



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

November 17, 2025

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

Addendum No.: 1

RFP#: 25-9-3

Project Name: St. Tammany Parish Jail Janitorial

RFP Due Date: Tuesday, November 25, 2025

GENERAL INFORMATION:

1. Please add Attachment I – Janitorial Floor Plan Square Footage Maps to the package.
2. Please add Attachment J – Janitorial Floor Square Footage Charts to the package.
3. Please remove Part II: Scope of Work/Services, pages 5-9, from the package and replace them with Part II: Scope of Work/Services, pages 5-9 – Revised.
4. Please remove Attachment A – Proposal Pricing Sheet from the package and replace it with Attachment A – Proposal Pricing Sheet – Revised.

QUESTIONS & ANSWERS:

Question 1. Location Square Footage: What is the estimated square footage of each location to be cleaned? What is the cleanable square footage per location.

Answer 1. Please refer to General Information #2.

Question 2. Will consumables (toilet paper, soap, etc.) be provided by you, or should we include them in our pricing?

Answer 2. Please refer to Part II – Scope of Work/Services, page 8, under “Supplies,” item number 1.

Question 3. It mentions only using one employee we feel that at least two would be needed in that acceptable?

Answer 3. Yes, it will be acceptable.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Question 4. How's the lift station emptied and cleaned ? Is any equipment required ?

Answer 4. The lift station is no longer part of the scope of work and shall not be included in your cost proposal. Please refer to General Information #3.

Question 5. Are we limited to employees on the strip and waxing ?

Answer 5. 3 – 4 employees will be allowed.

Question 6. also need to know sqft of strip and wax areas so product can be figured please

Answer 6. Please refer to General Information #2.

Question 7. Will the lift station part be taken out of this RFP ? If not what is the required procedure for disposing of waste and will a fork lift be on site?

Answer 7. The lift station is no longer part of the scope of work and shall not be included in your cost proposal. Please refer to General Information #3.

Question 8. Are the showers part of the 2x weekly clean or just required 1x monthly press wash clean?

Answer 8. The 1x-month pressure wash cleaning.

Question 9. What the total sq ft of each building. A, B, C, D, F ?

Answer 9. Please refer to General Information #2.

Question 10. What's the total soft of VCT flooring that strip and wax is required 3x yearly?

Answer 10. Please refer to General Information #2.

Question 11. What's the total soft of carpet that's required to be extraction cleaned 3x yearly?

Answer 11. Please refer to General Information #2.

Question 12. Is the 2x weekly cleaning done during the 7am-330pm work hours?

Answer 12. Yes.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Question 13. On the bond, in the beginning of the rfp it says no bond required on page 53 it mentions a bond required please clarify

Answer 13. Please note that the Performance Bond identified in Section 5.5 is not required. However, the Janitorial Services Bond specified on page 53 is required and must be provided in accordance with the insurance requirements.

Question 14. You are asking about refinishing vct tile. Due to the condition of the VCT is refinishing the vct required?

Answer 14. No, after discussions, it seems that this may be inadvisable.

Question 15. What is the square footage of VCT that will be required to be cleaned/refinished?

Answer 15. Please refer to General Information #2.

Question 16. You are requesting that the carpets be deep cleaned with a water extraction method. If a proof of concept can be shown, would there be an option to use a dry-cleaning method since the carpeting is a low pile commercial carpet and can be cleaned without extraction? Again, this will reduce the cost of monthly service.

Answer 16. Yes.

Question 17. What is the square footage of carpeting to be cleaned?

Answer 17. Please refer to General Information #2.

Question 18. The cleaning products that we would use are going to be stored in the jail. Currently the cleaning chemical dispensers are being used by the trustees as well. Since the trustees will still be mopping some areas, are we going to be providing the cleaning chemicals for the trustees to use as well?

Answer 18. No.

Question 19. When cleaning the facility will the janitorial staff have an escort?



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Answer 19. We do not have enough staff to escort for an entire workday, so the plan is to lock down inmate workers and limit inmate movement in the hallways. We would escort to any areas where offenders are present, and all Contractors would be observed on cameras.

Question 20. When cleaning the facility can we set up times for specific tasks to be done to coordinate with the officers to make the cleaning easier on them?

Answer 20. Yes.

Question 21. When cleaning the metal screens above the cells, how will this be handled? Will the inmates be in the area?

Answer 21. Yes, we would do a mandatory yard call to empty out the dorm. During feed-up times, we cannot move offenders out of the dorms (0600-0830) and (1100-1300). Of course, schedules may change for any number of unforeseen circumstances.

Question 21a. Will we have extra time in a day to accomplish this deep cleaning? Is there an ability to add a day to just clean those things? As in, come in on a Wednesday ?

Answer 21a. Yes, this should not be considered part of the 2x per week cleaning, but separate and scheduled accordingly.

Question 22. While we understand that we will be submitting a schedule of events with our rfp response, what is the expectation for the facility to be in the condition required by the rfp?

Answer 22. The Provider shall ensure that the area is kept in general cleanliness at all times, free from dust, debris, spills, and related substances.

Question 23. Is there an initial deep cleaning that will need to be performed before normal cleaning duties start?

Answer 23. No.

Question 24. In the hallways, are the mats, clothing bags, and any other non-permanent items going to be removed before the contract starts? IF not, will those items be moved in order for a thorough cleaning to be performed?



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Answer 24. These can be moved upon request and as needed. They will likely be a regular occurrence throughout the contract.

Question 25. Will the rooms that will be used by inmates for visitation going to be included in the weekly cleaning?

Answer 25. No.

Question 26. Is it possible to submit two separate bids? One that would include the exact response requested per the rfp to show understanding of the requested services and then also submit a second bid that would accomplish the same things but in a different way with other options to reduce the monthly cost but not reduce the cleanliness of the facility. For instance, instead of refinishing the vct, using a scrubbing machine to clean the vct until it is in a condition where refinishing would be less expensive for the parish?

Answer 26. Please refer to Section 1.5 – Letter D. Proposed Solution/Technical Response and Section 1.5 – Letter E – Innovative Concepts.

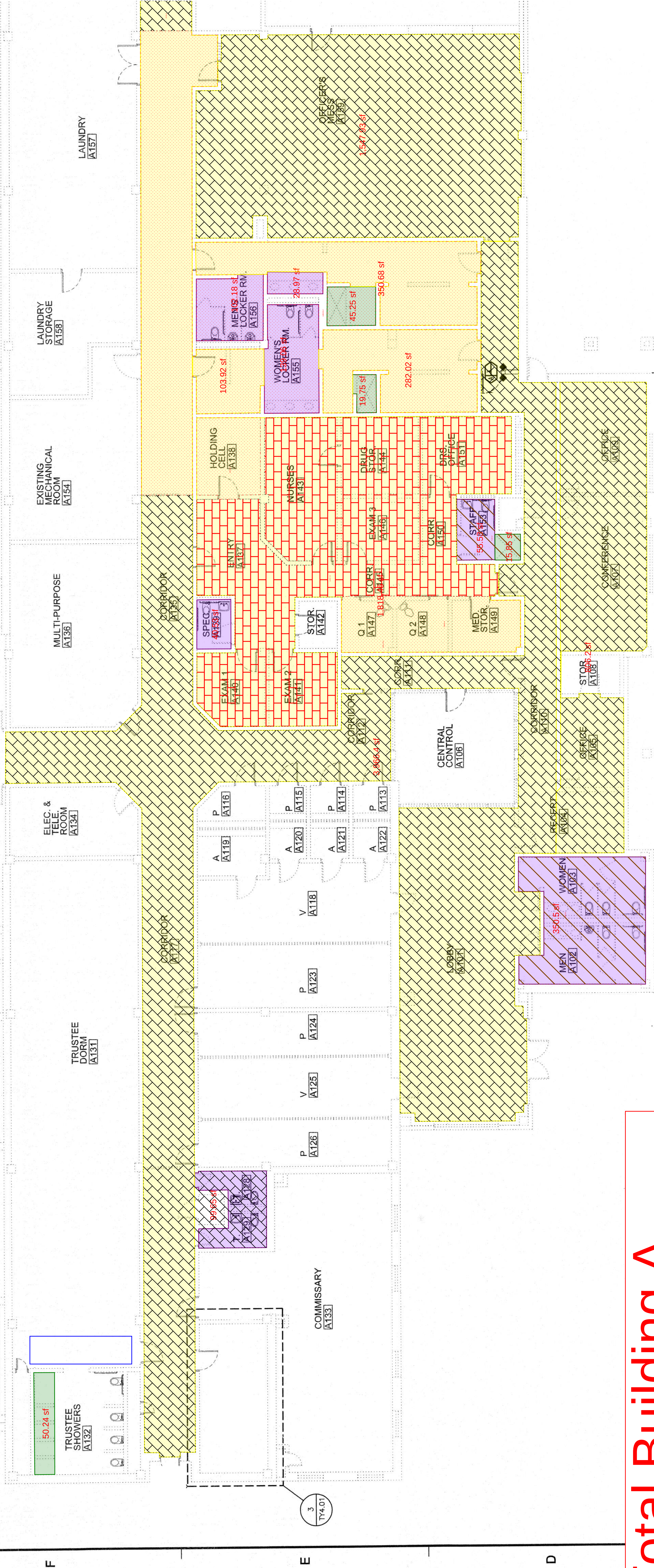
Question 27. I was just seeing if you guys uploaded an updated map anywhere? I know they said there were a few mistakes in the original.

