



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

January 7, 2025

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 2

RFP#: 24-22-3

Project Name: Janitorial Services Koop Campus

RFP Due Date: Tuesday, January 14, 2025

GENERAL:

- **Add Koop Campus floor plan (see attached)**
- **Add Site Visit Sign in Sheet (see attached)**
- **Replace Attachment A Proposal Price Sheet with - Revised Attachment A Proposal Price Sheet (attached)**

QUESTIONS:

- Question 1. How many days of service is required per week?
Answer 1. Regular cleaning is required for 1 day (on weekend).
- Question 2. Is there a minimum wage requirement for the staff?
Answer 2. Not a Parish requirement.
- Question 3. Is floor maintenance service included in the bid cost?
Answer 3. Yes. See Scope of Work on pages 6 and 7 of the RFP packet.
- Question 4. Who pays for the floor maintenance supplies (Stripping and Refinishing)?
Answer 4. Vendor.
- Question 5. What is the annual cost for service for the last current contract?
Answer 5. A Public Records Request is needed.
- Question 6. What is the current Janitorial staff sizes?
Answer 6. It Varies.



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Question 7. 1. Could you please send me clarification for RFP #24-22-3 Koop Campus and RFP #24-23-3 Justice Center on the Days and Time that these buildings will need to be serviced, Is it once a week/twice a week? I am not clear on this Information as, I need it to move forward w/my proposal.

Answer 7. A cleaning schedule must be provided to and approved by the Department of for the Justice Center and Koop Campus.

Justice Center requirements:

See Scope of Work on pages 5-7 of the RFP packet for definitions of Regular (RC), Floor Cleaning (FC) and High Dusting (HD).

Performance Requirements on page 10 of the RFP packet list the areas to be cleaned and the schedule for cleaning.

Attachment A list the services and required number of cleanings.

Regular Cleaning is required 1 day a week (on weekends).

Floor Cleaning is required 3 times a year (on weekends).

High Dusting is required 3 times a year (between 4:30 p.m. - 11:30 p.m. or on weekends)

Koop Campus requirements:

See Scope of Work on pages 5-7 of the RFP packet for definitions of Regular Cleaning (RC), Floor Cleaning (FC) and High Dusting (HD).

Performance Requirements on page 10-11 of the RFP packet list the areas to be cleaned and the schedule for cleaning.

Attachment A list the services and required number of cleanings.

Regular Cleaning is required 1 day a week (on weekends).

Bathroom Cleaning Only is required on Wednesdays.

Floor Cleaning is required 3 times a year (on weekends).

High Dusting is required 3 times a year (on weekends).



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Question 8. Also, to keep my company from wasting money, could the Janitorial Service Bond be submitted on award?

Answer 8. A bond is not required for this project per section 5.5 of the package

ATTACHMENTS:

- Koop Campus Floor Plans.pdf
- Site Visit Sign in Sheet. Pdf
- Revised Attachment A Proposal Price Sheet.pdf

