



**Office of the Mayor-President**  
Purchasing Division

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

**Philip Gore**  
Interim Director of Purchasing

225/389-3259 [purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**ADDENDUM NO. 1 ISSUED DECEMBER 15, 2025**  
**RFP 2025-18-5400**  
**JANITORIAL SERVICES FOR ATM/EOC BUILDING**

Your reference is directed to the above-referenced Invitation to Bid scheduled to open on **January 29, 2025 @ 2PM CST.**

**REMOVE ATTACHMENT A – SCOPE OF WORK from RFP in its entirety and REPLACE WITH ATTACHMENT A – SCOPE OF WORK attached hereto to Addendum No. 1.**

**REMOVE PAGE 49 – SCHEDULE OF BID ITEMS from RFP in its entirety and REPLACE WITH PAGE 49 ATTACHED TO THIS ADDENDUM.**

Attachments – **REVISED** Scope of Work  
**REVISED** Page 49 – Schedule of Bid Items

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

# ATTACHMENT A

## SCOPE OF SERVICES

***The city reserves the right to add or subtract square footage and service days from this contract as offices move in or out of the ATM/EOC Building and the Safe Room, "Campus Complexes". The square foot rate bid on the building in this contract will be the sq. ft. rate used for the addition or deletion of space for the building in this contract. In the event square footage is added or deleted, monthly billing will be pro-rated accordingly and an official amendment to the contract will be issued by the Purchasing Division***

**The square footage figures are listed for convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.**

**GENERAL:** It is the intent of this proposal is to establish prices for the Campus Complexes Janitorial Services located at 3773 Harding Blvd. and 3785 Harding Blvd., Baton Rouge, LA 70807 respectfully.

**Description of Services:** The Contractor, and any sub-contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in conjunction with work hereunder. The evaluation of the maintenance offered and the determination of the most responsive and responsible qualified bidder will be the sole responsibility of the RFP Evaluation Committee with the approval of the Metropolitan Council upon recommendation by the Using Department and the Purchasing Division. Prices include all labor, materials, supplies, equipment and insurance to provide services specified herein.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Owner to the extent practicable, during the term of the contract. All inspections by the Owner shall be made in such a manner as not to unduly delay the work. SDS sheets for all chemicals used in the cleaning of any facilities must be supplied to City Parish Representative prior to initial use. Contractor must advise all employees not to disturb papers, files, desk drawers, and not to utilize City Parish property such as computers, telephones, copier machines, etc. within the building.

The Contractor is responsible for cleaning and servicing all interior space of the building listed in this proposal, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- ☐ All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- ☐ The inside of cabinets, cupboards, drawers, etc.
- ☐ Computer Division Server Rooms

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Owner Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and

the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Contractor will be responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, hereafter referred to as Agency. The Agency reserves the right to require the Contractor to dismiss any employees deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein. Contractor's employees must be easily identifiable at all times by wearing a shirt, hat, apron, vest, etc. with company name on the clothing.

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

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll in the facility at any time.

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

Although designated storage areas will be provided for storage of Contractor's equipment, materials, and supplies, the Agency shall not be responsible or liable for such equipment, materials, or supplies and the security thereof.

The Contractor will procure insurance as per attached insurance requirements, and shall show evidence of such insurance in the form of Certificates of Insurance prior to the contract beginning. The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of law suit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

The Contractor is to contract for goods, services, and employment in his firm's name only, and will not implicate the Agency directly or by inference in these transactions. The Contractor is to be in all respects and independent Contractor and none of his employees is to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract. Days and times of service is found on the Schedule of bid items.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable Local, State, and Federal taxes.

## **1. Description of Services / Special Notice**

The Contractor shall provide all supervision, labor, cleaning materials, supplies and equipment and shall plan, coordinate, schedule, and assure effective performance of all services described herein. The Contractor shall provide all janitorial and related services in accordance with the requirements of this contract. If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the square footage of the defective area to reflect the reduced value of the services performed. Contractor will meet with City-Parish representative prior to the contract commencing to discuss contract service requirements.

