



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
P.O. Box 1471
Baton Rouge, Louisiana 70821

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Interim Director of Purchasing

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ADDENDUM NO. 3 ISSUED OCTOBER 31, 2025
RFP 2025-16-5140
Janitorial Services for Various Public Safety Facilities

Your reference is directed to the above-referenced RFP scheduled to open on **November 13, 2025, at 2:00 PM CST.**

This addendum is being issued to respond to written questions received during the Inquiry Period for this RFP.

The questions received and their responses are as follows:

- Q1 We'd like to request a waiver to submit our sealed proposal electronically. We've had repeated delays with FedEx and UPS, and in fact, their customer service has been extremely difficult to reach or resolve issues with. These proposals are costly to prepare, and we can't risk missing the deadline due to delivery failures beyond our control.

If acceptable, we can provide a single emailed electronic file with tracking information on or before the due date, in lieu of the physical sealed package due date requirement.

Please confirm if this is allowable so we can proceed with building our comprehensive pricing and technical proposal.

We're very excited about this opportunity. In fact, we've recently bid on the 19th Judicial District Court Building with hopes to service many of your facilities.

- R1 **There is no such waiver available.**

- Q2 The questions I have are below:

1. As it relates to cleaning schedule. Can you please confirm that the days and times posted M-F 8am – 5pm, is a cleaning time period or a janitor must be on site the entire time listed for location?
2. If there is no cleaning time listed will this be up to the vendor? For example, in item number 0024 services for Police Air Support, it's once a week but no times are listed.
3. Can you please clarify the difference of the Day Attendant for item 0012 and 0015, both are listed as the Fire Department Headquarters?

4. In item 0012 are they requesting both cleaning services be done between 8am – 4pm as well as a Day Attendant to be on site from 6am – 3pm?
5. Can you provide the cost of the background checks issued by the Louisiana State Police?
6. Can a list of the current dispensers that require the contractor to provide the supplies to be provided so we can price accurate pricing?

R2:

1. BRFD needs a janitor on site for the hours of 7AM-3:30 AM. Refer to Addendum No. 2.
2. No, Police Air Support, 9710 C.E. Woolman was removed from the Schedule of Bid Items.
3. BRFD would like someone present from 7:00 AM-3:30 PM, Monday-Friday to clean and then maintain throughout the day. Refer to Addendum No. 2.
4. BRFD would like someone present from 7:00 AM-3:30PM, Monday-Friday to clean and then maintain throughout the day. Refer to Addendum No. 2
5. Unknown.
6. 15-Paper towel dispensers; 10 Soap Dispensers; 10 Toilet Tissue Dispensers and 7-Air Fresheners

Q3 Hi Can we walk through the buildings one day and look before placing a bid?

R3 Walkthrough was made available on October 28, 2025 Refer to Addenda No. 1 and No. 2

Q4 Hi Can we walk through the buildings one day and look before placing a bid

R4 Walkthrough was made available on October 28, 2025 Refer to Addenda No. 1 and No. 2

Q5 How do we request the current contract pricing and current bid tab info?

R5 The current contract pricing is via an Operating Services Contract attached..

Q6

1. Pricing Item 0012 - Fire HQ
 - a. Is this asking for a full time day attendant plus general cleaning? Or just a day attendant?
2. Are pricing item numbers 0027 and 0028 duplicates?

R6 Updated Schedule of Bid Items furnished in Addendum No. 2 as well as this addenda.

Q7 I hope this message finds you well. I am reviewing the RFP referenced above and wanted to respectfully request clarification regarding the estimated contract value.

Could you please confirm whether the listed estimate of approximately \$160,856 represents the total anticipated cost for all facilities combined, or if it reflects a specific subset of locations or services? This clarification will assist us in accurately structuring our pricing and resource allocation in accordance with the City-Parish's expectations.

Additionally, please confirm if any site visits or facility walk-throughs will be available before submission, even if not mandatory.

R7 The estimate provided is based on the lowest bid the last time it was bid. Some locations under the Police Department has since been reduced so the bid items are less under this RFP than the original.

A non-mandatory pre-proposal meeting - walk-through of the sites was added via Addendum No. 1 issued October 24, 2025 scheduled for Tuesday, October 28, 2025 beginning at 9:00 AM.

Q8 I have been trying to get some information clarified. When I emailed the initial contact for this bid pnarcisse@brla.gov, I received a message that the email is invalid. I then received a message from Lori Foreman. As instructed, I waited until the addendum was posted today. Although I made the appropriate changes per the new Schedule, it still looks like there is a duplicate item on the schedule. Item number 0023 and 0024 are identical. Can you clarify if there are indeed 2 buildings with the exact same description or if this is a duplicated error.

R8 See Schedule of Bid Items attached with item the duplication of Item No. 0024 removed Item 0024 is now Janitorial Services for 5th District Police Precinct 201 3rd Street.

Q9 What building(s) are Juvenile Service and Juvenile Court in? Juvenile Service and Juvenile Court are listed under Day Attendants but not listed under the Schedule of Bid Items. Will these area/buildings be a part of this bid?

R9 Removed – See new Page A-6 attached.

Q10 Will a Sample Vendor Contract be required for submission or is this optional?

R10 Please provide.

Q11 Can you provide a window count for all buildings?

R11 No.

Q12 Can you confirm the address for SRT/K9 Building? I am not able to locate it on maps.

R12 2727 Lt. General Ben Davis Avenue.

Q13 Can the City of Baton Rouge provide the current staffing matrix for the cleaning services?

R13 No.

Q14 On the Schedule of Bid Items (Page 54 of RFP) - You have Line Item #23, 25 for a 1XYear Strip & wax at only 2 facilities. According to the RFP, there are 10 facilities needing a 1xyear strip & wax. Would you like for us to exclude the strip & wax from the monthly rate for only SRT/K9 Bldg & Police Air Support? And would you like it included in the monthly rate for the other 8 facilities?

R14 There will be 8 facilities that require strip and wax.