End of Addendum # 2

Koop Campus Building A

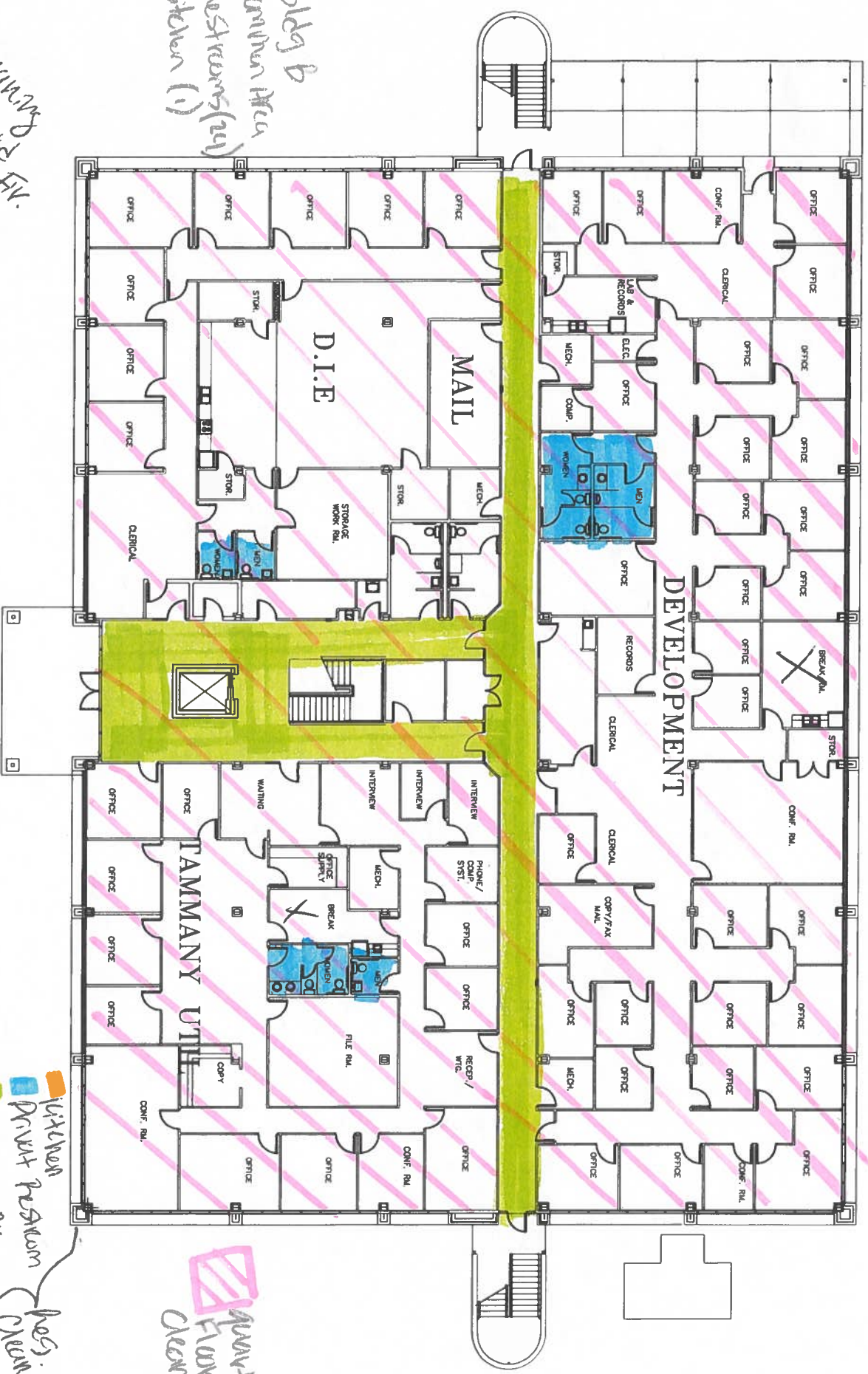


quarters
F. Wax cleaning

X Areas to be added
3 Conf. rooms
(Gov. Council, Pres.)

Kitchen/Break room A2.2
Common Area
Private R.R.
Private R.R.