## **2. Supervision**

### **2.1 General**

Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. All personnel are required to wear a uniform, and the use of cell phones is prohibited. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the buildings. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines. The Contractor shall arrange for satisfactory supervision of the contract work. It shall not be considered a responsibility of the Agency. The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism. The Contractor is responsible for providing adequate staff to fulfill the contract requirements.

**PERFORMANCE OF SERVICE:** All areas are to be maintained seven (7) days a week including holidays. Should the EOC be activated all areas will be maintained seven (7) days a week 24 hours per day. For planning purposes janitorial personnel will normally be working in the building from 6:00 a.m. – 7:00 p.m. Monday thru Friday and 8:00 a.m. to 12:00 p.m. on Saturdays and Sundays. Hours of work may be adjusted by the Agency based on services required and whether or not the ATM / EOC is in ACTIVE mode. The ATM / EOC will designate a representative of the facility to act as liaison with the Contractor for coordination with the Contractor crew leader and/or their supervisor. The representative will also inspect all work on a daily basis. Should the performance fall below the levels specified in this document, the Contractor will

receive written notice as to such defects and a prorated fee will be deducted from the monthly invoice. Should the unsatisfactory performance continue, the contract will be TERMINATED.

## **2.2 Contract Manager**

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

All calls and pages shall be returned within a two hour period. Functioning telephone, and cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Failure to return calls and pages within two hours may constitute grounds for placing contractor in default. The contract manager is responsible for the management and scheduling of work to be performed under this contract. Any person filling this position must have prior approval. Any change in telephone, cell phone or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

## **2.3 On-Site Supervisor**

The Contractor shall provide the name, address, and telephone number of the on-site supervisor in writing to the Agency representative. The term "On-site supervisor" means a person designated by the Contractor who has full authority to act on behalf of the Contractor on a day-to-day basis at the work site. Any person filling this position must have *prior* approval. Any change in telephone/beeper numbers must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

## **3. Qualifications of Personnel**

3.1 The Contract Manager and supervisory personnel shall possess recent satisfactory experience in the management and supervision of janitorial type operations.

3.2 The building shall be staffed beginning the first day of work under the contract, which is projected to begin on date of contract award. The staff shall be trained, and experienced cleaning personnel that exhibit the capability of performing contract services with a minimum of supervision. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building.

## **4. Scheduling Work and Reporting**

4.1 The Contractor shall submit to the Agency representative a **weekly work report** of the jobs performed for comparison with the scheduled requirements. This report can be in the form of a checklist. It will also include all periodic work performed, such as, striping and waxing a specific floor.

4.2 Quality Control program. The **Contractor will establish a complete daily quality control program** to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between Agency contact person and Contractor, the Contractor shall submit a copy of his program to the Agency contact. The program shall include, but not be limited to the following:

a. An inspection system covering all the services stated in the schedule. **A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.**

b. The checklist shall include every area of the operations serviced by the Contractor, as well as, every task required to be performed.

c. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

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

**SECURITY:** The contractor, its subcontractors, and all their employees shall be subject to and shall at all times conform with all rules, regulations, policies and procedures pertaining to security at the Baton Rouge ATM / EOC facility. Any violations or disregard for rules, regulations, or policies may be cause for immediate termination. All personal packages brought onto and/or removed from ATM / EOC property may be subject to inspection by a Police Officer. Firearms and/ or explosives shall NOT be brought onto ATM / EOC property. **VIOLATORS WILL BE PROSECUTED.**

**5. Security Clearance Requirements/Standards of Conduct** A background check, paid for by the Contractor, is required for all janitorial / custodial employees entering the building located at 3773 Harding Boulevard, Baton Rouge, LA 70807. The agency requires the successful vendor to provide to the City a Criminal Background Check issued by the Louisiana State Police, Bureau of Criminal Identification and drug test / screen on all janitorial / custodial employees that will be working at the locations listed in this bid. Drug screens must be from a company that this service is a part of their routine business. These must be submitted before work starts, and the City also reserves the right to request criminal background checks and / or drug testing / screening all at no additional cost to the Agency, for all janitorial / custodial employees during the contract period as deemed needed. The City also reserves the right to request additional drug screens for janitorial staff for reasonable cause. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City to determine acceptability of Contractor's employees based on findings derived from criminal background checks.

