



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



November 20, 2025

ADDENDUM # 2

Bid Number: 50-00149096

Due Date: December 4, 2025

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

Clarification:

The bid number on Addendum #1 was incorrect. 50-00149096 is the correct bid #, not 50-00148096.

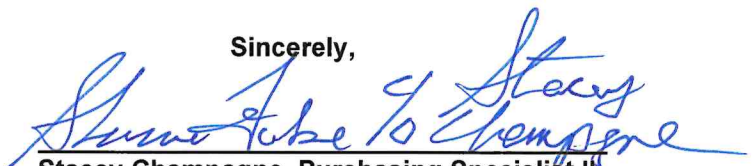
Revisions:

- **Monthly Task Performed charts** on every sheet from pages 5-12 of the specifications, have been revised from Buff all hard surfaces with a motorized floor buffer to Buff or steam clean all hard surfaces
- On page **11 of 23** for the Jefferson Parish First Parish Courthouse, Clean and polish stainless steel around elevators with owner-provided stainless-steel polish has been removed from the Task Performed Daily sheet. This building does not have an elevator.

*** PLEASE SEE ATTACHED REVISED SPECIFICATION SHEETS***

***PLEASE REMEMBER TO ACKNOWLEDGE ALL ADDENDUM BY NUMBER ON YOUR BID SUBMISSION**

Sincerely,


Stacey Champagne, Purchasing Specialist II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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 or steam clean all hard surfaces.
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
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 or steam clean all hard surfaces
Task Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and doorknobs with unscented disinfectant cleaner