Koop Campus Bldg B First Floor



*Reg. Cleaning
only 2nd Fl.
Kitchen*

*Bldg B
Common Area
Restrooms (2)*

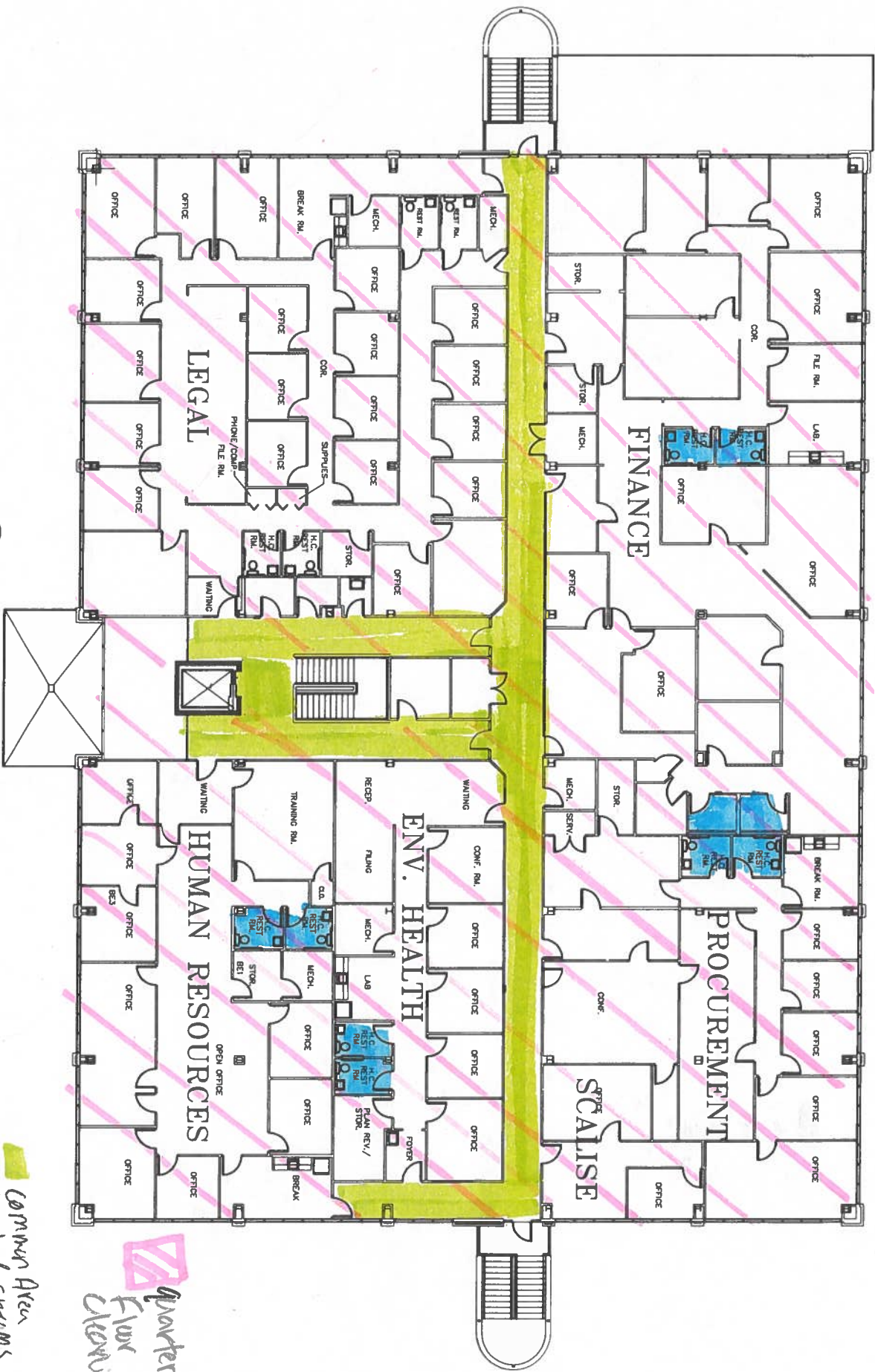
First Floor

*Kitchen
Private Restroom
Common Area
Public Restroom*

*Quarterly
Floor
Cleanings*

Reg. Cleaning

Koop Campus Bldg B Second Floor

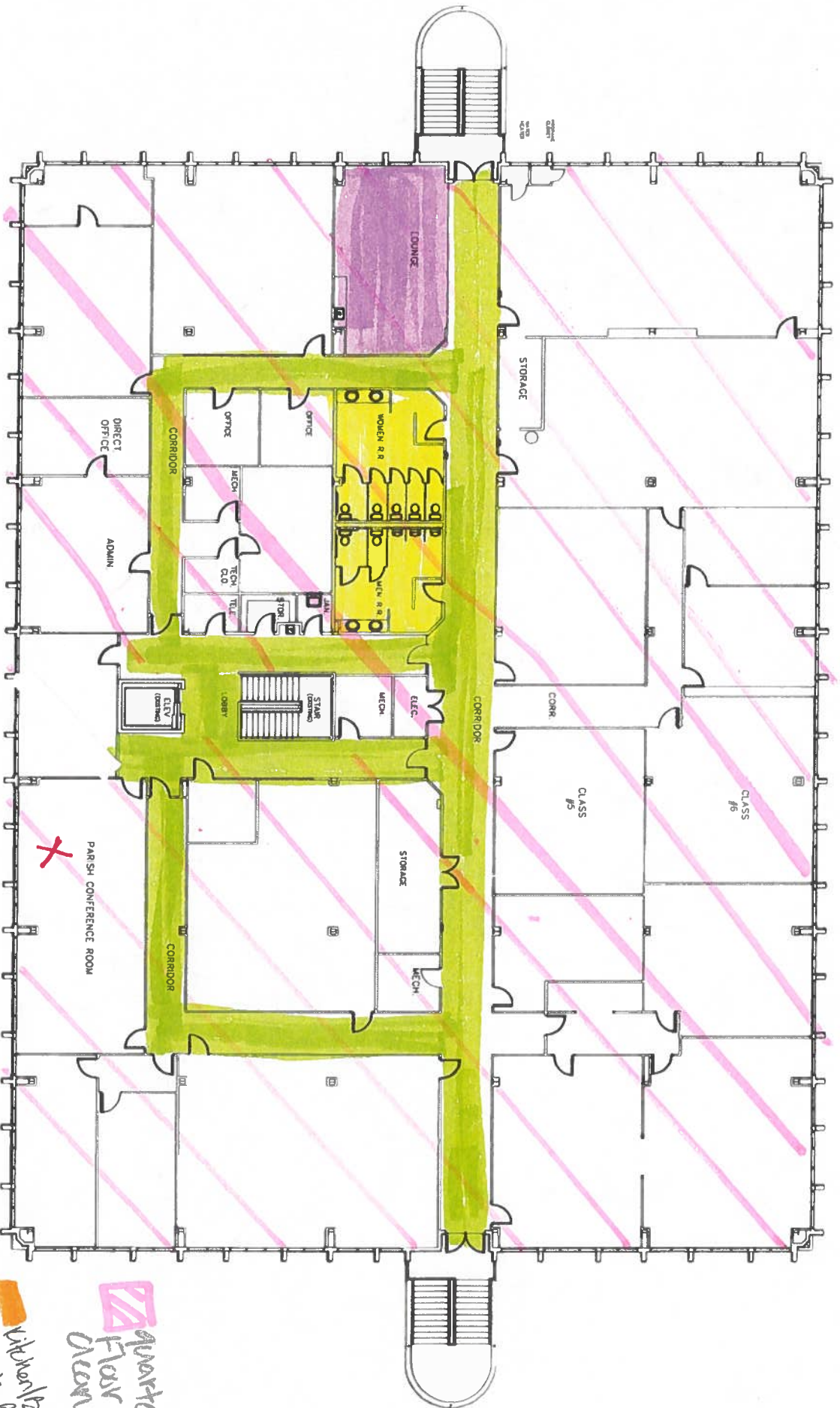


Second Floor

Common Area
Private Restrooms

quarters
Floor
cleanings

Koop Campus Bldg B Third Floor



Third Floor

X Area to be Added

- Apartment
- Floor
- Cleanings
- Kitchen/Break Room
- Private Rm.
- Common Area
- Public Rm.
- Computer Breakroom

Koop Campus Bldg C First Floor



Bldg. C
lobby

Restroom

Common Area

F.M.

F.M.
rest rooms

Common Area
Restroom
Quarters
F.M. Floor Cleanings

Koop Campus Bldg C Second Floor

Common Area
Restrooms
Apartment
Floor
Cleanings



SECOND FLOOR

REVISED - ATTACHMENT “A”

**Proposal Pricing Sheet
RFP#24-22-3
Janitorial Services – Koop Campus**

Contractor agrees to abide by all St. Tammany Parish Government (Parish) General Conditions (furnished upon request), and acknowledges receipt of and has reviewed a copy of the Parish's Insurance Requirements (as attached) and agrees to maintain such insurance coverage(s) throughout the duration of the project, as well as for any subsequent warranty periods. If awarded the project, Contractor agrees that no work is to commence under any circumstance until the Contractor is provided a notice to proceed by the Parish.