**A COPY OF THE BACKGROUND CHECK WILL BE REQUIRED BEFORE BUILDING ACCESS WILL BE GRANTED.**

**KEYS:** Contractor is to be responsible for all keys issued. Keys are not to be left in doors and Contractor is not to admit anyone to offices while work is in progress unless advised by Agency contact. All doors are to be closed, locked, and checked before leaving the building. In the event of key loss, Contractor will reimburse Agency for replacement, or corrective measures, to include re-keying of affected locations.

**CONFIDENTIALITY:** The following provision will apply unless the agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to the City-Parish operations which are designated confidential by the City-Parish and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the City-Parish. The identification of all such confidential data and information as well as the City-Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the City-Parish in writing to the Contractor. If the methods and procedures

employed by the Contractor for the protection of the Contractor's data and information are deemed by the City-Parish to be adequate for the protection of the City-Parish's confidential information, such methods and procedures may be used, with the written consent of the City-Parish, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

**DISPOSAL OF WASTE:** It shall be the responsibility of the Contractor to dispose of any and all waste liquids off site and in compliance with all federal, state, or local laws and regulations.

**PUBLIC BID LAW:** This service Proposal is not within the purview of the public bid law, LA R.S. 38:2212, e.t. seq. However, it is the intent of the City-Parish to award to the lowest responsive and responsible qualified bidder. The right is reserved to waive irregularities and to reject all bids, if that is in the best interest of the City-Parish.

**SPECIAL NOTICE:** If any services are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to perform the services in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the square footage of the defective area to reflect the reduced value of the services performed.

**METHOD OF AWARD:** The City Parish reserves the right to award items as specified as deemed to be in the best interest of the City-Parish (Agency). It is the intent to award to a single vendor. At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same terms and conditions, provided both parties are mutually agreeable. Total contract time may not exceed thirty-six (36) months.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

**All items must be bid.** A Blank space, NA, or Zero (0) on the Schedule of Bid Items page is not acceptable. If your intention is NO Charge or NO BID, please write that in the Unit price column. **FORMULA FOR CALCULATING PRICE (per month and per year):**

Monthly Price: Approx. SQ. FT. x Price per SQ. FT. = Price per Month  
Annual Cost = Monthly Price x 12

**NOTE:** The frequency of the service being provided is not a part of the formula for calculating the lowest bid amount.

**BASE PRICE:** Pricing for base price shall include **all** daily, weekly, monthly, and semi-annually cleaning as Listed on the Cleaning Schedule. The price shall include the cost of all labor, supplies and materials needed to perform the work as well as all expendables that will be used. Each location has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the monthly or per occurrence cost, whichever is applicable. **The Contractor is to provide a chart / checklist listing all cleaning items. This checklist will indicate date and time of service and be initialed by vendor staff. All items for these tasks must also be**

**initialed by the agency designated building supervisor before the contractor exits the building.**

**STRIP/WAX BARE FLOORS:** The Strip/Wax Bare Floors is upon request by Agency. The preferred product for stripping is Johnson's Freedom No Rinse Stripper, or approved equal. All edges, baseboards, corners, and door facings are to be cleaned of build up dirt and other substances embedded in the finish. Floors should be finished with a minimum of three (3) coats of Johnson's Carefree or approved equal, and buffing or burnishing the new finish to high luster.

**SHAMPOO CARPET:** Pricing for Shampooing of Carpet is based upon request by Agency.

**INSURANCE REQUIREMENTS:** Contractor's insurance certificate must be submitted and approved prior to the implementation of the contract and kept current throughout the term of the contract. The City of Baton Rouge and Parish of East Baton Rouge must be listed as an added insured. See Insurance Requirements listed elsewhere in this bid.

