



Bid Number 50-00149096

Three (3) Year Contract to Perform Janitorial Services at Various Locations for The Jefferson Parish Department of General Services

BID DUE: December 4, 2025 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, www.jeffparishbids.net , by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist II: Stacey Champagne
Email: stacey.champagne@jeffparish.gov
Phone: 504-364-2688**



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



May 2025

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes that are now effective:

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson Parish which shall name "the Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council" as additional insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.

Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.

**THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS
LOCATIONS IN JEFFERSON PARISH**

Bid #50-00149096

Section 1.0 - Site Visits:

All prospective bidders can schedule a site visit through Ronald "RJ" Gaudet with the Department of General Services between 8:00 a.m. and 3:00 p.m. Monday through Friday. Mr. Gaudet can be reached at (504)-364-2698.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, supplies, chemicals, and equipment necessary to provide a three (3) year contract to perform janitorial services at various locations parish-wide.

Section 3.0 –License Requirements:

The following Louisiana State licenses will be required for this bid:

- Industrial Cleaning and Material/Waste Handling

Section 4.0 – Bonds:

- **Surety Bond:** An Electronic bid bond in the amount of 5% of the total bid will be required with bid submission. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A Performance Bond in the amount of 25% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A Payment Bond in the amount of 25% of the total contract price will be required. The payment bond shall be produced upon contract execution.

Section 5.0 – Quantities/Inspections:

Any measurements given in these specifications are for informational purposes only. Bidders must schedule an inspection of all facilities listed in Section 6.0 of these specifications to perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, and materials needed to perform all work listed in these specifications throughout the contract period.

Section 6.0 Location/Square Footage:

BUILDING NAME	LOCATION	APPROXIMATE SQUARE FOOTAGE	NUMBER OF FLOORS
Charles B. Odom Building	5001 Westbank Expressway Marrero, LA 70072	11,000 SQFT	1
First Parish Court	924 David Drive Metairie, LA 70003	30,160 SQFT	1
General Government Building and Rotunda	200 Derbigny Street Gretna, LA 70053	114,600 SQFT	6
Joseph S. Yenni Building	1221 Elmwood Park Blvd. Jefferson, LA 70123	194,227 SQFT	10
Salvador A. Liberto Building	200 Huey P. Long Avenue Gretna, LA 70053	10,691	2
Second Parish Court House	100 Huey P. Long Avenue Gretna, LA 70053	42,100	3
Thomas F. Donelon Building/ 24 th Judicial District Court	200 Derbigny Street Gretna, LA 70053	107,882	5
EB Consolidated Fire Department	834 S Clearview Parkway Jefferson, LA 70123	25,269 SQFT	2
Streets Department	1901 Ames Boulevard Marrero, LA 70072	13,350 SQFT	1
Streets Department	5698 Belle Terre Road Marrero, LA 70072	15,000 SQFT	1
Streets Department	200 Shrewsbury Road Jefferson, LA 70121	25,000 SQ T	1
Streets Department	5701 Belle Terre Road Marrero, LA 70072	67,608 SQFT	2
Water Department Administration Building	1560 River Park Road Bridge City, LA 70094	15,530 SQFT	2
Transit Department	118 David Drive Metairie, LA 70003	15,625 SQFT	2
Juvenile Court (Services for this location only will start 8/1/26)	1546 Gretna Boulevard Harvey, LA 70058	30,898 SQFT	2
Juvenile Justice Administration Complex (Services for this location only will start 8/1/26)	1546B Gretna Boulevard Harvey, LA 70058	36,800 SQFT	1
Juvenile Services (Services for this location only will start 8/1/26)	100 David Drive Metairie, la 70003	11,500 SQFT	2

Section 7.0 - Bid Specifications:

Section - 7.1 Employee Verification:

- Fifteen (15) calendar days after receiving the parish-issued “Notice to Proceed,” the successful bidder shall provide:
 1. A typed **“Janitorial Employee Verification Form”** to the requesting department.
 - a. See Attachment “A” for a reference copy of the **“Janitorial Employee Verification Form.”**
 2. A Jefferson Parish, State of Louisiana, and a Federal criminal record background check on each employee working in parish facilities.
 3. An I-9 Form for each employee working in parish facilities.
- All verifications shall comply with LSA.R.S.14:91.2

Failure to provide the above information could delay the start of the contract and may result in its cancellation.