Q15 On page 41 of the RFP "Day Attendants" - It is unclear how many day attendants are needed and at what schedule. Can you please confirm the headcount that the City of Parish is requesting & total weekly labor hours?

R15 This page was updated. Page A-6 attached.

Q16 What is the current contract value & who is the current incumbent?

R16 Current contract is attached and the incumbent is TLG Janitorial Services, LLC.

Q17 Are annual increases accepted?

R17 No.

Q18 It is stated that "SDSs SHOULD BE SUBMITTED WITH PROPOSAL. – FAILURE TO PROVIDE COULD DEEM YOUR BID AS NON-RESPONSIVE", will proposed chemical sheets also be required as part of the submission? If so, what is the evaluation value given to proposed chemicals and SDSs?

R18 Please provide with your response.

Q19 Under 2.5.3 Technical it states "References for at least three public libraries for whom similar or larger scope services are currently being provided." Can you confirm the preference for public libraries references for this opportunity, as libraries are not part of the scope of work for this project?

R19 New Page 24 provided.

Q20 Is participation in the Veteran and Hudson Initiative Programs Participation required for this opportunity?

R20 No.

The following are attachments to this addenda –

- Operational Services Contract MUNIS Contract No. 800007206
- Updated Schedule of Bid Items – **REMOVE** and **REPLACE** in their **ENTIRETY** current Schedule of Bid Items and **REPLACE** with Attachment
- Updated Page A-6 **REMOVE** and **REPLACE** in its **ENTIRETY** current **Page A-6** and replace with new one.
- Updated Page 24 **REMOVE** and **REPLACE** in its **ENTIRETY** current **Page 24** and replace with new one.

The addendum is hereby officially made part of the referenced solicitation and should be attached to the proposer's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original proposal, please indicate changes herein and return to Purchasing prior to the Bid Opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature

Name

Company

OPERATIONAL SERVICES CONTRACT

This Agreement entered into effective the 21st day of July, 2025 by and between the City of Baton Rouge and Parish of East Baton Rouge, (hereinafter referred to as "City-Parish") on behalf of the Fire/Police Departments, and TLG Janitorial Services, LLC hereinafter referred to as "Service Provider".

Article I: Term

This Agreement shall be for a term commencing August 1, 2025, and terminating November 30, 2025

This agreement may be extended by mutual agreement of the parties, evidenced in writing in the form of an amendment. The agreement may be increased or decreased as necessary.

Article II: Scope of Services

The City-Parish hereby engages the services of Service Provider, with said services to be rendered to the Fire/Police Departments herein referred to as the "Department" as follows:

JANITORIAL SERVICES FOR PUBLIC SAFETY FACILITIES

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

Article III: Status of Service Provider

Service Provider is serving as an independent contractor in providing the necessary services and neither the City-Parish nor any of its agents nor assigns shall have responsibility for any acts or omissions of Service Provider, its employees, agents or subcontractors. The Agreement shall not be construed as an employment contract and neither Service Provider nor any employees, agents or subcontractors of Service Provider shall receive benefits afforded by provisions or regulations governing classified or unclassified personnel for the City Parish and the Service Provider's representative by signature hereto expressly waives and relinquishes any such rights.

Article IV: Conflict of Interest and Louisiana Code of Ethics

In accordance with Louisiana law (La. Rev. Stat. Title 42, Chapter 15), all vendors and service providers to the City/Parish are required to adhere to the ethics standards for public employees (public employee defined at <https://www.legis.la.gov/legis/Law.aspx?d=99214>). As such, third party vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish. In addition, third party vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract, to include any additional amendments and/or extensions or renewals. Care must be exercised to avoid impropriety.

The Louisiana Board of Ethics is the **only** entity which can officially rule on ethics issues. A link to the Guide for Governmental Ethics can be found at: <http://ethics.la.gov/Pub/Laws/ethsum.pdf>. The Louisiana Board of Ethics website is <http://ethics.la.gov/>.

Article V: Insurance

Service Provider shall carry and maintain at all times during the performance of this contract, insurance coverage with limits of not less than the limits specified on Attachment "B".. A certificate of insurance evidencing the required coverage as noted in Attachment "B" shall be provided prior to final execution of the contract and commencement of work.

Contractor understands that Louisiana Law requires certain employers to maintain workers compensation insurance.

Article VI: Indemnification

Service Provider shall indemnify, defend, and hold harmless the City Parish from any and all losses, damages, expenses or other liabilities, including but not limited to punitive and/or exemplary damages connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City Parish, its officials, employees or agents, by any party which arises from or allegedly arising from the performing its obligations under this agreement.

Service Provider, 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 Service Provider, its agents or insurers may sustain incidental to or in any way related to Service Provider's operation under this Agreement.

Article VII: Cybersecurity Prerequisites

Service Provider, including all principals 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.

Article VIII: Compensation

The City Parish shall pay Service Provider the sum not to exceed **\$21,140.68**. Rates shall be as reflected in Exhibit A.

This compensation shall be payable within thirty (30) days after submission and approval of monthly invoices with appropriate documentation.

Article IX: Inspection of Books and Records

The Service Provider shall permit the authorized representative of the City Parish to periodically inspect and audit all data and records of the Service Provider relating to performance under this Agreement for the purpose of audit, examination, excerpts, and transcriptions.

Article X: Record Retention

The Service Provider must retain all financial records, supporting documents, statistical records, and all other records pertinent to the contract for at least 3 years.

The Service Provider shall permit the authorized representative of the City Parish, the Federal grantor agency, the Comptroller General or any of their representatives to have access to any books, documents, papers and records of the Service Provider which are directly pertinent to the performance of this agreement for the purpose of audit, examination, excerpts, and transcriptions.

Article XI: Complete Agreement

This is the complete agreement between the parties and supersedes all prior discussions and negotiations. Neither party shall rely on any statement or representations made by the other party not embodied in this agreement. This agreement shall become effective upon final signature by all parties.