Answer 27. Please refer to General Information #1.

ATTACHMENTS:

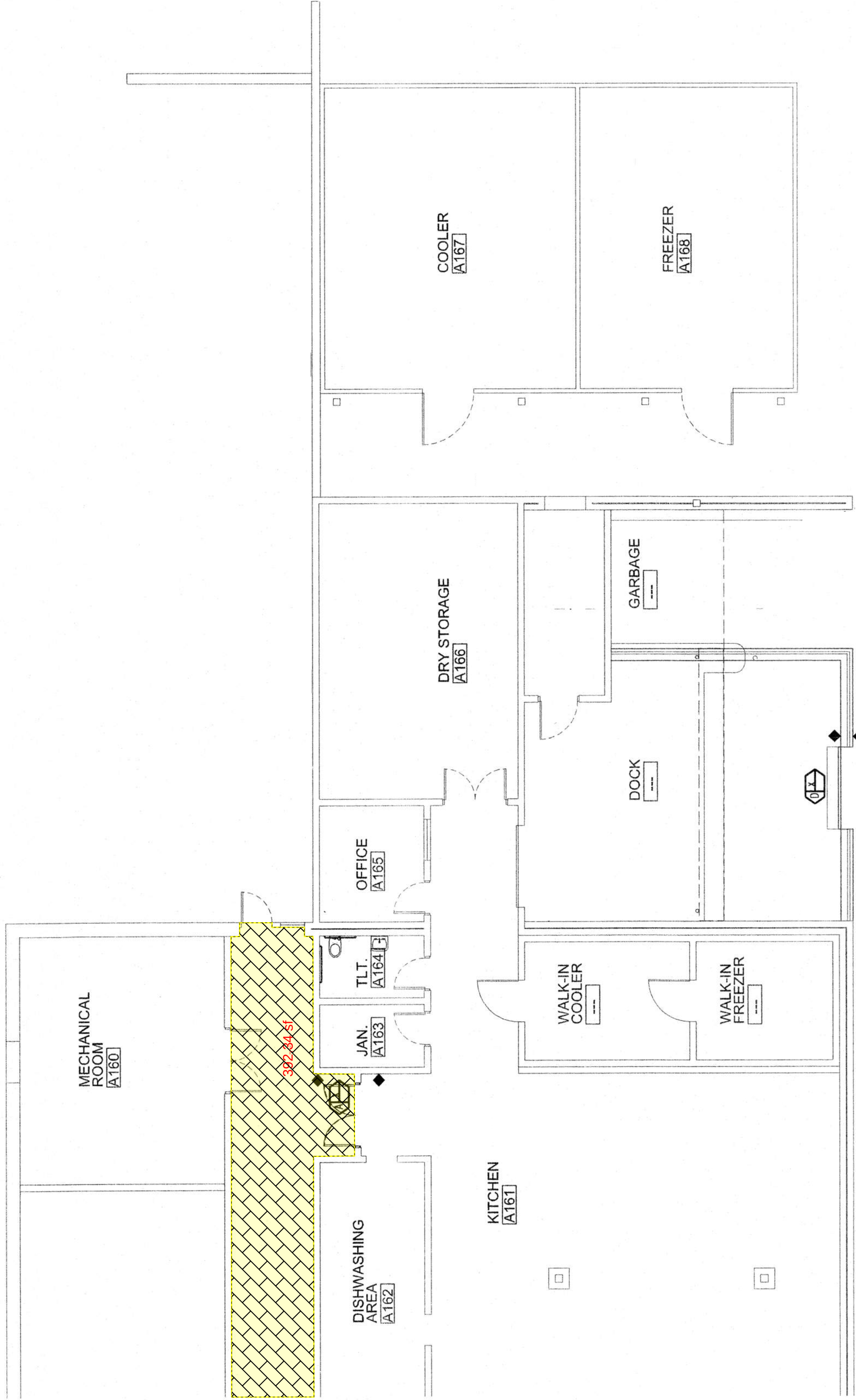
1. Attachment I – Janitorial Floor Plan Square Footage Maps.pdf
2. Attachment J – Janitorial Floor Square Footage Charts.pdf
3. Part II: Scope of Work/Services, pages 5-9 – Revised.pdf
4. Attachment A – Proposal Pricing Sheet – Revised.pdf