**CONTRACT RENEWAL:** At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract may not exceed thirty-six (36) months.

**BIDDER'S QUALIFICATIONS:**

Bidder **MUST** be an established business having at least three (3) years satisfactory experience in full-service janitorial maintenance. Bidder **MUST** have satisfactorily performed in a comparable facility, under a comparable scope of work, for a period of not less than two (2) years. Bidder **MUST** have satisfactorily completed one (1) project of approximately two-thirds (2/3) or more of the square footage on which he is bidding. (The ATM / EOC Building is approximately 46,797 sq. ft.)

Each bidder should attach an organizational profile of their company, including but not limited to the following information:

1. The year the company was formed.
2. Total number of years of company janitorial experience.
3. Total number of custodial employees employed with the company.
4. Total number of businesses (not residential) and/or comparable facilities under contract for janitorial services.
5. Total number of custodial employees (full-time and part-time) as well as management personnel bidder intends to utilize for this contract.
6. Type of janitorial services performed.

Documentation of qualifications **should be submitted with bid**, or **must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.



## REFERENCES:

### CONTRACTOR REFERENCES:

The Contractor **MUST** submit at least two (2) references from facilities where similar services have been successfully performed within the last five (5) years.

Each Reference **MUST** include the following information:

1. Name and address of facility services provided
2. Name of contact person and phone number at the facility
3. Approximate square footage of the cleaning area
4. Begin and Ending Dates of services performed. If your company is still currently providing services at your referenced location, your End Date for services shall be listed as CURRENT.
5. List of services performed at each facility.

Documentation of references **should be submitted with bid**, or **must** be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

**CONTRACTOR'S PERSONNEL:** Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity. This contract requires a Minimum of 2 people on site Monday through Friday and 1 person on Saturday and Sunday. The schedule shall be as follows:

***1 person 6:00 am until 3:00 pm Monday through Friday (5 days a week)***

***1 part-time person 8:00 am until 12:00 Noon Monday through Friday***

***1 person 10:00 am until 7:00 pm Monday through Friday***

***1 part-time person 3:00 pm until 7:00 pm Monday through Friday***

***1 person 8:00 am until 12:00 pm Saturday and Sunday***

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

**SPOT CLEANING CARPET:** For the purpose of this contract, spot cleaning is defined as cleaning small areas of the carpet using a cleaning solution applied with microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets. Spot cleaning means that carpets will not have any spots. Any spots identified will indicate that this aspect of the tasks was neglected and will incur a corrective disciplinary measure that will successively count as a series of agency documented warnings upon which three occurrences may be cause for contract to be cancelled. This applies to all daily chores recommended in this contract.

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

**STRIP/WAX BARE FLOORS:** This upon request item is listed by location on the pricing sheets and is the price for stripping and waxing of floors only upon the request of City Parish Representative, This price should include labor, supplies and equipment needed to perform this service. Each location has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the per occurrence cost. If the agency requests this service to be performed more than once a year, this cost will be used for each service performed. The preferred product for stripping is Johnson's Freedom No Rinse Stripper or equal. All edges, baseboards, corners, and door facings are to be cleaned of build up dirt and other substances embedded in the finish. Floors should be finished with a minimum of three (3) coats of Johnson's Carefree or equal and buffing or burnishing the new finish to a high luster.

**CONTRACTOR SUPERVISION:** The Contractor shall arrange for satisfactory supervision of the contract work. It shall not be considered a responsibility of the Agency.

**CONTRACT MANAGER:** The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager. This information must be kept current throughout the contract, with written notice given to the Agency representative, currently **Cortina Walker**. clwalker@brla.gov

Functioning telephone, fax, and cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone, and fax numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls and pages shall be returned within a two hour period. Functioning telephone, fax, cell phone numbers and email addresses must be maintained by the Contract Manager. Failure to return calls and pages within two hours will constitute grounds for placing Contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filling this position must have prior approval. Any change in telephone, cell phone, fax numbers, or email addresses must be available to the Agency representative within twenty-four (24) hours. Failure to report these changes will constitute grounds for placing the Contractor in default.