Article XII: Contract Modifications

No amendment or change to the terms of this agreement shall be valid unless made in writing, signed by the parties and approved as required by law. In the event of an inconsistency between this Professional Service Agreement and any Attachments or Exhibits, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Professional Service Agreement.

Article XIII: Termination for Convenience

The City-Parish may terminate this agreement at any time by giving thirty (30) days written notice to consultant of such termination or negotiating with the contractor an effective date. In the event of early termination of this Agreement, City-Parish shall pay all costs accrued by Service Provider as of the date of termination, including all non-cancelable obligations and all non-cancelable contracts. Service Provider shall deliver all completed deliverables to the City-Parish granting party at the time of termination.

Article XIV: Termination for Cause

The City-Parish may terminate this agreement for cause based upon the failure of the Service Provider to comply with the terms and/or conditions of the agreement provided that written notice specifying the failure shall be given. Service Provider shall have thirty (30) days to correct such failure or, begin a good faith effort to correct the failure and thereafter proceed diligently to complete such correction. If such efforts are not made as defined herein, the City-Parish, may at its option, place the Service Provider in default and the agreement shall terminate on the date specified in such notice.

The Service Provider 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 the agreement, provided that the Service Provider shall give the City-Parish written notice specifying the City-Parish's failure and a reasonable opportunity for the City-Parish to correct the failure. Should the Service Provider be

determined to be in "default" under the terms, conditions and deliverables outlined in this contract, then all costs occurred will be subject to adjustment based on the remaining scope of services. In the event of contract termination, all relevant documents and work product shall be considered the property of the City-Parish and returned to the City-Parish.

Article XV: Assignment and Subcontracting

This agreement is not assignable by the Service Provider without the City-Parish's written consent, which it may withhold at its sole discretion, and any unapproved assignment will be invalid and ineffective. The Service Provider may not subcontract any of its responsibilities under this Agreement to another person without the City-Parish's prior approval.

Article XVI: Governing Law and Venue

This agreement 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 Agreement shall be in the Nineteenth Judicial District court, parish of East Baton Rouge, State of Louisiana.

In witness whereof, the parties hereto have executed this Agreement in triplicate, effective as of the date first written above.

SIGNATURES ON FOLLOWING PAGE

WITNESSES

CITY OF BATON ROUGE AND
PARISH OF EAST BATON ROUGE

By: Philip Gore
Philip Gore, Interim Purchasing Director

Date: 7/31/25

TLG Janitorial Service, LLC

By: [Signature]
(Authorized Signature, printed name)

Date: 7/31/25

Approved as to form:

Jonathan Reese
Office of the Parish Attorney

ATTACHMENT A

Scope of Services

The city reserves the right to add or subtract square footage and service days from this contract as offices move in or out of the Public Safety 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 building 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 convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.

GENERAL: It is the intent of this agreement to establish prices for Janitorial Services for various Public Safety Buildings. Work will begin at 6:00 A.M. daily unless otherwise specified by person / implementer of this contract at each location. Contractor's employees must be easily identifiable at all times by wearing a shirt, hat, apron, vest, etc with company name on the clothing.

Description of Services: The contractor, and any sub-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 lowest responsive and responsible qualified bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency. Prices include all labor, materials, supplies, equipment and insurance to provide services specified herein.

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 Owner to the extent practicable, during the term of the contract. All inspections by the Owner shall be made in such a manner as not to unduly delay the work. SDS sheets for all chemicals used in the cleaning of any facilities must be supplied to City Parish Representative prior to initial use. 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.

The Contractor is responsible for cleaning and servicing all interior space of the building 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 the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Owner 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 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.

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 Agency. 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. Contractor's employees must be easily identifiable at all times by wearing a shirt, hat, apron, vest, etc. with company name on the clothing.

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

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.

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

Although designated storage areas will be provided for storage of Contractor's equipment, materials, and supplies, the Agency shall not be responsible or liable for such equipment, materials, or supplies 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 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 law suit 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 goods, 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 and independent Contractor and none of his 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. Days and times of service is found on the Schedule of bid items.

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.

1. Description of Services / Special Notice

The Contractor shall provide all supervision, labor, cleaning materials, supplies and equipment and shall plan, coordinate, schedule, and assure effective performance of all services described herein. The Contractor shall provide all janitorial and related services in accordance with the requirements of this contract. 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.

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

2. Supervision

2.1 General

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.

The Contractor shall arrange for satisfactory supervision of the contract work. It shall not be considered a responsibility of the Agency. The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism.

The Contractor is responsible for providing adequate staff to fulfill the contract requirements.

2.2 Contract Manager

The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager in writing to the Agency, as well as the Agency representative.

All calls and pages shall be returned within a two hour period. Functioning telephone, fax, and cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Failure to return calls and pages within two hours may 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. Any change in telephone, cell phone, and fax 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.

2.3 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/beeper 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.

4. Qualifications of Personnel

- 4.1 The Contract Manager and supervisory personnel shall possess recent satisfactory experience in the management and supervision of janitorial type operations.
- 4.2 The building shall be staffed beginning the first day of work under the contract, which is projected to begin on date of contract award. The staff shall be trained, and experienced cleaning personnel that exhibit the capability of performing contract services with a minimum of supervision. 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.

5. Scheduling Work and Reporting

- 5.1 The Contractor shall submit to the Agency representative a **weekly work report** of the 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, such as, striping and waxing a specific floor.
- 5.2 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 Agency contact person and Contractor, the Contractor shall submit a copy of his 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.

6. Security Clearance Requirements/Standards of Conduct

The Agency requires the Contractor to provide to the City Criminal Background Checks issued by the Louisiana State Police, Bureau of Criminal Identification and Information before and during the contract period and reserves the right to request drug testing/screening all at no additional cost to the Agency, for all janitorial/custodial employees. 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.

Contractor is to be responsible for all keys 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. While in the building, no type of foraging will be allowed. The contractors, subcontractors and/or employees of the contractors will not use any items belonging to City Parish or its employees such as computers, fax machines, telephones, copier machines, or search any desks, or open any lockers etc.