End of Addendum # 1

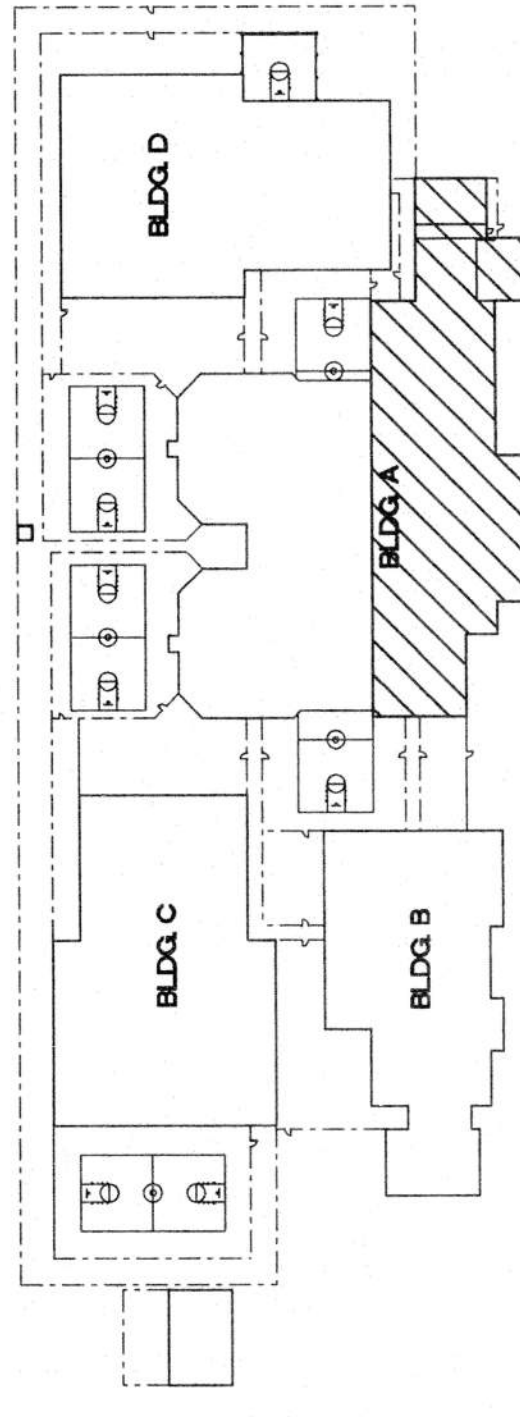


Total Building A
Janitorial: 12,213 SF
Showers: 1,144 SF
Restrooms: 870 SF

Total all Buildings
Janitorial: 28,887 SF
Showers: 3,457 SF
Restrooms: 1,550 SF



PARTIAL PLAN - BUILDING A



KEY PLAN

Legend

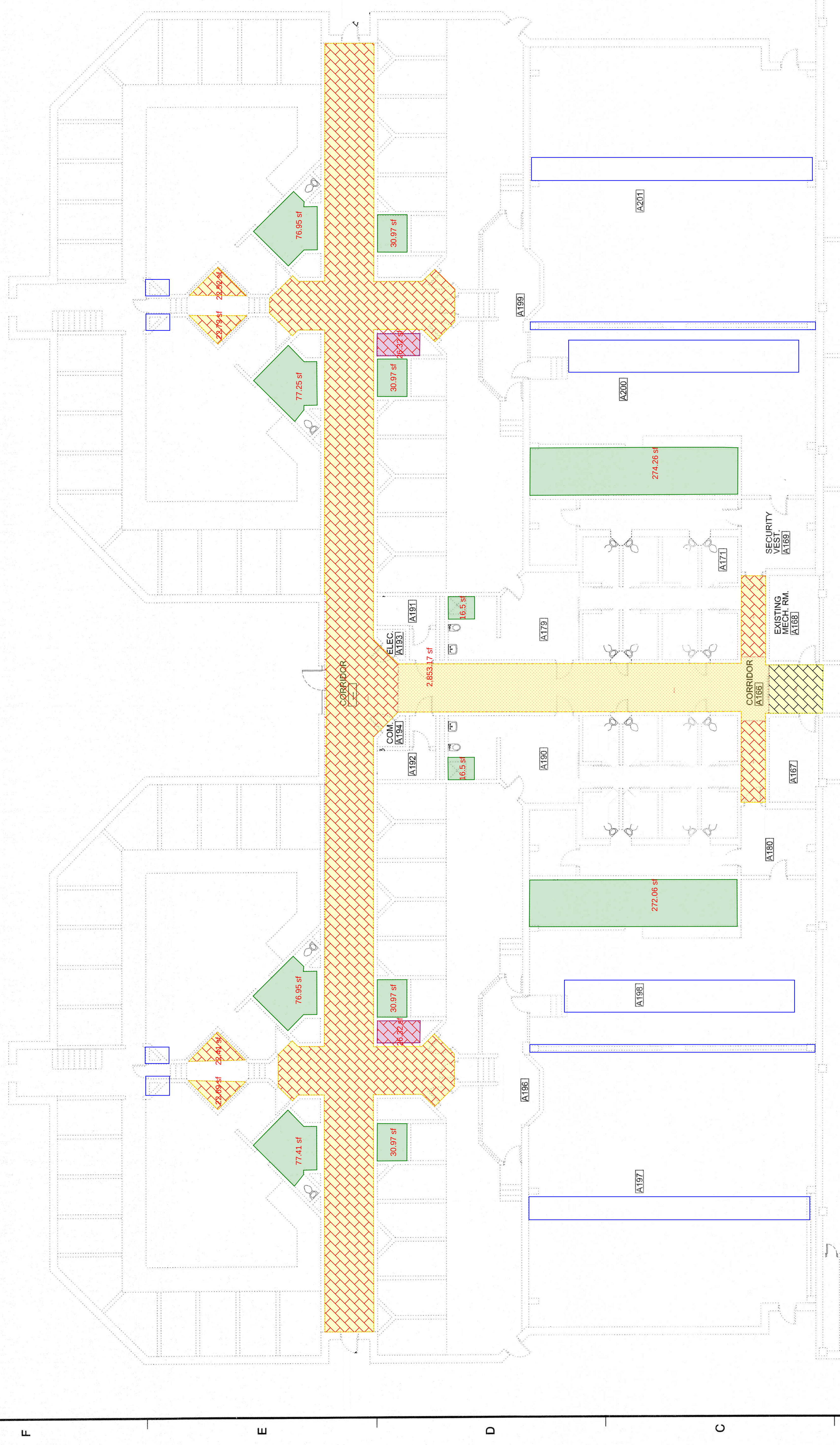
Description	Quantity
Con. Shower	50.24
Corridor/Lobby	4,358.74
Locker Room Bath.	270.21
Locker Room Shower	65.00
Locker Rooms	736.62
Med. Con. Bath.	40.53
Med. Staff Bath.	55.53
Med. Staff Shower	15.85
Medical	1,818.46
Office	806.20
Pub. Bath.	350.50
Staff Bath.	99.65
Staff Mess	1,547.93

Flooring

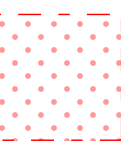
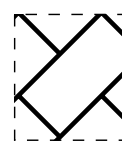
Description	Quantity
Bare/No Flooring	2,040.20
Tile	421.24
VCT	6,269.74
Vinyl Sheet	1,433.70

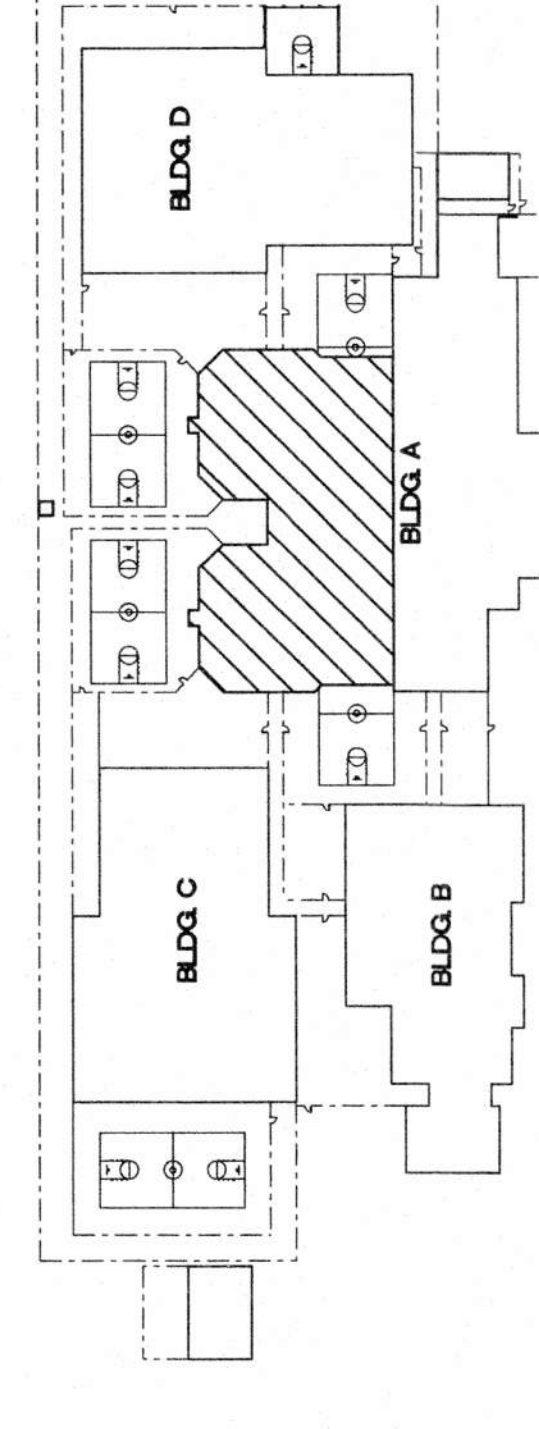
Legend

	Description	Quantity
	Con. Shower	1,011.76
	Corridor/Lobby	2,853.16
	Crtl. Common	90.35
	Staff Bath.	52.64



Flooring

	Description	Quantity
	Bare/No Flooring	509.11
	VCT Not to Be Waxed	2,438.37
	VCT	73.05