**ON-SITE SUPERVISOR:** The Contractor shall provide the name, address, and telephone number of the on-site supervisor in writing to the Agency representative. The term "On-site supervisor" means a person designated by the Contractor who has full authority to act on behalf of the Contractor on a day-to-day basis at the work site. Any person filling this position must have prior approval. Any change in telephone/beeper numbers must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

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

**SAFETY DATA SHEETS (SDS): (formerly Material Safety Data Sheets):** All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws.

It will be the responsibility of the Contractor, to furnish the Agency with all applicable Safety Data Sheets prior to commencing work at designated buildings on any and all chemicals being furnished by him under this contract, as indicated with their bid submittal.

If contractor wants to use a new chemical at any City-Parish building, it will be responsibility of the Contractor to provide the new SDS sheets to the Purchasing Division and the agency representative on any and all chemicals to be furnished by him under this contract. SDS must be received prior to cleaning with the new chemical.

**SUPPLIES/EQUIPMENT:**

**The Agency will furnish the following:**

1. Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of work.
2. Hot and cold water as necessary.
3. Space in the buildings for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract.

**The Contractor will furnish the following:**

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

2. Contractor shall supply all cleaning equipment, heavy duty commercial type vacuum cleaners meeting or exceeding EPA emission standards, and vacuum accessories/equipment for vacuuming upholstered furniture, carpet and hard floor surfaces is required. Equipment with frayed cords is prohibited.

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

**4. The contractor shall provide the following products to be stocked in various dispensers:**

- a) Paper towels for restroom dispensers.

- b) Toilet tissue - 2 ply septic safe
- c) Toilet seat covers
- d) Hand soap – Soap must match existing dispensers. (All Types)
- e) Hand Sanitizer containing at least 60% alcohol to be used in existing dispensers.
- f) Air fresheners
- g) Urinal screens or cakes
- h) Trashcan liners for all wastebaskets throughout the building (various sizes, as needed).

**Note:** Purell hand sanitizer is preferred by agency and should be part of the supplies provided by the Contractor.

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

**All high contact areas must be cleaned and sterilized / disinfected at a minimum per CDC guidelines.**

**\*\*\*\*\* IMPORTANT \*\*\*\*\***

#### **MRSA (Methicillin-resistant staphylococcus aureus)**

*Cleaning methods must be in compliance with MRSA, which is a resistant strain of the common staph infection which does not respond to normal antibiotics. The normal procedure to remove this highly contagious disease is to "Clinical Cleanse" the area, which means at least once each week the cleaning staff will wipe down common areas such as door, walls, tables and other surfaces that are used by the general populace of the facility. Rest rooms must be Clinically Cleansed daily, general office areas will be Clinically Cleansed monthly or as needed. MRSA resistant shall be listed on the label of the product used.*

*The product used must be left on the surface for 2 minutes or as designated by the solution's directions, then dried. Each product will have slightly different instructions*

The current CDC guidelines can be found at:

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

---

## **CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE**

### **Building Information**

ATM / EOC  
3773 Harding Boulevard  
Baton Rouge, Louisiana, 70807  
Square Footage: Approximately 46,797 Sq. Ft (gross)

### **Site details:**

4 Private restrooms with showers  
2 Public restrooms  
3 Personal restrooms located in the Mayor's Office, the Director's Office, and the Assistant Director's Office  
1 Break room  
1 Locker room  
3 Stairwells  
1 Weight room  
2 Janitorial closets  
1 Kitchen  
2 Training rooms  
DOTD Suite  
Telecom Office  
311 Managers office  
Facility Managers office  
EMS, Police, EBR Sherriff's Office, Fire Department Supervisor Offices  
MOHSEP (Mayor's Office of Homeland Security and Emergency Preparedness) Office Suite  
Traffic Engineering Office Suite

The Contractor is responsible for cleaning and servicing all interior space of the above building with the following exceptions, which will be the responsibility of the Agency personnel to maintain:  
All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.  
The inside of cabinets, cupboards, drawers, etc.