7. 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 additional insured. See Insurance Requirements - Attachment B.

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

The Agency shall recognize the following holidays, which are subject to change during the contract term. The Contractor will not be responsible for having any personnel in the facility on these holidays, unless requested: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and a floating holiday to be announced.

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. 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.

CONFIDENTIALITY: The following provision will apply unless the state 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.

BASE PRICE: includes all daily, weekly and monthly cleaning as listed in the cleaning schedule. The price shall include the cost of all labor, supplies and materials needed to perform the work as well as all expendables that will be used. Each location has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the monthly or per occurrence cost, whichever is applicable. **The Contractor is to provide a chart / checklist listing all cleaning items. This checklist will indicate date and time of service and be initialed by vendor staff. All items for these tasks must also be initialed by the agency designated building supervisor before the contractor exits the building.**

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 microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets. Spot cleaning means that carpets will not have any spots. Any spots identified will indicate that this aspect of the tasks was neglected and will incur a corrective disciplinary measure that will successively count as a series of agency documented warnings upon which three occurrences may be cause for contract to be cancelled. This applies to all daily chores recommended in this contract.

SHAMPOO CARPET: This upon request item is listed by location on the pricing sheets and is the price for shampooing carpet only upon the request of City Parish Representative. This price should include labor, supplies and equipment needed to perform this service. Each item has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the per occurrence cost. If the agency requests this service to be performed more than once a year, this cost will be used for each service performed. Special care shall be taken to ensure furniture, baseboards, door facings and any other permanent fixtures are not marred or damaged, including carpeting.

STRIP/WAX BARE FLOORS: This upon request item is listed by location on the pricing sheets and is the price for stripping and waxing of floors only upon the request of City Parish Representative. This price should include labor, supplies and equipment needed to perform this service. Each location has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the per occurrence cost. If the agency requests this service to be performed more than once a year, this cost will be used for each service performed. The preferred product for stripping is Johnson's Freedom No Rinse Stripper or equal. All edges, baseboards, corners, and door facings are to be cleaned of build 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 equal and buffing or burnishing the new finish to a high luster.

SPECIAL NOTICE: The cleaning of the courtroom section at Juvenile Services shall be completed by the evening crew to ensure it is clean and ready for court proceedings the next day. Other than spot cleaning that is required at any given time, vacuuming and mopping must be done on the evening crew as well for Juvenile Court. The Juvenile Services Detention Center hallways shall be completed prior to 7:30 A.M. each day.

DAY ATTENDANTS: Day attendants shall be on duty Monday-Friday from 6:00 A.M. through 3:00 P.M. at the Fire Department Headquarters location, and at the Juvenile Services location, Monday-Friday from 7:00 A.M. through 11:00 A.M., and at Juvenile Court from 8:30 A.M. through 3:00 P.M. The day attendant for Juvenile Services and Juvenile Court shall be assigned primarily to Juvenile Services from 7:00 am – 8:30am, assigned primarily to Juvenile Court from 11:00 am – 3:00 pm, shared between both Juvenile Services and Juvenile Court from 8:30 – 11:00 am, and be on call for either agency for any situations needing immediate attention. This item shall be priced on the pricing sheet as your per month cost. The attendants will be responsible for cleaning and supplying restrooms in accordance with regular contract specification, policing halls, entrances to building, common areas and in offices cleaning spills and removal of all debris.

Day Porters have the following general areas of responsibility. The frequency and exact duties will be detailed by the Agency contact.

- a. Restrooms – police general areas. Spot clean toilets, urinals, sinks, and mirrors. Clean counters, ledges, empty trash and restock paper products. Frequency – reoccurring
- b. Police and spot clean all elevators, building and main elevator lobbies. Frequency – reoccurring
- c. Clean all entrance glass doors (including frames) Frequency – reoccurring

- d. Police exterior grounds, including building entrances, and sidewalks. Frequency – reoccurring
- e. Empty all interior lobby and exterior trash and cigarette receptacles as necessary
- f. Break areas and vending areas – police general areas. Clean counters, tables and empty trash. Frequency – reoccurring

8. Supplies/Equipment

8.1 Furnished by Agency

- a. Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of his work.
- b. Hot and cold water as necessary.
- c. Space in the building for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract. This area must be kept clean and odor free at all times.
- d. The Agency shall provide the following products to be stocked in various dispenses:

The Contractor shall furnish all cleaning supplies, mops, brooms, cleaning disinfectants, cleaning rags and towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building at no additional charge to the Agency unless otherwise specified herein. All equipment, materials, and supplies must be in proper working order at all times. If the Contractor does not provide proper supplies, the Contractor will be deemed to be in default.

Contractor shall supply all cleaning equipment, heavy duty commercial type vacuum cleaners meeting or exceeding EPA emission standards, and vacuum accessories/equipment for vacuuming upholstered furniture, carpet and hard floor surfaces is required. Equipment with frayed cords is prohibited. All equipment, materials, and supplies must be in proper working order at all times.

The Contractor is responsible for providing all Safety Data Sheets applicable to the products and chemicals being furnished by him under this contract. All products shall have an Environmental Protection Agency Registry number and have an SDS available for the Library Representative prior to use in any facility.

Contractor will furnish the following supplies:

- a. Two (2) ply septic safe, white toilet tissue.
- b. White hand towels, to fit existing dispensers.
- c. Trash bags, for all wastebaskets throughout the building (various sizes, as needed).
- d. Foam and/or liquid hand soap,
- e. Foam and/or liquid hand sanitizer
- f. Air fresheners,
- g. Urinal deodorizer discs/cakes,
- h. Toilet seat cover dispensers.
- i. Disposable toilet seat covers, and
- j. Time-released deodorizers

Note: Contractor will monitor the supply levels and reorder as needed. At no time should there be less than a 2 day supply at each location serviced.