KEY PLAN
NTS

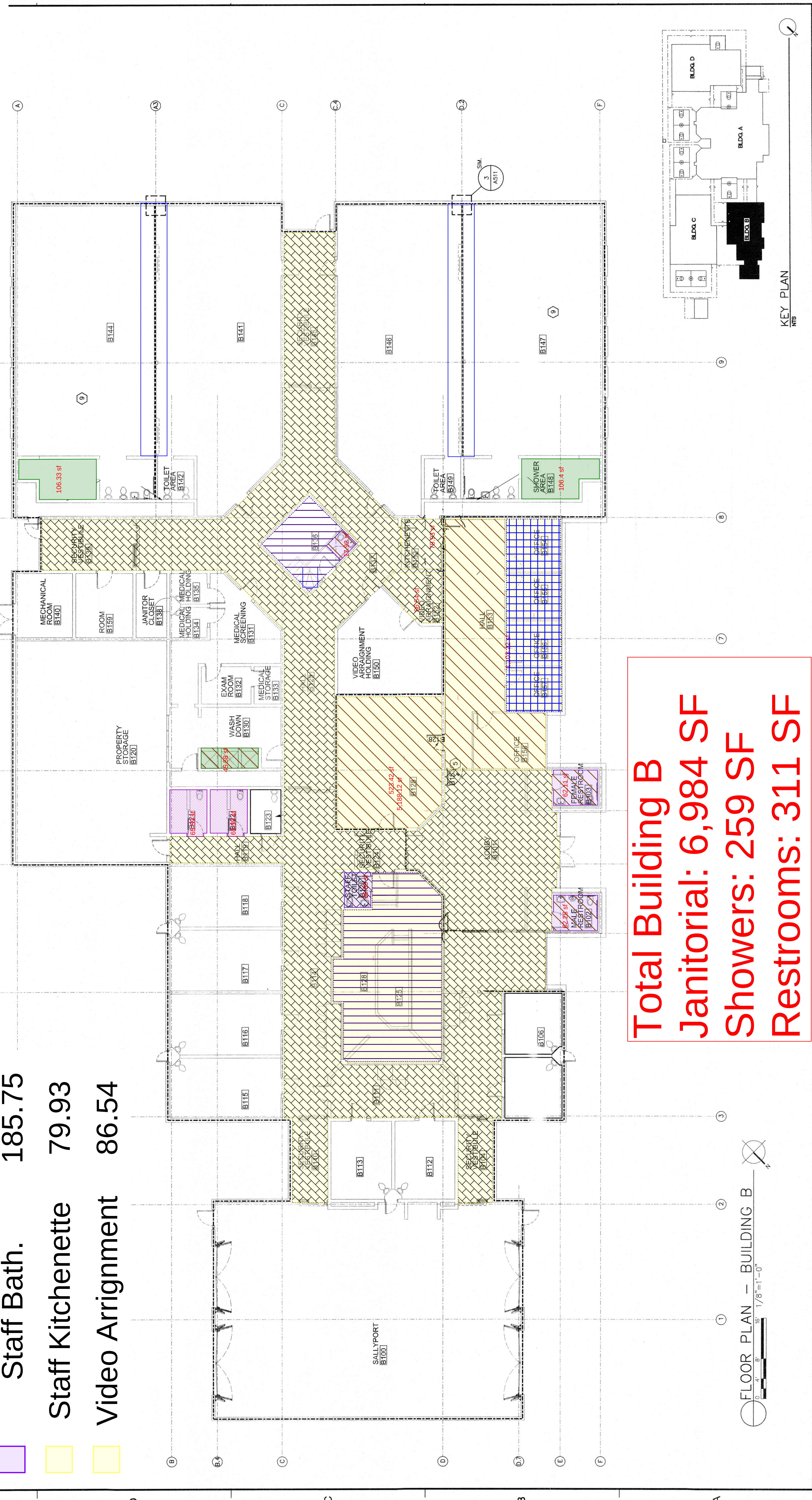
PARTIAL PLAN - BUILDING A

Total Building A
Janitorial: 12,213 SF
Showers: 1,144 SF
Restrooms: 870 SF

Flooring	
Description	Quantity
Bare/No Flooring	130.70
Carpet	415.05
Polymer	847.96
Tile	1,387.70
VCT	4,672.41

Legend	
Description	Quantity
Con. Shower	258.31
Corridor/Lobby	5,188.12
Offices	1,103.22
Office	523.41
Pub. Bath.	124.39
Staff Bath.	185.75
Staff Kitchenette	79.93
Video Arrignment	86.54

Total Building B
 Janitorial: 6,984 SF
 Showers: 259 SF
 Restrooms: 311 SF



FLOOR PLAN — BUILDING B
 15' 1/8"=1'-0"

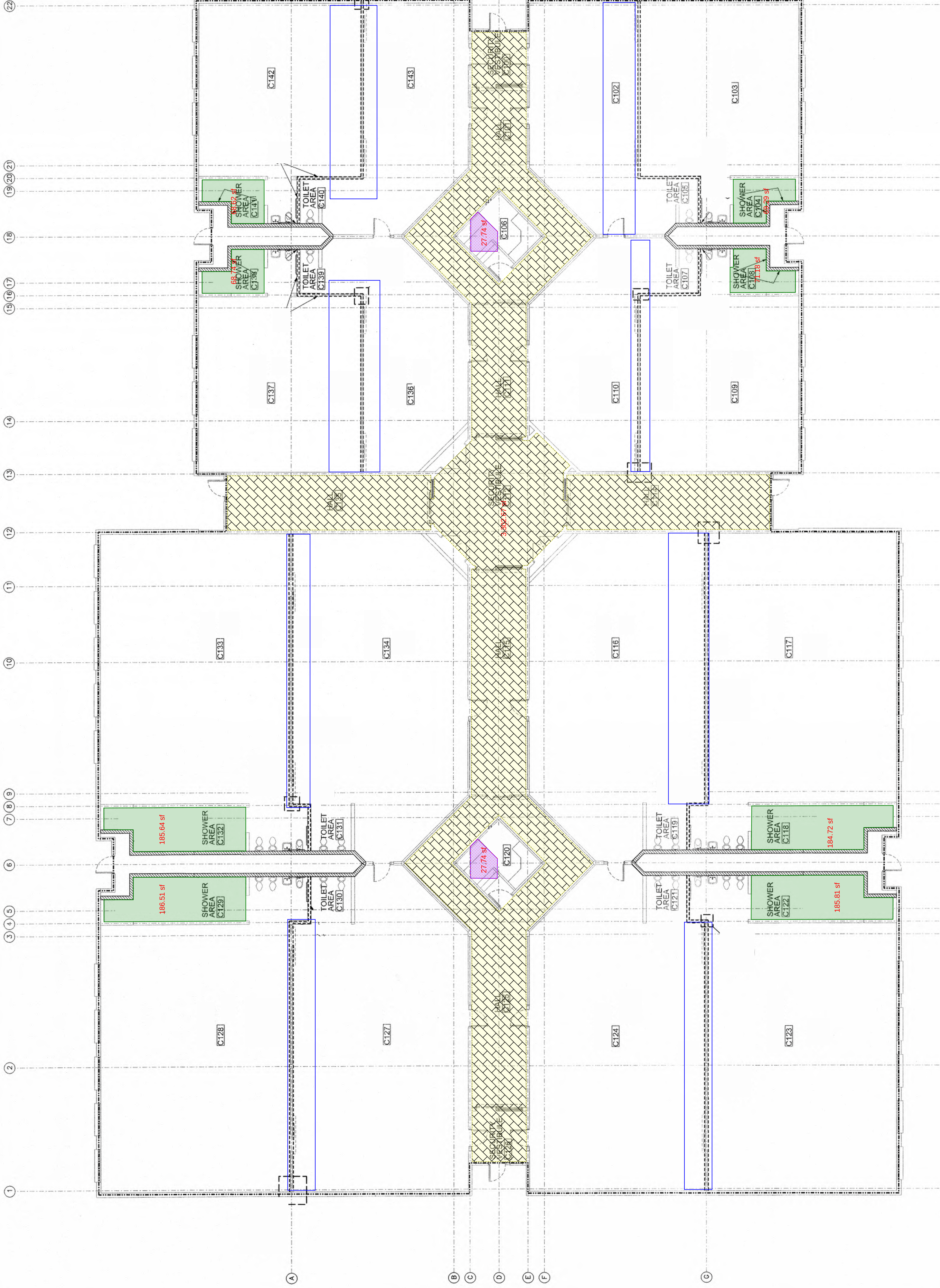
KEY PLAN
 NTS

Legend

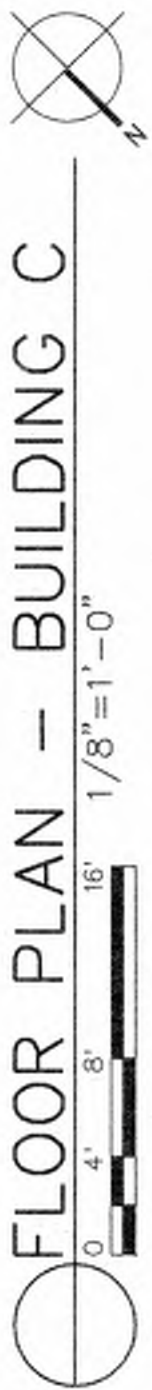
Description	Quantity
Con. Shower	1,020.51
Corridor/Lobby	3,302.66
Staff Bath.	55.48