- The successful bidder shall e-mail a completed **“Janitorial Employee Verification Form”** to the requesting department by the 15th day of each month. Failure to comply with this directive will cause a (50%) fifty percent point deduction in that month’s inspection report. An email contact list will be provided at the “Start of Work Conference.”
- During the duration of the contract, the successful bidder shall provide to the requesting department the following information three working days before any new employee begins working in a parish facility:
 - A Jefferson Parish, State of Louisiana, and a Federal criminal record background check.
 - I-9 Form

Failure to provide the above information will result in the employee’s removal from parish property.

Section - 7.2 General Requirements and Information:

- Employees will NOT be allowed to have visitors or bring children to the job site.
- Employees shall wear a company-provided identification card at all times while working in any parish facility.
 - The identification card shall be a minimum of twelve square inches and contain the following information:
 - Company name and logo.
 - Name and photo of the employee.
- Employees shall wear a company-issued smock or uniform at all times while working in any parish facility.
- For safety and security reasons, earbuds or noise-canceling devices shall not be used while working in any parish facility.
- Employees shall be adequately trained to perform all duties identified in these specifications.
- Employees shall always be courteous and neat in appearance while working in parish facilities.
- Employees who are not conducting themselves safely and correctly will be removed immediately from all parish facilities.
 - Bidder will not be paid for the service of any employee removed from a parish facility.
- Security swipe cards and building keys will be issued to the successful bidders' "on-site" supervisor.
 - The successful bidder shall pay \$50.00 to replace any lost security card swipes or keys.
 - Loss or damage of any security card swipes or building keys shall be immediately reported to the requesting department.
- An English-speaking supervisor shall be present at each location while janitorial services are performed.
- The use of sub-contractors will not be permitted under this contract.

Section - 7.3 Task performed daily by the Site Supervisor:

- Ensure all lights controlled by light switches are turned off.
- Arming of applicable alarm systems.
- Locking of all applicable doors.
- Complete the Janitorial Closet Inspection Form (If applicable).
 - The inspection form is located in all Janitorial Closets.
- Failure to perform any of the above tasks will result in a (50%) fifty percent point deduction on the "**Janitorial Service Performance Rating Form.**" Attachment "A"
- Jefferson Parish will furnish a logbook that will be used to relay complaints received to the supervisor. This person must also be equipped with a cellular telephone and available to visit tenants to resolve complaints no later than 3:30 p.m. each workday.

Section 8.0 - Individual Buildings Requiring Services:

Section - 8.1 Jefferson Parish General Government Building & Rotunda Area:

A: The following areas in the General Government Building and Rotunda will be excluded from this contract:

- Vacant Areas on the 3rd & 4th Floors
- All Air Handler Rooms
- Penthouse
- Electrical Rooms
- Tel-Data Rooms
- File storage area 6th Floor (Council Clerk’s Office)
- Credit Union – 1st Floor
- Inside Snack Bar
- Assessor’s Office – Suite 1100

B: The supervisor in the General Government Building may also supervise employees working at the:

- Thomas F. Donelon Building
- Salvador A. Liberto Building
- Charles B. Odom, Sr. Service Center
- Second Parish Court.

C: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Empty recycling containers and place them in the on-site recycling compactor
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas as needed
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpets once a week
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.2 Jefferson Parish Thomas Donelon Building:

A: The following areas in the Thomas Donelon Building will be excluded from this contract:

- Vacant Area on the 3rd floor
- All Air Handler Rooms
- Penthouse – Equipment Room
- Electrical Rooms
- Tel-Data Rooms
- Detention Area – 2nd Floor

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Empty recycling containers and place them in the on-site recycling container
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.3 Jefferson Parish Second Parish Courthouse:

A: The following areas in the Jefferson Parish 2nd Parish Court House will be excluded from this contract:

- All Air Handler Rooms
- Equipment Rooms
- Electrical Rooms
- Tel-Data Rooms
- Prisoner Detention Area – 2nd Floor
- Judge’s Chambers – 2nd Floor
- 3rd floor