Commercial type vacuum cleaners for carpet and hard floor surfaces, and vacuum accessories is required at each location. Vacuum cleaners must be HEPA rated vacuum floor cleaning devices. Equipment with frayed cords is prohibited. All equipment, materials, and supplies must be in proper working order at all times.

******* IMPORTANT *******

MRSA (Methicillin-resistant staphylococcus aureus)

Cleaning methods must be in compliance with MRSA, 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.

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

DAILY CLEANING SCHEDULES FOR ALL LOCATIONS (MUST BE STRICTLY ADHERED TO)

1. Bare floors shall be swept and dust mopped with untreated mops or vacuumed. Bare floors shall be damp mopped with a neutral PH cleaner. Mop water must be clear and odorless. Corners shall be dirt, cobweb, and lint free. Door jams and baseboards free of dirt and mop stain build-up. All debris, paper, lint, dust, and dirt removed.
2. Clean, sanitize, wet mop and deodorize restrooms, with deodorizing disinfectant, using MRSA resistant cleanser. Floors shall be free of dirt (including corners), stains, paper, cobwebs, water, mop stains and debris. Clean restroom mirrors. Spot wash restroom walls, shower rooms, partitions and doors. Baseboards and panel bases are to be clean of dirt build-up and stains. Drains free of debris and hair. Toilets and urinals free of mineral build-up and stains, dust, dirt and spots. Flush valves clean and polished. Toilet seats, top side and bottom side shall be free of spots and stains. Dispensers shall be stocked daily and maintained at adequate level (liquid, foam, soap and paper products). Dispensers shall be clean and dust free.
3. Empty all waste baskets; insert new can liners and place trash outside in receptacles for pickup. All areas around the back dock dumpster area must be clean and free of debris. No boxes should be left on the ground. All items designated for garbage pickup must be properly disposed.
4. Dust sills, chairs, files and furniture, desks and damp wipe spills, as needed.
5. Vacuum/clean rugs/mats and /or carpets, (clean elevator door tracks in multistory buildings).
6. Wash all door glasses (interior and exterior)
7. Spot wash woodwork and hall walls.
8. Clean and polish water fountains and laboratory sinks.
9. Clean and fill all toilet tissue, hand towel holders, and hand soap dispensers.
10. Clean and fill paper towel and soap dispensers in all lounge areas.
11. Sweep front entrances, clean ashtrays, urns.
12. Bare floors in laboratory are to be dust mopped and damp mopped.

WEEKLY CLEANING SCHEDULE

1. All light switches and tops of all partitions to be damp wiped.
2. Buff hard floors in high traffic areas.
3. Surface cleaning for the common areas using MRSA clinical cleaning procedures.
4. Dust and clean all air registers / HVAC Vents

MONTHLY CLEANING SCHEDULE

1. Wipe clean all ceiling mounted and wall mounted HVAC supply and return air grills. Also clean adjacent ceiling tile and wall areas as necessary to provide dust and soil free area around grills.
2. Wash windows-inside.
3. Vacuum air vents.
4. Surface cleaning for the common areas using MRSA clinical cleaning procedures.

SEMI-ANNUAL CLEANING SCHEDULE

1. Window blinds shall be vacuumed.

ATTACHMENT B
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

2 CFR Requirement Small Minority and Women's Businesses

Subrecipients must include small, minority and women's owned business in their solicitations for procurement. Email the businesses below for every procurement transaction with federal funds and maintain a copy of the email in the project files.

Asian Chamber of Commerce Louisiana
Hispanic Chamber of Commerce Louisiana
Southern Region Minority Supplier Development Council
Strategic Action Council
Vietnamese Initiatives in Economic Training
Urban League of Louisiana
Women's Business and Enterprise Council
Louisiana Chamber of Commerce Foundation
National Association of Women Business Owners

Subrecipients must ensure that the clause below to take affirmative steps to include small, minority, and women's owned business is in their contracts with their prime contractors.

Contracting With Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

- a) Any party to this Contract, when expending any Federal funds received under this Agreement, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps are required for the hiring of any subcontractors under this Contract.
- b) Affirmative steps must include:
 - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**ATTACHMENT C
STANDARD FEDERAL AWARD
CONTRACTOR TERMS AND CONDITIONS**

☐ **CHECK HERE TO CONFIRM THAT NO U.S. TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS ARE BEING USED FOR THIS CONTRACT/PROFESSIONAL SERVICE AGREEMENT**

1. **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 CONTRACTOR to comply with the terms and conditions of this AGREEMENT, provided that the CITY-PARISH shall give contractor written notice specifying contractor's failure and thirty (30) days to cure the defect.
 - a. CITY-PARISH may terminate the AGREEMENT at its convenience at any time for any or no reason by giving thirty (30) days written notice to CONTRACTOR.
 - b. 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.
 - c. 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 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.
2. **Remedies.** If any work performed by the CONTRACTOR fails to meet the requirements of the AGREEMENT, the CITY-PARISH may in its sole discretion:
 - a) 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;
 - b) hire another subconsultant to perform the work and deduct any additional costs incurred by CITY-PARISH as a result of substituting the Proposer from any amounts due to the CONTRACTOR; or
 - c) pursue and obtain any and all other available legal or equitable remedies.

3. **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.

4. **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).
 - a. 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.

5. **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.
- c. 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.

- e. 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.
 - f. 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.
6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

7. **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).
- a. 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.
 - b. 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.
 - c. 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 CITY-PARISH, and the appropriate Environmental Protection Agency Regional Office.
 - d. 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.
8. **Debarment & Suspension.** A contract award must not be made to parties listed on the governmentwide 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.
- a. 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).
 - b. 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.

- c. This certification is a material representation of fact relied upon by CITY-PARISH. 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-PARISH, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The 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 CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.
- e. The CONTRACTOR shall submit a Federal Debarment Certification to assure compliance with the aforementioned regulation.

9. **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).

- a. 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.

10. **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 CONTRACTOR 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.

11. **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.

- a. 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.

12. 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.