Flooring

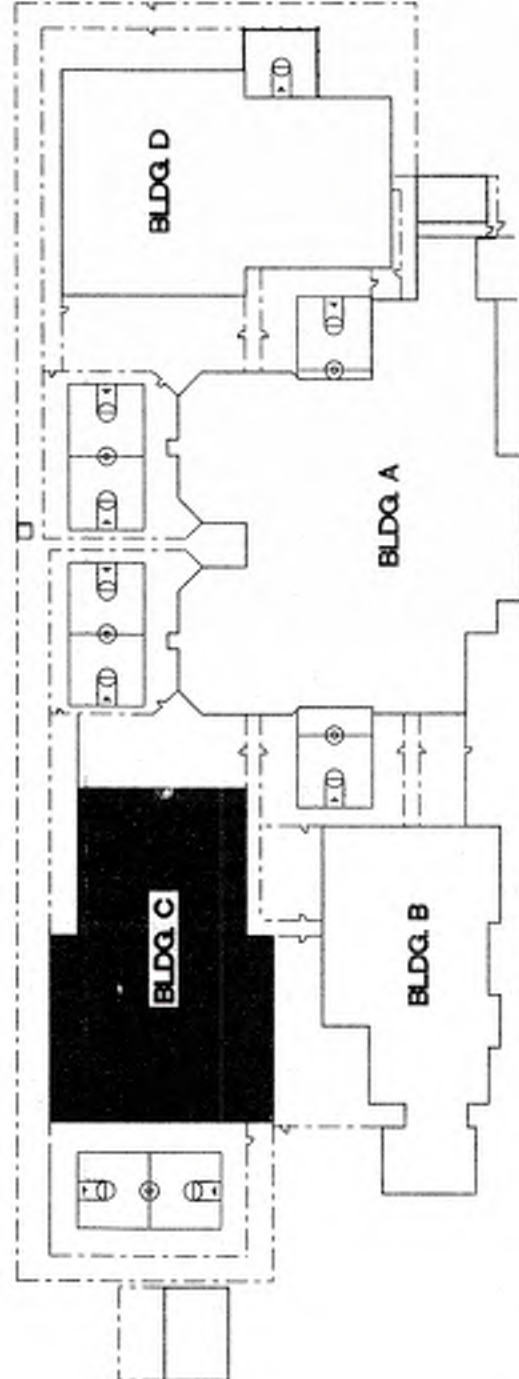
Description	Quantity
Bare/No Flooring	55.54
VCT	3,294.50



Total Building C
Janitorial: 3,303 SF
Showers: 1,021 SF
Restrooms: 56 SF



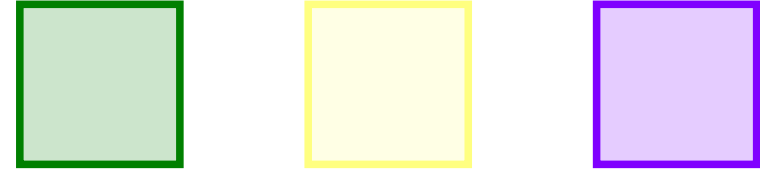
FLOOR PLAN — BUILDING C



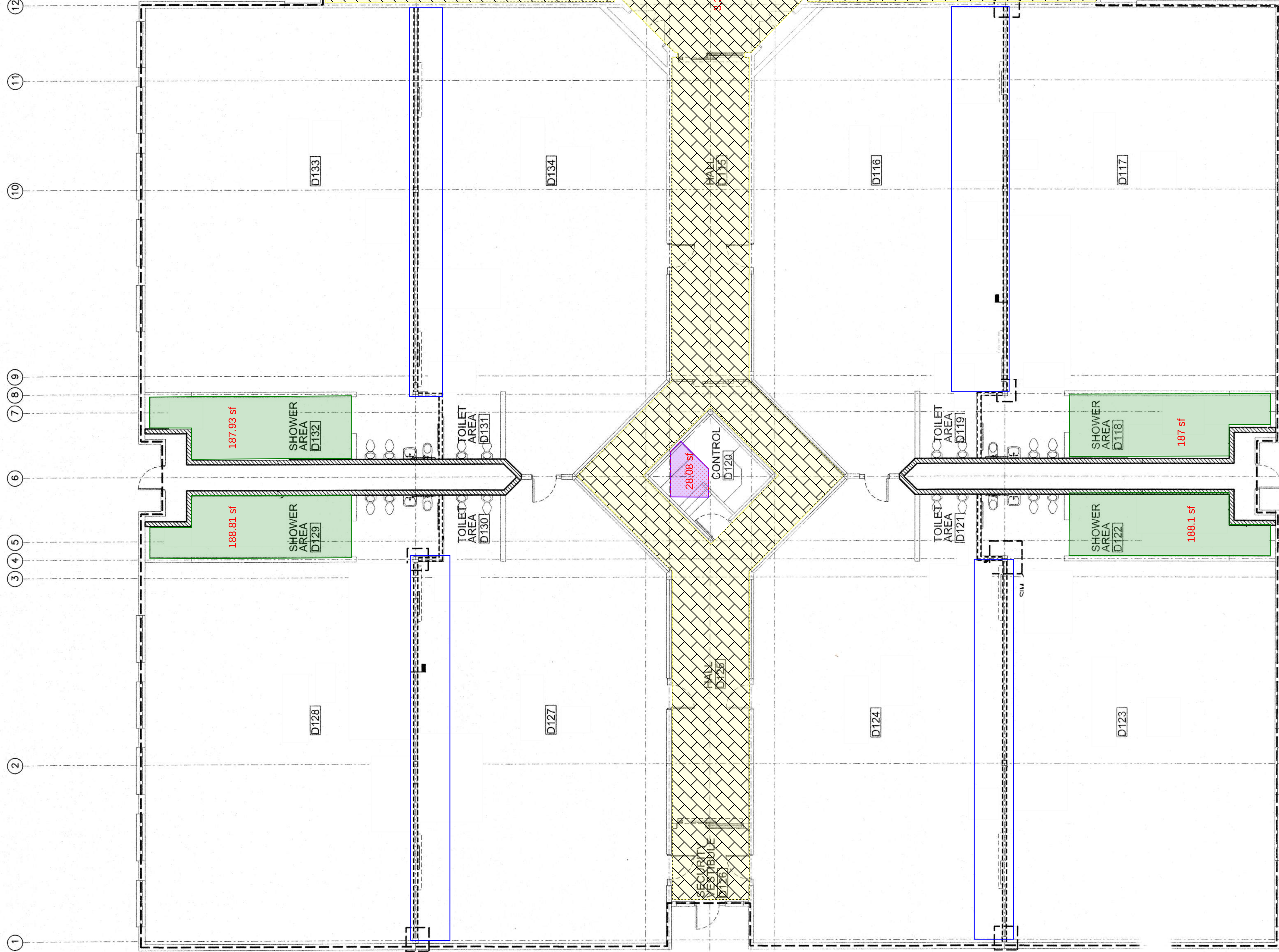
KEY PLAN
NTS

Legend

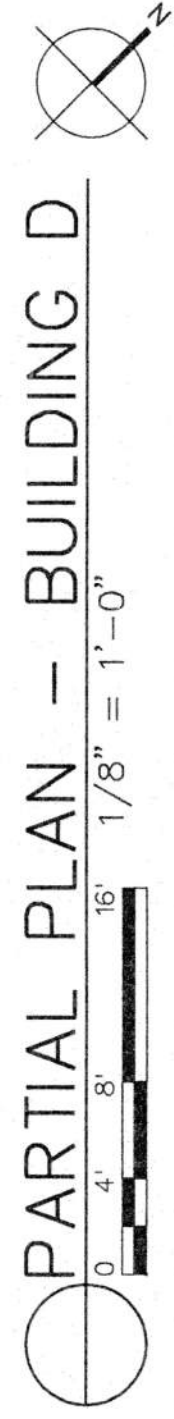
Description	Quantity
Con. Shower	1,033.10
Corridor/Lobby	3,343.43
Staff Bath.	56.16