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators. Stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Empty recycling containers and place them in the recycling container.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week.
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.4 Jefferson Parish Salvador A. Liberto Building:
A: The following areas in the Salvador A. Liberto Building will be excluded from this contract:

- All Air Handler Rooms
- Electrical Rooms
- Elevator mechanical room

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Fill all restroom dispensers with owner-provided supplies.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.5 Jefferson Parish Charles B. Odom, Sr. Service Center:
A: The following areas in the Charles B. Odom, Sr. Service Center will be excluded from this contract:

- File Storage Room
- The Jefferson Parish Employees Federal Credit Union office’s service time will differ from the rest of the facility. Cleaning Personnel must arrive by 3:30 p.m. every day and complete their tasks by 4:30 p.m., except on days when servicing occurs from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only.

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Fill all restroom dispensers with owner-provided supplies.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week.
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.6 Jefferson Parish Joseph S. Yenni Building:
A: The following areas in the Joseph S. Yenni Building will be excluded from this contract:

- Air Handler Rooms
- Electrical Rooms
- Penthouse – Equipment Room
- Assessor’s Area – 9th Floor
- Snack Bar Supply Area – 1st Floor
- ATM and Water Depository – 1st Floor
- Water Department Records Storage Room – 1st Floor
- Pump Room – 1st Floor
- 7th & 9th-floor computer rooms

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Empty recycling containers and place them in the on-site recycling container
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner.

Section - 8.7 Jefferson Parish First Parish Courthouse:

A: The following areas in the Jefferson Parish First Parish Courthouse will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- All Storage Closets
- District Attorney’s Storage Area
- Clerk of Court’s Record Storage Room
- Computer Room
- Judge’s Chambers

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week.
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section - 8.8 Jefferson Parish East Bank Consolidated Fire Department Headquarters:

A: The following areas in the Jefferson Parish East Bank Consolidated Fire Department Headquarters will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section 8.9 Jefferson Parish Department of Streets:

A: The following areas in the Jefferson Parish Department of Streets Buildings will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- Computer Room

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section 8.10 Jefferson Parish Department of Water:
A: The following areas in the Jefferson Parish Water Department Administration Building will be excluded from this contract:

- All Air Handler Rooms
- Electrical Rooms
- Elevator Mechanical Rooms

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

- Section 8.10 Jefferson Parish Department of Transit:**
- A: The following areas in the Jefferson Parish Transit Department Building will be excluded from this contract:**
- All Air Handler Rooms
 - Electrical Rooms
 - Elevator Mechanical Rooms

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section 8.11 Jefferson Parish Juvenile Department:
A: The following areas in the Jefferson Parish Juvenile Department Buildings will be excluded from this contract:

- Mechanical & Equipment Rooms

B: The following tasks shall be performed:

Task Performed Daily
Empty all interior and exterior trash cans
Clean walk-off mats at the entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner.
Clean and polish stainless steel around elevators with owner-provided stainless-steel polish.
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner.
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner.
Mop all restroom floors with an unscented disinfectant cleaner.
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner.
Wipe down all basins, bowls, toilet seats (both sides), and fixtures in restrooms with an unscented disinfectant cleaner.
Sweep all hard surface floors.
Mop all hard surface floors with an unscented disinfectant cleaner.
Spot clean and vacuum all carpet areas.
Task Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner.
Vacuum all carpet once a week
Remove paper and trash from stairwells.
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task Performed Monthly
Buff all hard surfaces with a motorized floor buffer.
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner

Section 9.0 – Blood and Body Fluid Contamination Clean-up:

The work below will be a part of this contract but will not be part of the bid price.

The line-item cost is only used to establish pricing for use on an as-needed basis.

Provide a cost for labor, materials, incidentals, cleaners, personal protective equipment, germicidal disinfectants, etc., needed to clean any area deemed contaminated by bodily fluids properly.

- After cleaning the area, the successful firm shall provide documentation of the area being safe for human occupancy.
- Disposal of all contaminated body fluids, blood, fluids, etc., and all cleaning materials used for the clean-up shall meet or exceed all federal, state, and local laws, guidelines, procedures, etc.