Contractor must acknowledge all addenda. Enter the number the Parish has assigned to each of the addenda that the Contractor is acknowledging. The Contractor acknowledges receipt of the following:

ADDENDA: _____

FACILITY	ADDRESS	SERVICES	ANNUAL COST
Koop Campus Bldg. A	21490 Koop Dr. Mandeville, LA	Regular Cleaning (1x on weekends) Bathroom Cleaning only (Wednesdays) (approx. 4,685 sq. ft.)	
Koop Campus Bldg. A	21490 Koop Dr. Mandeville, LA	High Dusting (3x's yearly) (approx. 4,685 sq. ft.)	
Koop Campus Bldg. A	21490 Koop Dr. Mandeville, LA	Floor Cleaning (3x's yearly) (approx. 27,400 sq. ft.)	
Koop Campus Bldg. B	21454 Koop Dr. Mandeville, LA	Regular Cleaning (1x on weekends) Bathroom Cleaning only (Wednesdays) (approx. 11,488 sq. ft.)	
Koop Campus Bldg. B	21454 Koop Dr. Mandeville, LA	High Dusting (3 x's yearly) (approx. 11,488 sq. ft.)	
Koop Campus Bldg. B	21454 Koop Dr. Mandeville, LA	Floor Cleaning (3x's yearly) (approx. 63,000 sq. ft.)	
Koop Campus Bldg. C	21410 Koop Dr., Mandeville, LA	Regular Cleaning (1x on weekends) Bathroom Cleaning only (Wednesdays) (approx. 3,372 sq. ft.)	
Koop Campus Bldg. C	21410 Koop Dr., Mandeville, LA	High Dusting (3x's yearly) (approx. 3,372 sq. ft.)	
Koop Campus Bldg. C	21410 Koop Dr. Mandeville, LA	Floor Cleaning (3x's yearly) (approx. 11,664 sq. ft.)	

Contractor: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Total annual amount (Dollars): \$ _____

Total annual amount (Written): _____

Contractor Signature: _____ Date: _____

Contractor Printed Name: _____

21454 Koop Dr Mandeville, LA 70471

Pre-Bid Sign-In Sheet

Wednesday, December 18, 2024

9:30 AM

Janitorial Services Koop Campus

	Name	Company	Email	Phone	Time In	Time Out
1	Kerri Collins	KE Services LLC	kgmarramnt31@gmail.com	985-774-9634	9:30	10:30
2	Charle Seberry	KE Services LLC	kgmarramnt31@gmail.com			
3	Charle Seberry	IT'S BERRY CLEAN LLC	it'sberryclean@servicesllc.com	985-774-5460	9:30	10:30
4	Willie MITCHELL	WERRA	eric.burks@werra.com	504-473-7009	9:30	10:30
5	Robynnda Gause	Immaculate Cleaning	immaculatecleaningservice@gmail.com	985 302-4145	9:30	10:30
6	Dime JAMES	OK Janitorial Inc	okjanitorial@okjanitorial.com	225-643-0159	9:30	10:30
7	Dyale Hernandez	Source One Facilities Serv.	bid@source-one.com	504-381-4243	9:30	10:30
8	James Conrick	Clean Force	conrick88@yahoo.com	504-813-2967	9:30	10:30
9	Jones Devitt	STPG	stdevitt@stpg.org	985-898-2792	9:30	10:30
10	Julion Londry	STPG	jalonldry@stpg.org	985-898-2792	9:30	10:30
11	Ongeleica Rome	STPG	omrome@stpg.org	985-898-2792	9:30	10:30
12	Brandie Perilloux	STPG	bperilloux@stpg.org	985-898-2792	9:30	10:30
13						
14						