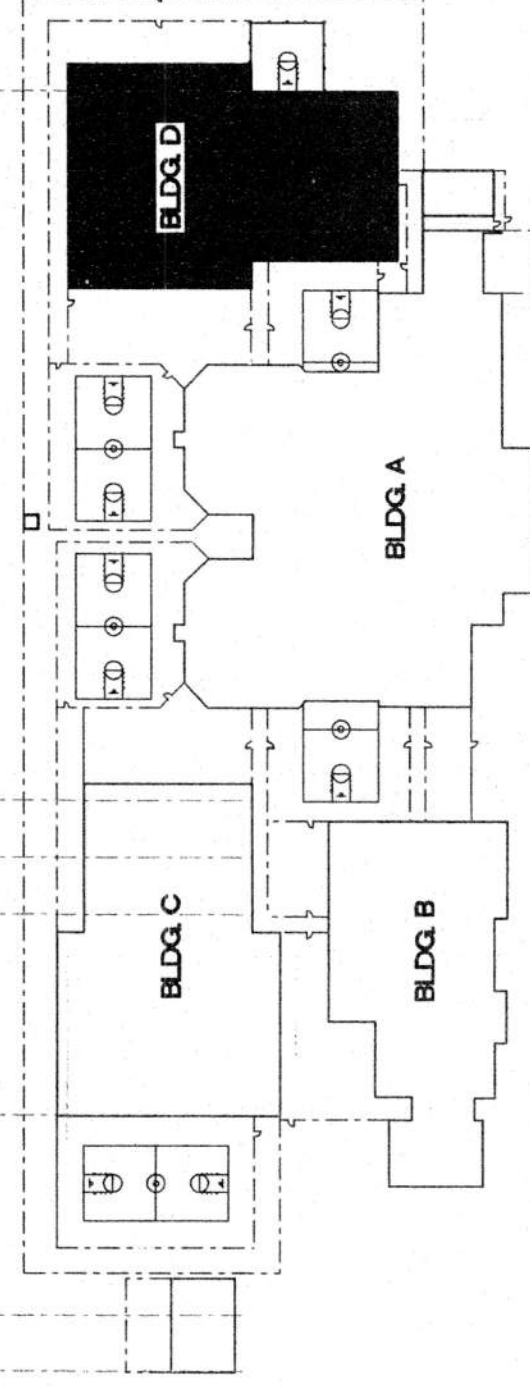
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21)



Total Building D
Janitorial: 3,343 SF
Showers: 1,033 SF
Restrooms: 57 SF

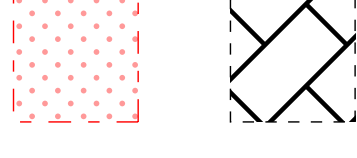


PARTIAL PLAN - BUILDING D



KEY PLAN

Description	Quantity
Bare/No Flooring	56.14
VCT	3,335.16

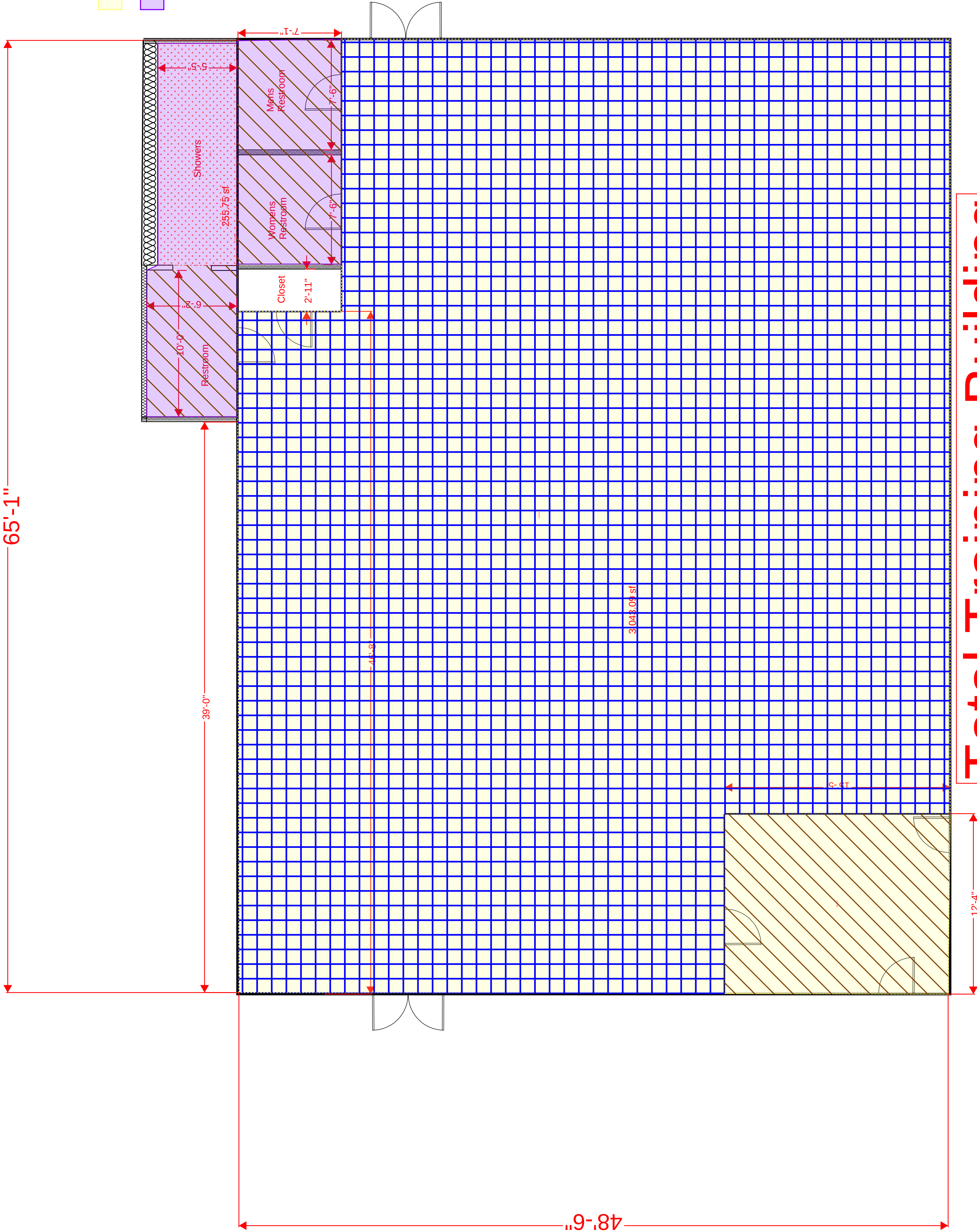


Legend

Description	Quantity
Offices/Common	3,043.10
Staff Bath.	255.75



Flooring	Description	Quantity
	Bare/No Flooring	82.17
	Carpet	2,854.48
	Tile	362.60



Total Training Building
Janitorial: 3,044 SF
Showers: 0 SF
Restrooms: 256 SF

Scale 1/4"=1'

