from prospective workers, as prohibited by H-2B regulations.
- ☐ Contractor agrees to provide housing to its employees to the extent required by applicable H-2B regulations, the Federal Fair Labor Standards Act, and applicable federal, state, and local law.
- ☐ Contractor agrees to pay an arrival and return/subsistence and transportation fees for each worker at the beginning and end of each the job order period.
- ☐ Contractor must notify the U.S. Department of Labor if any H-2B or employee performing similar work separates from the job for any reason before the end of Contractor's work order. The notification must be made in writing and no later than two (2) days after the separation is discovered by Contractor. Contractor must also notify the U.S. Department of Homeland Security of any such separation of an H-2B worker.
- ☐ Contractor must not offer terms, wages, and working conditions to U.S. workers that are less favorable than what Contractor offers or provides to H-2B workers. Further, Contractor must not impose restrictions or obligations on U.S. workers that are not imposed on H-2B workers. Contractor must not lay off any similarly employed U.S. worker in the occupation and area of intended employment from 120 days before the start of Contractor's job order.
- ☐ Contractor using H-2B workforce must include a copy of their most recently submitted LOI, Letter of Intent. The U.S. Department of Labor requires this letter in the visa approval process. This letter must be signed and dated on company letterhead, with a description of work applicable to the scope, and indicate County/Parish and State where work will be performed: East Baton Rouge Parish, Louisiana.
- ☐
- ☐ In accordance with H-2B regulations, Contractor shall provide to its H-2B employees, and employees performing the same work, at least 35 hours of work per workweek, and a total number of work hours equal to at least 75% of the guaranteed hours as listed in the job order in each 12-week period (or each 6-week period), or must pay such employees the amount they would have earned had