### **CLEANING SCHEDULE**

**All high contact areas must be cleaned and sterilized / disinfected at a minimum per CDC guidelines.**

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

a. Restrooms - police general areas. Clean toilets, urinals, sinks, and mirrors. Clean counters, ledges, empty trash and restock paper products.

#### ***Daily and reoccurring***

b. Police and spot clean all elevators, building and main elevator lobbies. ***As needed throughout the day***

c. Clean all entrance glass doors (including frames). ***Daily and reoccurring***

d. Police exterior grounds, including building entrances, and sidewalks. ***Daily and reoccurring***

e. Empty all interior lobby and exterior trash and cigarette receptacles. ***Daily and reoccurring***

f. Break areas and vending areas - police general areas. Clean counters, tables and empty trash. ***Daily and reoccurring***

g. Offices, Conference Rooms, etc.

a. Spot dust all flat surfaces below six feet. **Frequency - Daily**

b. Properly reposition furniture moved for cleaning. **Frequency - Daily**

c. Empty all trash receptacles and replace liners. Take trash to designated areas in building for removal.

**Frequency -**

#### **Daily**

d. Clean and sanitize drinking fountains and remove any mineral buildup. **Frequency - Daily**

e. Clean and sanitize telephones. **Frequency - Daily**

f. Dust all flat surfaces below six feet, thoroughly. **Frequency - Daily.**

**Desk surfaces containing Agency personnel materials should not be disturbed.**

g. Clean all vertical surfaces within arms' reach. **Frequency - weekly.**

h. Damp clean door bars, kick plates, and door hardware. **Frequency - weekly.**

i. Dust all fixtures. **Frequency - weekly.**

j. Dust top of cubicle partitions, wall dividers, and doors, etc. **Frequency - weekly.**

k. Dust wall boards and window frames under six feet. **Frequency - weekly.**

l. Remove all cob webs. **Frequency - weekly.**

m. Clean all metal bright work. **Frequency - weekly.**

n. Vacuum fabric furniture. **Frequency - monthly.**

o. Dust all corners and baseboards. **Frequency - monthly.**

p. Clean and dust all book shelves. **Frequency - monthly.**

q. High dust all areas over six feet. **Frequency - monthly,**

r. Dust Blinds - **Frequency - monthly.**

s. Clean doors, door frames, light switches, window ledges. **Frequency - monthly.**

#### **Vending Areas, Break Areas, and Kitchens**

a. Clean and sanitize sinks and countertops. **Frequency - Daily**

b. Clean and sanitize eating area tabletops, counter tops and trash can exteriors.

#### **Frequency - Daily**

c. Fill and clean all eating area paper and soap dispensers. **Frequency - Daily**

d. Clean and sanitize appliances on exterior. **Frequency - Daily**

#### **Entrances (Inside and Outside), Elevators, Escalators, Lobbies, and Corridors**

a. Spot clean and remove fingerprints from walls, doors, call buttons, and side panels. **Frequency - Daily**

b. Thoroughly clean and polish interior tracks, walls, doors, etc. **Frequency - Daily**

c. Detail vacuum carpeted floor surface, remove gum, tar, etc. adhering to the floor where necessary.

#### **Frequency - Daily**

d. Sweep, damp mop and buff hard floor surface. **Frequency - Daily**

e. Clean glass doors and exterior surfaces of directories and show cases.

#### **Frequency - Daily**

f. Clean and vacuum door tracks. **Frequency - Weekly**

g. Machine scrub hard floor surface. **Frequency - quarterly.**

#### **Carpeted Floor Surfaces**

a. Spot clean all carpeted areas for stains, spots, etc. **Frequency - Daily**

b. Spot vacuum all carpeted areas, remove gum, tar, etc., adhering to the floor where necessary.