- a. 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.

IN WITNESS WHEREOF, the **Contractor/Vendor/Sub-Recipient** understands and agrees to the above Federal award provisions.

CONTRACTOR

BY: P. H. S. G. G. G.
(Authorized Signature, printed name)

Date: 7/28/25

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.

Exhibit A

Janitorial Service for Public Safety Facilities

VENDOR: TLG JANITORIAL SERVICES LLC

Contract Term: 08/01/25 - 11/30/25 MUNIS 800007206

Item No.	DESCRIPTION OF COMMODITY	QUANTITY	UNIT OF MEASURE	Unit Price	Monthly Cost	4 Month Cost
0001	BASE PRICE - Janitorial Services for 1st District Police Precinct Cleaning Schedule: M-F 8AM-5PM 4545 Plank Road Janitorial Service per attached specifications. Square feet per location is approximate	8,800	SQ FT	\$0.0730	\$642.40	\$2,569.60
0002	Shampoo Carpet (once per year) - 1st District Police Precinct 4545 Plank Road	2,100	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0003	Strip/Wax Bare Floors (once per year) - 1st District Police Precinct 4545 Plank Road	6,700	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
Subtotal					\$642.40	\$2,569.60
0004	BASE PRICE - Janitorial Services for 2nd District Police Precinct Cleaning Schedule: M-9u 8AM-5PM 2265 Highland Road Janitorial Service per attached specifications Square feet per location is approximate	2,304	SQ FT	\$0.2300	\$529.92	\$2,119.68
0005	Shampoo Carpet (once per year) - 2nd District Police Precinct 2265 Highland Road	324	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0006	Strip/Wax Bare Floors (once per year) - 2nd District Police Precinct 2265 Highland Road	1,980	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
					\$529.92	\$2,119.68
0007	BASE PRICE - Janitorial Services for 4th District Police Precinct Cleaning Schedule: M-F 8AM-5PM 8227 Scenic Hwy. Janitorial Service per attached specifications Square feet per location is approximate	3,200	SQ FT	0.1320	\$422.40	\$1,689.60
0008	Shampoo Carpet (once per year) - 4th District Police Precinct 8227 Scenic Hwy.	3,011	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0009	Strip/Wax Bare Floors (once per year) - 4th District Police Precinct 8227 Scenic Hwy.	189	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
					\$422.40	\$1,689.60
0010	BASE PRICE - Janitorial Services for Police Intelligence Division Cleaning Schedule: Once Weekly 7185 Scobell Court, Suite A Janitorial Service per attached specifications. Square feet per location is approximate	1,900	SQ FT	\$0.0660	\$125.40	\$501.60
0011	Strip/Wax Bare Floors (once per year) - Police Intelligence Division 7185 Scobell Court, Suite A	1,900	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
					\$125.40	\$501.60

Exhibit A

Janitorial Service for Public Safety Facilities

VENDOR: TLG JANITORIAL SERVICES LLC

Contract Term: 08/01/25 - 11/30/25 MUNIS 800007206

Item No.	DESCRIPTION OF COMMODITY	QUANTITY	UNIT OF MEASURE	Unit Price	Monthly Cost	4 Month Cost
0012	BASE PRICE - Janitorial Services for Fire Department Headquarters Cleaning Schedule: M-F 8AM-4PM 8011 Merle Gustafson Drive Day Attendant M-F 6AM-3PM Janitorial Service per attached specifications Square feet per location is approximate	16,815	SQ FT	0.0630	\$1,059.35	\$4,237.40
0013	Shampoo Carpet (once a year) Fire Department Headquarters 8011 Merle Gustafson Drive	13,452	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0014	Strip/Wax Bare Floors (once per year) Fire Department Headquarters 8011 Merle Gustafson Drive	3,363	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0015	Day Attendant: M-F 6:00AM- 3:00PM Fire Department Headquarters 8011 Merle Gustafson Drive	1	MONTH	1,300.0000	\$1,300.00	\$5,200.00
0016	BASE PRICE - Janitorial Services for Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive Cleaning Schedule: M-F 7AM-3:30PM Empty trash, sweep, mop and clean offices & bathrooms. Janitorial Service per attached specifications. Square feet per location is approximate	480	SQ FT	0.1800	\$86.40	\$345.60
0017	Strip/Wax Bare Floors (once per year) Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive	480	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0018	BASE PRICE - Janitorial Services for Fire Department - Mechanic Shop Outbuilding Cleaning Schedule: M-F 7AM-3:30PM Empty trash, sweep, mop and clean offices & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications. Square feet per location is approximate	480	SQ FT	0.1800	\$86.40	\$345.60
0019	Strip/Wax Bare Floors (once per year) Fire Department - Mechanic Shop Outbuilding 8011 Merle Gustafson Drive	480	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
0020	BASE PRICE - Janitorial Services for Fire Department - Supply Building Cleaning Schedule: M-F 6:30AM Once Daily Empty trash, sweep, mop and clean office & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications Square Feet per location is approximate	202	SQ FT	0.1700	\$34.34	\$137.36
0021	Strip/Wax Bare Floors (once per year) Fire Department - Supply Building 8011 Merle Gustafson Drive	202	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
SUBTOTAL - Fire Dept. Group (Items 15-21)					\$2,566.49	\$10,265.96