The successful firm shall provide documentation to Jefferson Parish, a list of the following:

- Cleaning materials used
- Chemicals used
- Tools, hardware, etc. used
- Procedures used
- Method of clean-up
- Location where all contaminated cleanup materials were disposed of.

Section 10.0 - Storage areas:

- All storage areas provided by Jefferson Parish and used by the successful bidder shall be kept clean and neat.
- Failure to comply after the first warning, a fifty (50%) percent point deduction shall be subtracted from that month's inspection report for each occurrence.

Section 11.0 - Day Porter:

- Provide an hourly cost for a daytime janitorial employee. See **Attachment "B" for the "Day Time Janitorial Employee (Day Porter) Job Description"**
- The daytime janitorial employee may be used hourly for scheduled work identified in these specifications.
- The daytime janitorial employee will also be used on an as-needed basis at various locations throughout Jefferson Parish.

Section 12.0 - Carpet Cleaning:

- Provide a per square foot cost to mechanically clean carpet on an as-needed basis.
- The successful bidder shall provide all equipment, materials, and cleaning agents to clean the carpet properly.

Section 13.0 - Hard Surface stripping and waxing:

- Provide a per square foot cost to mechanically clean, strip, and wax on an as-needed basis.
- Successful bidder shall provide all equipment, materials, cleaning agents, floor stripper, and wax necessary to wax floors properly.

Section 14.0 – Cleaning Supplies and Equipment:

- The successful bidder shall have an on-site inventory of cleaning supplies required to perform all work listed in these specifications.
- The Jefferson Parish Department of General Services Janitorial Supervisor will review and approve all cleaning supplies before use.
- All cleaning products shall meet or exceed the ***“United States Environmental Protection Agency Safer Choice Certified Product Guidelines.”***
- Cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc.
- The use of bleach will not be permitted at any Jefferson Parish facility.
- The successful bidder shall repair or replace any items damaged or stained by cleaning products.
- Damaged items will be returned to their original condition or be replaced at no additional cost to Jefferson Parish.
- No owner-furnished products (paper products, rags, chemicals, etc.) shall be used for cleaning purposes by the successful bidder.

Section 15.0 - Equipment

- The successful bidder shall provide all equipment necessary to perform janitorial services listed in these specifications.
- Equipment will be stored in designated janitorial closets/storage areas.
- All equipment must be safe, in good repair, and perform the designed function with minimal noise and maximum efficiency.
- All equipment must be labeled and identified with the successful bidder’s name.

Section 16.0 Safety Data Sheets (SDS)

- Safety Data Sheets (SDS) shall be provided to the requesting department on all cleaning products within 15 days of receiving the *“Notice to Proceed.”*
- Provide a three-ring binder with a copy of each Safety Data Sheet (SDS) placed wherever chemicals are stored.
- As new chemicals are introduced into a parish facility, the successful bidder shall update all SDS three-ring binders and provide a copy to the Janitorial Supervisor.
- Review all Safety Data Sheets (SDS) for accuracy monthly.
- Perform a Quarterly Review of all SDS binders.
- Provide a quarterly letter to the requesting department with the following:
 - Location of each binder
 - Date binder was reviewed and updated
- Failure to comply after the first warning, a fifty (50%) percent point deduction shall be subtracted from that month’s inspection report for each occurrence.

Section 17.0 – Hours of Work:

The requesting department shall set hours of work, which will be discussed at each of the site visits.

Section 18.0 – Performance:

- Beginning thirty days after the Notice to Proceed is issued, a representative of the successful bidder’s company and a representative from the requesting department will begin performing monthly inspections of all facilities listed in these specifications.
- The monthly inspections shall be completed by the fifteenth day of each month.
- A “Janitorial Services Performance Rating Form” will be completed by a representative of the requesting department and the successful bidder for each property.
 - See Attachment “C” for a reference copy of the **“Janitorial Services Performance Rating Form.”**
- Jefferson Parish reserves the right to reduce the monthly payment for each facility that scores below 90% on the Janitorial Services Performance Rating Form.
- If deficiencies are found in the cleanliness of the buildings, Jefferson Parish reserves the right to hire its own staff or another contractor to correct the shortcomings and charge the successful bidder a rate of \$50.00 per hour. The total cost of the cleaning will be deducted from the monthly bill.