Remove staples, paper clips, and other loose debris. **Frequency - Daily**

c. Detail vacuum walk off mats. **Frequency - Daily**

- d. Detail vacuum all carpeted areas. **Frequency - weekly**
- e. Detail vacuum edges and comers. **Frequency – weekly** Rev. Windows and Blinds – **at least once a month.**

#### **Hard Floor Surfaces**

- a. Dust mop and edge sweep floor areas. **Frequency - Daily**
- b. Thoroughly sweep and detail mop floor areas. **Frequency - Daily**
- c. Buff floors. **Frequency - weekly**

#### **Restrooms, Locker Room, Weight Room**

- a. Clean, polish and disinfect all restroom fixtures, including wash basins, toilets, urinals, showers and dispensers.

#### **Frequency - Daily**

- b. Clean and disinfect tile wall and partitions. **Frequency - Daily**
- c. Sweep, mop and disinfect floors. **Frequency - Daily**
- d. Clean and polish all chrome fixtures. **Frequency - Daily**
- e. Clean and polish mirrors. **Frequency - Daily**
- f. Restock paper products, such as, paper towels, toilet tissue, and seat liners. Restock hand soap, hand sanitizer and deodorant products. **Frequency - Daily**
- g. Machine scrub and disinfect floors. **Frequency - Monthly.**
- h. Locker room, Clean and disinfect. **Frequency - Daily.**
- i. Weigh Room, Clean and disinfect. **Frequency - weekly**

#### **Stairwells**

- a. Sweep and damp mop stairs and landings. **Frequency - Daily** if used daily, Otherwise **weekly.**
- b. Police stairwells for cobwebs, paper clips, loose debris, etc. **Frequency - weekly.**
- c. Dust hand rails. **Frequency - monthly.**
- d. Clean walls. **Frequency - monthly.**

**The Contract Managers representing the City of Baton Rouge/Parish of East Baton Rouge will be Mr. Larry Cooper and Ms. Cortina Walker.**

**East Baton Rouge Parish First Responder Safe Room and Training Facility  
3785 Harding Blvd.  
Baton Rouge, LA 70807**

Janitorial/Custodial Services – 16,580 sq. ft. Commercial Building (11,420 sq. ft. Cleaned).

**1. Overview**

This Scope of Work (SOW) outlines the janitorial and custodial services required for a single story

commercial building totaling 16,580 square feet, of which 11,420 square feet are designated for cleaning. The service areas include:

- Main Lobby
- Two (2) Large Conference Rooms (carpeted)
- Break Area
- Two (2) Restrooms (containing a total of 10 toilets, 3 urinals, 7 sinks, and 2 shower stalls)
- Interior Hallways and Common Areas within the designated square footage

**2. Cleaning Schedule**

Services shall be performed twice weekly, on Tuesdays and Thursdays, unless otherwise requested and/or approved by the Owner.

**3.Tasks and Service Requirements**

**A. General Areas (Lobby, Break Area, Hallways, Common Areas)**

1. Floors (Epoxy):

- Sweep and dust-mop all epoxy flooring.
- Damp-mop all epoxy flooring using a non-abrasive, manufacturer-approved cleaning solution.

2. Surfaces:

- Wipe and disinfect countertops, tables, ledges, door handles, push plates, and other frequently touched hard surfaces.
- Remove smudges, fingerprints, and marks from walls, doors, and glass as needed.

3.Trash & Recycling:

- Empty all trash and recycling receptacles and replace liners.
- Remove collected waste to the facility's designated disposal area.

4. General Appearance:

- Straighten furniture and ensure areas are left clean, orderly, and presentable.
- Spot-clean interior glass and high-touch surfaces as needed.

**B. Conference Rooms (Carpeted Flooring)**

1. Carpet Care:

- Vacuum all carpeted areas thoroughly, including under tables and around furniture.

2. Surfaces:

- Wipe down conference tables, chair arms (as appropriate), light switches, and exposed hard surfaces.