Exhibit A

Janitorial Service for Public Safety Facilities

VENDOR: TLG JANITORIAL SERVICES LLC

Contract Term: 08/01/25 - 11/30/25 MUNIS 800007206

Item No.	DESCRIPTION OF COMMODITY	QUANTITY	UNIT OF MEASURE	Unit Price	Monthly Cost	4 Month Cost
0022	BASE PRICE - Janitorial Services for SRT/K9 Building Cleaning Schedule: 2 times per week 3737 Brig. General Davis Avenue Janitorial Service per attached specifications. Square feet per location is approximate	2,770	SQ FT	0.0730	\$202.21	\$808.84
0023	Strip/Wax Bare Floors (once per year) for SRT/K9 Building 3737 Brig. General Davis Avenue	2,770	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
					\$202.21	\$808.84
0024	BASE PRICE - Janitorial Services for Police Air Support Cleaning Schedule: Once a week 9710 C.E. Woolman Street Janitorial Service per attached specifications. Square feet per location is approximate	1,210	SQ FT	0.0900	\$108.90	\$435.61
0025	Strip/Wax Bare Floors (once per year) for Police Air Support 9710 C.E. Woolman Street	1,210	SQ FT	NO CHARGE	NO CHARGE	NO CHARGE
Subtotal					\$108.90	\$435.60
0026	BASE PRICE - Janitorial Services for Police Department Evidence Division Building Janitorial Service per attached specifications. 2905 Evangeline Street (7 Employees/9 active workstations) Cleaning Schedule: Monday after 12:00 PM.; Wednesday and Friday before 12:00 PM Square feet per location is approximate.	5,519	SQ. FT.	0.029	\$160.05	\$640.20
0027	BASE PRICE Janitorial Services for Police Department Crime Division Building per specifications 2905 Evangeline Street (13 Employees/16 active workstations) Janitorial Service per attached specifications. Cleaning Schedule: Monday after 12:00 PM.; Wednesday and Friday before 12:00 PM Square feet per location is approximate	5,000	SQ. FT.	0.031	\$155.00	\$620.00
0028	BASE PRICE Janitorial Services for Police Annex Building Janitorial Service per attached specifications. 100 West Thomas Road (18 Employees) Cleaning Schedule: Monday and Thursday 8:00 AM	5,800	SQ. FT.	0.028	\$162.40	\$609.60
0029	BASE PRICE - Janitorial Services to be performed at the 5TH District Police Precinct 201 3rd Street Cleaning Schedule: M-F 8AM-5PM Janitorial Service per attached specifications. Square feet per location is approximate.	1,000	SQ. FT.	0.11	\$110.00	\$440.00
0030	BASE PRICE - Janitorial Services for Narcotics Processing Room Cleaning Schedule: Tuesdays 8AM-5PM 4443 Plank Road Janitorial Service per attached specifications. Building approximately 1000 sq. ft. w/1 restroom	1,000	SQ. FT.	0.11	\$110.00	\$440.00
					\$697.45	\$2,749.80
					\$5,295.17	\$21,140.68



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/07/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Ozark Insurance Agency 1112 Church Street Zachary, LA 70791 License #: 1792456	CONTACT NAME: Kyle Watson PHONE: (225)775-7514 FAX: (225)775-0062 E-MAIL: kyle@ozarkagency.com ADDRESS:	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	TLG JANITORIAL SERV. LLC 4685 Lorraine St Baton Rouge, LA 70805	INSURER A: AmTrust Insurance A-XV INSURER B: Progressive Ins. Companies A-XV INSURER C: AmTrust Insurance A-XV INSURER D: Stonetrust Workers' Compensation INSURER E: A-VIII	25011 44895 11042	

COVERAGES		CERTIFICATE NUMBER: 00348990-090675		REVISION NUMBER: 6		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
USER LINE	TYPE OF INSURANCE	ADDITIONAL INSURED (YES/NO)	POLICY NUMBER	POLICY PER (MM/DD/YYYY)	POLICY TERM (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO- JECT ☐ LOC ☐ OTHER	Y	WPP2008053 02	02/09/2025	02/09/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMIER (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPND AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		988905174	11/01/2024	11/01/2026	CUMULATED SINGLE LIMIT (Per accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA/LIAB ☒ EXCESS LMB ☒ OCCUR CLAIMS-MADE MED \$ ACTIVITY \$ 10,000	Y	WUM1990984 02	02/09/2025	02/09/2026	EACH OCCURRENCE \$ AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (Yes, describe under DESCRIPTION OF OPERATIONS below)	Y	WCV0094859-2025A	02/08/2025	02/08/2026	☒ PER STATUTE ☐ OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate hold is included as additional insureds on the general liability policy when required by written contract. Insurance is primary and all others are non-contributory when required by written contract. Excess policy is follow form. Commercial General Liability Policy Contains Waiver of Subrogation BLANKET as required by written contract.

Workers Comp: Matrese Grant is excluded from the workers comp policy.

CERTIFICATE HOLDER	CANCELLATION
City of Baton Rouge & Parish of East Baton Rouge Purchasing Dept. PO Box 1471 Baton Rouge, LA 70821	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (AKW)

Schedule of Bid Items

Page 1 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety facilities. All items should be bid, A blank space, Zero, or NA may cause your bid to be deemed non-responsive; Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12.

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0001	BASE PRICE Janitorial Services for 1 st District Precinct Cleaning Schedule: M-F 8AM-5PM 4545 Plank Road Janitorial Service per attached specifications. Square feet per location is approximate.	8,800	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0002	Shampoo Carpet (once per year) 1 st District Police Precinct, 4545 Plank Road	2100	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0003	Strip/Wax Bare Floors (once per year) 1 st District Police Precinct 4545 Plank Road	6,700	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COS
0004	BASE PRICE Janitorial Services for the 2 nd District – Police Precinct Cleaning Schedule M-Sunday 8AM-5PM 2265 Highland Road Janitorial Service per attached specifications Square feet per location is approximate	2,304	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0005	Shampoo Carpet (once per year) 2 nd District Police Precinct 2265 Highland Road	324	Sq. Ft/	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0006	Strip/Wax Bare Floors (once per year) - 2nd District Police Precinct 2265 Highland Road	1,980	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0007	BASE PRICE - Janitorial Services for 4th District Police Precinct Cleaning Schedule: M-F 8am-5pm 8227 Scenic Hwy. Janitorial Service per attached specifications Square feet per location is approximate	3,200	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 2 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety Facilities. All items should be bid, A blank space, Zero, or NA may cause your bid to be deemed non-responsive: Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0008	Shampoo Carpet (once per year) 4 th District Police Precinct 8227 Scenic Hwy	3,011	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0009	Strip/Wax Bare Floors (once per year) - 4th District Police Precinct 8227 Scenic Hwy.	189	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
	SUBTOTAL POLICE ITEMS 1-9				
0010	BASE PRICE - Janitorial Services for Fire Department Headquarters Cleaning Schedule: 1 Day Attendant M-F 7am-3:30 pm 8011 Merle Gustafson Drive Janitorial Service per attached specifications Square feet per location is approximate	16,815	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0011	Shampoo Carpet (once a year) Fire Department Headquarters 8011 Merle Gustafson Drive	13,452	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0012	Strip/Wax Bare Floors (once per year) Fire Department Headquarters 8011 Merle Gustafson Drive	3,363	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0013	Day Attendant: M-F 7:00 am- 3:30 pm Fire Department Headquarters 8011 Merle Gustafson Drive	1	Month	\$ _____ Price per month	\$ _____ ANNUAL COST