Section 19.0 – Deletion of Facility or Square Footage:

Jefferson Parish reserves the right to delete any location or decrease square footage listed in Section 6.0 at any time due to vacancies, closings, personnel reassignments, etc. A written (30) thirty-day notice will be given before reducing required services.

Section 20.0 – Billing:

The successful bidder shall submit an individual invoice for each location serviced under this contract by the fifteenth day of each month. The invoices shall be submitted to the department for which the work is performed.

Note:

No additional work shall be performed without a separate purchase order issued by the requesting department.

Section 21.0 Start of Work Conference and Notice to Proceed:

- A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the requesting department.

Attachment "A"

JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES Janitorial Employee Verification Form

DATE

VENDOR NAME

VENDOR POINT OF CONTACT

VENDOR POC INFORMATION: Phone Fax

E-mail

Employee Name	Title	Date Employed w/Vendor	Years of Experience	Verifiable Training Completed	Completed I-9 on File
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐

Attachment “B”

Day Time Janitorial Employee (Day Porter) Job Description

Employee shall perform regular daily cleaning of lobbies, stairwells, offices, and restrooms, and perform any other custodial duties assigned by the Property Manager, Assistant Property Manager, or Requesting Departments Representative.

The employee will be provided with a list of specific duties tailored to each facility.

Below is a sample list of tasks required of the Day Time Janitorial Employee (Day Porter).

1. Pull trash from all trash receptacles and place it in onsite dumpsters or trash compactors.
2. Vacuum all carpeted floors.
3. Sweep and mop tile floors.
4. Shake out and vacuum all entrance mats.
5. Sift out cigarette butts from urns.
6. Clean and dust items up to twelve feet in height.
7. Clean restrooms
8. Report items needing maintenance and repair to the parish representative.
9. Install parish-provided paper products and hand soaps.
10. Perform building recycle duties (if applicable)
11. Clean up spills.
12. Maintain floors in rainy weather to prevent slipping.
13. Put out wet floor signs and umbrella bags.
14. Employee will be required to punch in and out on a parish-provided time clock using a parish-provided time card. If no time clock is available, the employee must sign in with a department representative before beginning work.
15. The Day Time Janitorial Employee (Day Porter) will only be paid for hours recorded.
16. Jefferson Parish will not pay for lunch breaks.

ATTACHMENT "C"

Janitorial Services Performance Rating Sheet			
Location:		Date:	
Lobbies and Entrances	(25)	Restrooms	(70)
Elevators/Elevator Doors		Soap Dispensers	
Doors/Glass		Trash Containers	
Tile/Carpet		Napkin Containers	
Corners/Edges		Walls	
Furnishings		Stalls	
Offices	(70)	Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Under Basins	
High Dusting		Counter Area	
Desks/Chairs		Bright Work	
Walls/Vertical Surfaces		Mirrors	
Light Switches		Floors	
Blinds		Corners/Edges	
Partition Glass		Questions	(35)
Stairs		Has vendor corrected past problems	
Trash Containers		Has vendor communicated weekly?	
Tile		Are supply closets in order?	
Carpet		What is the appearance of equipment?	
Water Fountains		Does the vendor have adequate cleaning Supplies?	
Miscellaneous	(15)	Are SDS Sheets kept with janitorial supplies?	
		Do employees have company provided smocks with company name and employee name?	
Notes and Comments:			
Total Points Possible	215	Contract Price:	
Deductions		Invoice Total:	
Total Possible Score		Company:	
Total Actual Score		J.P. Representative:	
Percentage Rating		Date:	
A TOTAL SCORE OF 90% OR ABOVE RESULTS IN FULL PAYMENT			

**INVITATION TO BID
THIS IS NOT AN ORDER**

Page: 1

DATE: 11/05/2025

BID NO: 50-00149096

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

PURCHASING SPECIALIST:
@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 12/04/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit their bid via Jefferson Parish's electronic procurement page. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.
- D. All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. Jefferson Parish requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated on the bid form with bid submission. Supporting documentation may be required upon request.

Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)

DATE: 11/05/2025

BID NO: 50-00149096

- G. Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers must be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than five (5) working days prior to the bid opening. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.
- H. All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any Addendum on the bid form shall cause the bid to be rejected. Jefferson Parish reserves the right to award bid to next lowest responsive and responsible bidder in this event.
- I. If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH WILL ACCEPT ONE PRICE FOR EACH ITEM UNLESS OTHERWISE INDICATED. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line-item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection. A sample corporate resolution can be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document.
- L. AWARD OF CONTRACT: Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of Jefferson Parish. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.
 - a. All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar day increments.
 - b. PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)
 - c. PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"
- M. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.
- N. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
 - a. For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and, unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
 - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

3,4,5,6,8,9,10,11,12,13,14

1. **MANDATORY PRE-BID** - All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LA.R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. **NON-MANDATORY PRE-BID** - Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS** - All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS** - A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
- 9.. **NON-PUBLIC WORKS BIDS** - A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. **INSURANCE** - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. **AS-NEEDED WORK** - This is a requirements-based contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. **FREIGHT** - Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled GENERIC BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **FEDERAL FUNDING** - The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 11/05/2025

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BID NO: 50-00149096

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES _____ NO _____

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____

E-MAIL: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the **BID NUMBER** and **BID OPENING DATE** indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	Three (3) Year Contract to Perform Janitorial Services at Various Locations for The Jefferson Parish Department of General Services 0010 - CHARLES B. ODOM BUILDING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS. LABOR, MATERIALS, SUPPLIES, CHEMICALS AND EQUIPMENT NECESSARY FOR A THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES	\$ _____	\$ _____
2	1.00	SQFT	0020 - CHARLE B. ODOM BUILDING PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	\$ _____	\$ _____
3	36.00	MO	0030 - FIRST PARISH COURT BUILDING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS	\$ _____	\$ _____
4	1.00	SQFT	0040 - FIRST PARISH COURT BUILDING PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED	\$ _____	\$ _____
5	36.00	MO	0050 - GENERAL GOVERNMENT BLDG & ROTUNDA PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS	\$ _____	\$ _____
6	1.00	SQFT	0060 - GENERAL GOVERNMENT BLDG & ROTUNDA PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
7	36.00	MO	0070 - JOSEPH S. YENNI BUILDING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS	\$ _____	\$ _____
8	1.00	SQFT	0080 - JOSEPH S. YENNI BUILDING PROVIDE A SQUARE FOOTAGE COST FOR	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.		
9	36.00	MO	0090 - SALVADOR A. LIBERTO BUILDING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
10	1.00	SQFT	0100 - SALVADOR A. LIBERTO BUILDING PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
11	36.00	MO	0110 - SECOND PARISH COURT BUILDING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
12	1.00	SQFT	0120 - SECOND PARISH COURT BUILDING PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
13	36.00	MO	0130 - THOMAS F. DONELON BUILDING/ 24 JUDICIAL DISTRICT COURT PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
14	1.00	SQFT	0140 - THOMAS F. DONELON BUILDING/ 24TH JUDICIAL DISTRICT COURT PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
15	36.00	MO	0150 - EB CONSOLIDATED FIRE DEPARTMENT PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
16	1.00	SQFT	0160 - EB CONSOLIDATED FIRE DEPARTMENT PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
17	36.00	MO	0170 - DEPARTMENT OF STREETS (1901 AMES BOULEVARD)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS		
18	1.00	SQFT	0180 - DEPARTMENT OF STREETS (1901 AMES BOULEVARD)	\$	\$
			PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.		
19	36.00	MO	0190 - DEPARTMENT OF STREETS (5698 BELLE TERRE ROAD)	\$	\$
			PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS		
20	1.00	SQFT	0200 - DEPARTMENT OF STREETS (5698 BELLE TERRE ROAD)	\$	\$
			PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.		
21	36.00	MO	0210 - DEPARTMENT OF STREETS (200 SHREWSBURY ROAD)	\$	\$
			PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS		
22	1.00	SQFT	0220 - DEPARTMENT OF STREETS (200 SHREWSBURY ROAD)	\$	\$
			PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.		
23	36.00	MO	0230 - DEPARTMENT OF STREETS (5701 BELLE TERRE ROAD)	\$	\$
			PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS		
24	1.00	SQFT	0240 - DEPARTMENT OF STREETS (5701 BELLE TERRE ROAD)	\$	\$
			PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.		
25	36.00	MO	0250 - DEPARTMENT OF WATER ADMIN BLDG. PROVIDE A MONTHLY COST FOR GENERAL	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.		
26	1.00	SQFT	0260 - DEPARTMENT OF WATER ADMIN BLDG. PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
27	36.00	MO	0270 - TRANSIT DEPARTMENT PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
28	1.00	SQFT	0280 - TRANSIT DEPARTMENT PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
29	36.00	MO	0290 - JUVENILE COURT (1546 GRETN A BOULEVARD) PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
30	1.00	SQFT	0300 - JUVENILE COURT (1546 GRETN A BOULEVARD) PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
31	36.00	MO	0310 - JUVENILE JUSTICE ADMIN COMPLEX (1546-B GRETN A BOULEVARD) PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.	\$ _____	\$ _____
32	1.00	SQFT	0320 - JUVENILE JUSTICE ADMIN COMPLEX (1546-B GRETN A BOULEVARD) PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
33	36.00	MO	0330 - JUVENILE SERVICES (100 DAVID DRIVE) PROVIDE A MONTHLY COST FOR GENERAL	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS.		
34	1.00	SQFT	0340 - JUVENILE SERVICES (100 DAVID DRIVE) PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED.	\$ _____	\$ _____
35	1.00	SQFT	0350 - PROVIDE A SQUARE FOOTAGE COST FOR TILE AND HARD SURFACE FLOOR REFINISHING AS NEEDED, WHICH INCLUDES EVERYTHING FOR STRIPPING, CLEANING, WAXING AND BUFFING.	\$ _____	\$ _____
36	1.00	SQFT	0360 - PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION.	\$ _____	\$ _____
37	1.00	HR	0370 - PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR JANITORIAL EMPLOYEE JOB DESCRIPTION. CONTRACTOR WILL ALSO BE REQUIRED TO PROVIDE EQUIPMENT FOR THE EMPLOYEE TO USE TO PERFORM THESE SERVICES. EMPLOYEE MAY BE USED ON AN HOURLY BASIS FOR INTERMITTENT WORK AT VARIOUS LOCATIONS.	\$ _____	\$ _____
38	1.00	HR	0380 - PROVIDE AN HOURLY RATE TO PERFORM BLOOD AND BODY FLUID CONTAMINATION MATERIAL CLEAN UP AND DISINFECTANT FOGGING, STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	\$ _____	\$ _____