Training Building

Attachment J

Building A		
J/S/R	Area	SQFT
J	Corridor/Lobby	7,213 SF
S	Con Shower	1,063 SF
J	Crtl. Common	90 SF
R	Staff Bath.	153 SF
R	Locker Room Bath.	270 SF
S	Locker Room Shower	65 SF
J	Loker Room	737 SF
R	Med. Con. Bath.	41 SF
R	Med. Staff Bath.	56 SF
S	Med. Staff Shower	16 SF
J	Medical	1,819 SF
J	Office	806 SF
R	Pub. Bath.	350 SF
J	Staff Mess	1,548 SF
Building A Totals:		
	Janitorial	12,213 SF
	Showers	1,144 SF
	Restrooms	870 SF
Flooring		
	Bare/No Flooring	2,551 SF
	Tile	422 SF
	VCT	6,344 SF
	Vinyl Sheet	1,434 SF
	VCT Not to Be Waxed	2,439 SF
	Carpet	0 SF
	Polymer	0 SF

Building B		
J/S/R	Area	SQFT
J	Corridor/Lobby	5,189 SF
S	Con. Shower	259 SF
J	Office	524 SF
J	Offices	1,104 SF
R	Pub. Bath.	125 SF
R	Staff Bath.	186 SF
J	Staff Kitchenette	80 SF
J	Video Arraignment	87 SF
Building A Totals:		
	Janitorial	6,984 SF
	Showers	259 SF
	Restrooms	311 SF
Flooring		
	Bare/No Flooring	131 SF
	Tile	1,388 SF
	VCT	4,673 SF
	Vinyl Sheet	0 SF
	VCT Not to Be Waxed	0 SF
	Carpet	416 SF
	Polymer	848 SF

Building C		
J/S/R	Area	SQFT
J	Corridor/Lobby	3,303 SF
S	Con. Shower	1,021 SF
R	Staff Bath.	56 SF
Building A Totals:		
	Janitorial	3,303 SF
	Showers	1,021 SF
	Restrooms	56 SF
Flooring		
	Bare/No Flooring	56 SF
	Tile	0 SF
	VCT	3,295 SF
	Vinyl Sheet	0 SF
	VCT Not to Be Waxed	0 SF
	Carpet	0 SF
	Polymer	0 SF

Building D		
J/S/R	Area	SQFT
J	Corridor/Lobby	3,343 SF
S	Con. Shower	1,033 SF
R	Staff Bath.	57 SF
Building A Totals:		
	Janitorial	3,343 SF
	Showers	1,033 SF
	Restrooms	57 SF
Flooring		
	Bare/No Flooring	57 SF
	Tile	0 SF
	VCT	3,336 SF
	Vinyl Sheet	0 SF
	VCT Not to Be Waxed	0 SF
	Carpet	0 SF
	Polymer	0 SF

Training Building		
J/S/R	Area	SQFT
J	Offices/Common	3,044 SF
S	Con. Shower	0 SF
R	Staff Bath.	256 SF
Building A Totals:		
	Janitorial	3,044 SF
	Showers	0 SF
	Restrooms	256 SF
Flooring		
	Bare/No Flooring	83 SF
	Tile	363 SF
	VCT	0 SF
	Vinyl Sheet	0 SF
	VCT Not to Be Waxed	0 SF
	Carpet	2,855 SF
	Polymer	0 SF

Totals A, B, C, D, and Training	
Area	SQFT
Janitorial	28,887 SF
Showers	3,457 SF
Restrooms	1,550 SF
Flooring	
Bare/No Flooring	2,878 SF
Tile	2,173 SF
VCT	17,648 SF
Vinyl Sheet	1,434 SF
VCT Not to Be Waxed	2,439 SF
Carpet	3,271 SF
Polymer	848 SF

- K. **Additional Information:** Each Proposer should submit any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.
- L. **Acknowledgment and Waiver:** Proposer shall execute and have notarized an Acknowledgment and Waiver (Attachment "C" hereto).
- M. **Multiple Copies of Response:** Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided and **one (1) electronic copy via USB or CD.**

PART II: SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

Provider shall provide all necessary labor, tools, staff, equipment, required supplies and supervision for the janitorial services at the St. Tammany Parish Jail Complex located at 1200 Champagne Street, in Covington, LA, 70433.

Provider shall perform required services, as stated, according to the work schedule, scope of work, specifications, Provider responsibilities, safety requirements, and special conditions without reminders by the Parish and/or Jail staff. The requirements and conditions that must be met are provided as follows:

Definition of Work Regular Cleaning (RC):

1. Carpet Vacuuming (RC) –A commercial type vacuum, with a rotary brush or brush/beater bar, shall be used and shall not cause damage to furniture, doors, trim, or other objects. A carpet is considered properly vacuumed when it is free of all dust, grit, dirt, lint, and debris (except embedded dirt and grit), including corners, edges, and under furniture.
2. Sweeping (RC) – A brush, broom, or chemically treated dry mop and a sweeping compound shall be utilized to minimize airborne dust and bacteria while sweeping. A floor is considered properly swept when it is free of all dust, dirt, grit, lint, and debris, including corners, edges, and under furniture.
3. Damp Mopping (RC) – An appropriate stain removal agent, hot water, and detergent shall be used to damp mop. The smallest amount of water possible shall be used to perform this work. A floor is considered properly damp-mopped when all dirt, dust, marks, film, streaks, debris, and standing water have been removed.
4. Empty Trash Receptacles (RC) – Empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles, and other trash containers for each area and building. Remove all litter, cans, papers, containers, and other items marked "TRASH". All obviously soiled or torn trash receptacle liners shall be replaced in such a manner as to present a neat, uniform appearance. Provider shall use disposable cloths and detergent solution or cream cleanser and scrub pads to remove stains and soil from the interior and exterior of trash receptacles.

5. Clean and Disinfect Drinking Fountains (RC) – Spray bottles of germicidal disinfectant solutions, clean cloths, scrub pads, and crème cleanser shall be used to remove all obvious soil, streaks, smudges, etc., from the drinking fountains and cabinets; then, disinfect all porcelain and polished metal surfaces, including the orifices and drains. After cleaning and disinfecting, the entire drinking fountain shall be free of streaks, stains, spots, smudges, scale and other removable soil.

6. Clean and Disinfect Fixtures (RC) – Apply germicidal disinfectant solution to all surfaces of washbasins, toilets, urinals, showers, and adjacent surfaces. Clean cloths (except inside toilet bowls and urinals, where Vendor shall use bowl mops) shall be used to remove soil from all surfaces of these fixtures and adjacent surfaces. Crème cleanser and scrub pads shall be used to remove soil not removed by the cloths and germicidal disinfectant solution. Dry cloths to dry metal surfaces of faucets, handles, valves, etc. shall be used. The cloths used in cleaning and disinfecting toilets, urinals, and other surfaces contaminated with urine and/or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures.

7. Refill Dispensers (RC) – Toilet paper dispenser, hand soap dispenser, paper towel dispenser, etc. shall be checked and refilled during each cleaning. Surfaces adjacent to hand soap dispensers shall be wiped to remove spillage and leakage.

8. Cleaning of Restrooms (RC) – cleaning shall include de-scaling of toilets/urinals, refilling paper product dispensers, refilling soap dispensers, disinfecting sinks, countertops, toilets, mirrors, mopping floors, replacing urinal odor screens, replacing trash bags, and sanitary napkin trash bags. All chrome/stainless steel hardware in restrooms shall be polished and maintained regularly. Parish shall supply all paper products (i.e.: toilet paper, roll paper towels, c-fold paper towels, garbage bags, sanitary napkin trash bags, hand soap for specific soap dispensers, urinal screens). Provider shall supply all cleaning supplies and all equipment: mops, mop buckets, brooms, sponges/wipes, and cleaning chemicals. Provider shall use acid-type bowl cleaner or nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc., from the insides of the toilet bowls and urinals.