**C. Restrooms (2)**

1. Fixtures:



- Clean and disinfect all toilets, urinals, sinks, faucets, and countertops.
  - Clean and disinfect two (2) shower stalls, including walls, floors, and fixtures.
2. Floors:
- Sweep and mop with a germicidal cleaner on each service day.
3. Disinfection
- Disinfect high-touch points including door handles, partitions, light switches, and dispensers,
4. Supplies:
- Refill soap dispensers, paper towel dispensers, and toilet paper.
5. Surfaces:
- Clean and polish mirrors and stainless-steel surfaces.
- 4. Supplies, Equipment & Storage**
- The Contractor shall furnish all cleaning supplies, chemicals, and equipment required to perform the work unless otherwise agreed.
  - All materials must be compatible with epoxy flooring and carpet manufacturer requirements.
  - An on-site janitorial closet will be made available for storage of Contractor-provided supplies and equipment. Contractor is responsible for maintaining cleanliness and organization of this space.

## **5. Quality Standards & Expectations**

- All work shall be completed in a professional manner meeting industry janitorial standards.
- Areas must be left clean, sanitary, and free of dust, debris, and odors.
- Contractor shall promptly report any maintenance issues such as leaks, malfunctioning fixtures, or safety hazards.
- Contractor must ensure all personnel are trained, uniformed, and identifiable while onsite.

## **6. As-Needed Services**

The following services are not included in the twice-weekly cleaning but may be requested twice annually:

- Deep carpet cleaning or extraction
- High dusting above 8 feet
- Window cleaning (interior/exterior)
- Floor refinishing, buffing, or coating
- Post-event or special cleaning

## Schedule of Bid Items

It is the intent of this proposal to establish prices for Janitorial Services to be performed at ATM/EOC Building, 3773 Harding Boulevard, Baton Rouge, LA. **All items should be bid, A blank space, Zero, or NA is not acceptable.** Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12.

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0001	<b>BASE PRICE</b> <b>Janitorial Services for ATM/EOC Building</b> <b>All Daily, Weekly, and Monthly cleaning</b> <b>including Saturday &amp; Sunday – See</b> <b>specifications Minimum crew</b> <b>1 person 6AM-3PM Monday through</b> <b>Friday</b> <i>1 part-time person 8:00AM until 12:00</i> <i>Noon Monday through Friday</i> <b>1 person 10AM until 7PM Monday through</b> <b>Friday</b> <b>1 part-time person 3:00PM until 7:00PM</b> <b>Monday through Friday</b> <b>1 person 8AM until 12:00PM Saturday and</b> <b>Sunday</b> <b>Square feet is approximate.</b>	46,797	Sq. Ft.	\$ _____ Price per square foot	\$ _____ <b>ANNUAL COST</b>
0002	Shampoo Carpet Upon Written Request of Agency.	14,180	Sq. Ft.	\$ _____ Price per square foot	\$ _____ <b>PER OCCURRENCE</b>
0003	Strip/Wax Bare Floors Upon Written Request of Agency.	32,617	Sq. Ft.	\$ _____ Price per square foot	\$ _____ <b>PER OCCURRENCE</b>
0004	<b>Additional Cost for Extra Cleaning Supplies for Emergency Command Center When in Full Operation Mode</b>	1	Per Day	\$ _____ Per Day	\$ _____ <b>PER DAY</b>
0005	<b>Janitorial Services for Safe Room See</b> <b>specifications Minimum crew 1 person</b> <b>6AM-3PM Tuesday and Thursday</b> <b>Square feet is approximate</b>	16,500	Sq. Ft	\$ _____ Price per square foot	\$ _____ <b>ANNUAL COST</b>
0006	<b>Hourly Rate for Each Janitorial Staff Member for Special Events</b>	1	Per Hour	\$ _____ Per Hour	\$ _____ <b>PER HOUR/PER JANITOR</b>
0007	<b>Additional Cost for Each Additional Janitorial Staff Member requested for Emergency Command Center When in Full Operation Mode</b>	1	Per Hour	\$ _____ Per Hour	\$ _____ <b>PER HOUR/PER JANITOR</b>
<b>TOTAL ANNUAL COST FOR JANITORIAL SERVICES FOR ATM/EOC BUILDING AND SAFE ROOM (ITEMS 1, 2, 3 &amp; 5)</b>					<b>TOTAL COST</b>

**NOTE:** All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the services provided.