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that relate to the servicing of this agreement.

Schedule of Bid Items

Page 3 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety Facilities. All items should be bid. A blank space, Zero, or NA may cause your bid to be deemed non-responsive: Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0014	BASE PRICE - Janitorial Services for Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive Cleaning Schedule: M-F 7am-3:30pm Empty trash, sweep, mop and clean offices & bathrooms. Janitorial Service per attached specifications. Square feet per location is approximate	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0015	Strip/Wax Bare Floors (once per year) Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0016	BASE PRICE - Janitorial Services for Fire Department - Mechanic Shop Outbuilding Cleaning Schedule: M-F 7am-3:30pm Empty trash, sweep, mop and clean offices & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications. Square feet per location is approximate	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0017	Strip/Wax Bare Floors (once per year) Fire Department - Mechanic Shop Outbuilding 8011 Merle Gustafson Drive	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0018	BASE PRICE - Janitorial Services for Fire Department - Supply Building Cleaning Schedule: M-F 6:30am Once Daily Empty trash, sweep, mop and clean office & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications Square Feet per location is approximate	202	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0019	Strip/Wax Bare Floors (once per year) Fire Department - Supply Building 8011 Merle Gustafson Drive	202	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
SUBTOTAL FIRE DEPT. GROUP ITEMS 10-19					

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 4 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety Facilities. All items should be bid. A blank space, Zero, or NA may cause your bid to be deemed non-responsive: Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0020	BASE PRICE - Janitorial Services for SRT/K9 Building Cleaning Schedule: 2 times per week 2727 Lt. General Ben Davis Avenue Janitorial Service per attached specifications. Square feet per location is approximate	2,770	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0021	Strip/Wax Bare Floors (once per year) for SRT/K9 Building 2727 Lt. General Ben Davis Avenue	2,770	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0022	Janitorial Services for Police Department Crime Division Building per specifications 2905 Evangeline Street (13 Employees/16 active workstations) Cleaning Schedule: Monday after 12:00 p.m.; Wednesday and Friday before 12:00 p.m.	5,519	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0023	Janitorial Services for Police Annex Building per attached specifications 100 West Thomas Road (18 Employees) Cleaning Schedule: Monday and Thursday 8:00 a.m.	5,800	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 5 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety Facilities. All items should be bid, A blank space, Zero, or NA may cause your bid to be deemed non-responsive. Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0024	Base Price - Janitorial Services to be performed at the 5TH District Police Precinct 201 3rd Street Cleaning Schedule: M-F 8 am-5 pm Janitorial Service per attached specifications. Square feet per location is approximate.	1,000	Sq. Ft.	\$ Price per square foot	\$ ANNUAL COST
SUBTOTAL POLICE GROUP ITEMS 20-24					
TOTAL ALL ITEMS					

8. Supplies/Equipment

8.1 Furnished by Agency

- a. Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of his work.
- b. Hot and cold water as necessary.
- c. Space in the building for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract. This area must be kept clean and odor free at all times.
- d. The Agency shall provide the following products to be stocked in various dispenses:

The Contractor shall furnish all cleaning supplies, mops, brooms, cleaning disinfectants, cleaning rags and towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building at no additional charge to the Agency unless otherwise specified herein. All equipment, materials, and supplies must be in proper working order at all times. If the Contractor does not provide proper supplies, the Contractor will be deemed to be in default.

Contractor shall supply all cleaning equipment, heavy duty commercial type vacuum cleaners meeting or exceeding EPA emission standards, and vacuum accessories/equipment for vacuuming upholstered furniture, carpet and hard floor surfaces is required. Equipment with frayed cords is prohibited. All equipment, materials, and supplies must be in proper working order at all times.

The Contractor is responsible for providing all Safety Data Sheets applicable to the products and chemicals being furnished by him under this contract. All products shall have an Environmental Protection Agency Registry number and have an SDS available for the Agency Representative prior to use in any facility.

Contractor will furnish the following supplies:

- a. Two (2) ply septic safe, white toilet tissue

.5.2. Qualifications

Each proposer should address their capability to execute all tasks outlined in the Scope of Work, including the availability of necessary resources, staff, and expertise. Proposals could include documentation of the following:

- Resumes: Detailed resumes of key personnel involved in the project.
- Licenses: Copies of all relevant licenses or certifications required for the tasks outlined in the Scope of Work.
- Experience: Descriptions and documentation of past projects demonstrating the vendor's ability to perform similar work, particularly in public facilities similar to the complex mentioned within this RFP.

2.5.3 Technical

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

- Plans and/or schedule for implementation, or orientation, or installation, etc.
(whichever is relevant to the RFP requirements with particular attention to:
 - Plans for training.
 - Provision for customer service, including personnel assigned, toll-free number, account inquiry, etc.
 - Resumes for the account manager, designated customer service representative(s), and any other key personnel to be assigned to this project, including those of subcontractors, if any.
 - References for at least three public businesses for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.
 - Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).
 - Information demonstrating the Proposer's understanding of the nature and scope of this project

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