~~Definition of Work Emptying of Lift Station Waste Container (EWC):~~

~~Empty Lift Station Waste Container (EWC): The 55-gallon container that collects heavy waste at the sewer lift station at the back of the facility must be emptied twice per week in appropriate location as identified by Parish and/or Jail staff.~~

Definition of Work Shower Cleaning (SC):

Shower Cleaning (SC) - Showers must be pressure-washed and sanitized once per month. This must be coordinated with Jail staff for access to these areas at the most appropriate times.

Definition of Work Floor Cleaning (FC):

1. Carpet Cleaning (Extraction Method) (FC) - Carpet shall have all stains removed, be completely vacuumed, shampooed using water extraction equipment and supplies, and completely re-vacuumed in the specified area. Manual scrubbing devices shall be used to shampoo areas such as corners, which are inaccessible to the equipment. After shampooing and allowing sufficient drying time, the carpet shall be vacuumed following a pattern, which will give the carpet pile a uniform appearance. Carpet shall be sufficiently vacuumed prior to shampooing to remove dry, loose soil from the carpet pile. A pile brush shall be used to raise the pile of carpet before and

after shampooing, if necessary, in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration to provide for adequate drying of the carpet.

2. Strip and Refinish Floors (FC) – All non-permanent floor finish shall be removed from resilient tile and/or terrazzo floors, baseboards, furniture, partition legs and bases. A minimum of two coats of floor seal and three coats of floor finish shall be applied. Single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets, wringers, floor finish remover and rust remover shall be used to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. Manual scrubbing devices shall be used in areas inaccessible to the floor machine. A wet/dry vacuum shall be used to pick up stripping solution except in areas where its use is not practical. All floor surfaces to which floor finish remover has been applied shall be rinsed thoroughly with clean water. When a wet/dry tank vacuum is used, the area shall be rinsed at least once after the floor finish remover has been picked up with the wet/dry tank vacuum. When a wet/dry vacuum is not used, the floor shall be rinsed at least twice. After the floor finish has been removed, a fine strand rayon mop shall be used to apply at least two (2) coats of floor seal and three (3) coats of floor finish. Finish should not be applied within 1" of baseboards and fixed furniture sitting directly on the floor surface. All floor seal, floor finish stripper and stripping slurry shall be removed from baseboards, furniture and other such areas. After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc., shall be visible.

Definition of Work High Dusting (HD):

High Dusting (HD) – All dust, spider webs, litter, etc., shall be removed from all fixtures and surfaces from the top of the floor up to the ceiling that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surfaces of lights, grilles, light fixtures, pipes, ledges, walls, ceiling, vents, etc. High dusting shall be accomplished by using treated dust cloths, treated dusting tools and tank vacuums with crevice tools, brush attachments and wall attachments.

Definition of Work Vent and Wire Mesh Screen Cleaning (V&SC):

Vents and wire mesh screens must be cleaned on a quarterly basis to be free of dust and debris.

Days / Hours of Work

Monday – Friday 7:00 – 3:30 pm. Provider shall schedule all work to be done on a non-interfering basis with the building operations. The work schedule is to be approved by the Parish and/or Jail staff.

General Specifications

1. The work covered in this specification includes furnishing all labor, tools, staff, equipment, required supplies and supervision necessary for complete janitorial services.
2. The janitorial performance requirements and frequency schedule shall indicate the minimum acceptable cleaning frequencies.
3. Only personnel who are trained and proficient in performing janitorial services, using modern equipment, methods, and techniques, shall be employed by the Provider. All janitorial personnel shall present a neat, clean, and well-groomed appearance and wear a company logo shirt.

4. Parish telephones, office equipment or furnishings shall not be utilized by the Provider's personnel.
5. Any and all toxic substances used in the premises shall be disposed of in accordance with Federal, State and local Statutes and Regulations. Provider shall indemnify the Parish from any liability resulting there from.
6. The Parish and/or Jail staff must approve any employee given keys or card access to the building. Provider shall be financially responsible for re-keying locks or cores if lost or stolen.
7. Any conditions (i.e.: dripping faucets, damaged walls, burned-out lights, etc.) in the facility that may require repair shall be reported to the Parish and/or Jail staff in a timely manner.
8. Any damage caused by Provider to the building or furnishings shall be the responsibility of the Provider. The Parish shall repair said damage and back-charge the Provider for the costs.

Supplies

1. Parish will provide hand soap for dispensers; paper products (i.e.: toilet paper, roll paper towels, c-fold paper towels, garbage bags, sanitary napkin trash bags, hand soap for specific soap dispensers, urinal screens).
2. Provider shall be responsible for contacting the Parish and/or Jail staff, in a timely manner, for the delivery of the above-mentioned products as determined by the Department of Facilities Management.

Equipment

All power and hand equipment shall be furnished by the Provider. The Provider shall be responsible for keeping all equipment and tools in good repair. Provider shall be solely responsible for equipment and tools stored on the property.

Performance Requirements

Regular Cleaning (RC) Areas: Common areas & common bathrooms as noted on provided plans.

Regular Cleaning (RC) Schedule: Cleaning schedule 2 x's a week (Mondays & Thursdays preferably)

~~Empty Lift Station Container (EWC) Area: Sewer lift station at the back of the property.~~

~~Empty Lift Station Container (EWC) Schedule: Twice per week.~~

Shower Cleaning (SC): Showers as noted on the provided plans.

Shower Cleaning (SC): Once per month.

Floor Cleaning (FC) Area: Common area floors as noted on the provided plans.

Floor Cleaning (FC) Schedule: 3 x's a year

High Dusting (HD) Areas: Common areas & common bathrooms as noted on provided plans.

High Dusting (HD) Schedule: 4 x's a year

Vent/Wire Mesh Cleaning (V&SC)Area: Vents and Screens as noted on the provided plans.

Vent/Wire Mesh Cleaning (V&SC) Schedule: 4 X's a year

Quarterly cleaning of the windows around the Jail holding areas. This should be in conjunction with the quarterly cleaning of the vents/mesh, as the inmates will be relocated during this work.

Hours of Cleaning: Monday through Friday 7:00 am to 3:30 pm.

Any cleaning required outside these hours must have prior approval from the Parish and/or Jail staff.

The term of the contract will be from the date of the Notice to Proceed issued by the Parish through January 1, 2026, with the option of two (2) additional one (1) year renewals, if the Parish and Provider agree. A notice of intent to renew would be issued in writing by the Parish.

Vendor Security Clearance Process:

Any vendor or vendor personnel visiting or working in an institution is required to receive security clearance prior to entering the institution grounds. Vendor must furnish the full name, driver's license number, social security number, date of birth, race and sex of each employee who will be entering the compound. This information must be furnished in writing to the site visit coordinator prior to commencing work on the awarded project. A criminal background check will be conducted on each employee, and upon arrival, ID cards will be issued to each employee. No vendor personnel will be allowed to work on the institution grounds until the above clearance approval process is completed. The successful vendor is also required to provide a written inventory of tools, vehicles and/or trailers prior to entering the institution grounds.

PREA: Prison Rape Elimination Act:

In accordance with DPS & Department Regulation No. C-01-022 "Sexual Assault and Sexual Misconduct", the vendor agrees to report allegations of sexual misconduct, respond to investigation inquiries and participate in training as directed by the Department of Public Safety and Corrections. The sexual assault and sexual misconduct with inmate's acknowledgment form and the Louisiana Criminal Code: La. R.S. 14:134 Malfeasance in Office form will be signed by the vendor and kept on file at the facility. Should the regulation be modified or amended, the vendor will be notified and shall comply with the regulation as modified or amended.

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall begin on the date of the Parish President's signature or approval in writing by the Parish President or designee. The contract

Attachment A

Proposal Pricing Sheet - REVISED

RFP #25-9-3

St. Tammany Parish Jail Janitorial

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

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

Item #	Description	Annual Cost
1	Regular Cleaning (RC)	
2	Shower Cleaning (SC)	
3	Floor Cleaning (FC)	
4	High Dusting (HD)	
5	Vent and Wire Mesh Screen Cleaning (V&SC)	
	Total:	

Contractor: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor Signature: _____ Date: _____

Contractor Printed Name: _____