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.

Instruction sheet may be omitted when submitting.

CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

Incorporated.

At the meeting of Directors of _____
Incorporated, duly noticed and held on _____,
A quorum being there present, on motion duly made and seconded. It was:

Resolved that _____, be and is hereby appointed, constituted and designated as agent and Attorney-In-Fact of the corporation with full power and authority to act on behalf of this corporation in all negotiations, bidding, concerns and transactions with the Parish of Jefferson or any of its agencies, departments, employees or agents, including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive all purchase orders and notices issued pursuant to the provisions of any such bid or contract, this corporation hereby ratifying, approving, confirming, and accepting each and every such act performed by said agent and Attorney-In-Fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said corporation, and the same has not been revoked or rescinded.

Secretary-Treasurer

Date

Generic Bid Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

Instruction sheet may be omitted when submitting the affidavit.

Generic Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____ (Affiant) who after being duly sworn by me, deposed and
said that he/she is the fully authorized _____ of
_____ (Entity), who submitted a bid to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ There are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish of Jefferson to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,
NOTARY PUBLIC ON THE _____ DAY
OF _____, 20_____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Within ten (10) days of bid opening, the apparent low bidder will be required to provide final insurance certificates to the Parish which shall name the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. **Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

☒ **BUSINESS AUTOMOBILE LIABILITY**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE - An umbrella policy or excess may be used to meet minimum requirements. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

FOR CONSTRUCTION AND RENOVATION PROJECTS: The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.