

**JEFFERSON PARISH  
HOUSING SERVICES DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS  
FOR  
JANITORIAL SERVICES**

**NUMBER: 2025-07-25**

**SUBMISSIONS DUE: FRIDAY, JULY 25, 2025, 5:00 PM CST**

**Prepared By:**

**JPHSDD  
121 Paillet Drive  
Harvey, LA 70058**

**Dorian Rawles  
Executive Director**

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**Release Date: Thursday, July 3, 2025**

**JEFFERSON PARISH  
HOUSING SERVICES DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES  
RFP #2025-07-25**

**CONTRACT ADMINISTRATOR:** Dorian Rawles, Executive Director

**PROPOSAL DUE:** 5:00 PM Central Standard Time, Friday, July 25, 2025

**SCOPE OF SERVICES:** AS DESCRIBED IN PART III OF THIS REQUEST FOR PROPOSALS

**Special Instructions:**

1. All required documents shall be submitted as per the Advertisement for Proposals.
2. See attached *Instructions to Offerors* (Form HUD-5369-B).
3. See attached *General Condition for Non-Construction Contracts*, Sections I and II.
4. Provide executed *Proposal Form* (attached).
5. Provide executed *Certification of Contractor Non-Exclusion* (attached).
6. Provide executed *Contractor's Summary* (attached).
7. Provide executed *Non-Collusive Affidavit* (attached).
8. Provide executed *Acknowledgement of Addenda* (attached).
9. See attached Contract General Conditions and Supplemental Conditions.
10. Please submit questions by e-mail to Christie Coleman, [christie@jphsdd.org](mailto:christie@jphsdd.org). The deadline for submission of questions is **12 noon, Central Standard Time, Monday, July 21, 2025**; questions submitted after this deadline may remain unanswered.
11. Offerors shall read the entire text of this RFP document, including all attachments.
12. In this RFP (including attachments), the terms, "Offeror", "Proposer", "Contractor" and "Bidder" are synonymous.

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**PART I: INTRODUCTION AND ADVERTISEMENT FOR PROPOSALS**

The Jefferson Parish Housing Services Development District (JPHSDD) is hereby requesting sealed proposals from qualified and experienced businesses to perform janitorial services at the JPHSDD's office. The contract resulting from this Request for Proposals (RFP) shall provide janitorial services at fixed prices throughout the term of the contract.

**Proposals will be received by the JPHSDD until 5:00 PM, Central Standard Time (CST), Friday, July 25, 2025.**

Proposers shall deliver three (3) complete hardcopy sets (one original clearly marked or stamped "original" and two photocopies) of the required submittals in a sealed envelope, addressed to:

**JPHSDD  
Attn: Janitorial Services  
121 Paillet Drive  
Harvey, LA 70058**

Place the following information on the outside of the envelope in the upper, left-hand corner:

**Proposer Company Name  
Proposer Company Address  
RFP Number Proposal Due Date and Time**

All responses submitted are subject to these Instructions and Supplemental Instructions to Offerors, General and Supplemental Conditions, and all other requirements contained in the RFP documents – all of which are made a part of this Request for Proposals by reference.

The Jefferson Parish Housing Services Development District reserves the right to reject any or all proposals for just cause and to waive any informality in the submission process if it be in the public's interest to do so.

**Key Events Schedule**

- Proposal Release Date: Thursday, July 3, 2025
- Proposal Newspaper Advertisements: Thursday, July 3, 2025 - Sunday, July 13, 2025
- Pre-Bid Meeting to Tour Office Building Facilities: Friday, July 18, 2025
- Deadline for Submittal of Written Questions: Monday, July 21, 2025
- Responses to Submitted Questions: Wednesday, July 23, 2025
- Sealed Proposals Due: Friday, July 25, 2025
- Anticipated Award Date: Tuesday, July 29, 2025
- Work Commencement: Monday, August 4, 2025

Jefferson Parish Housing Services Development District  
Dorian Rawles, Executive Director

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**PART II -- GENERAL BACKGROUND INFORMATION**

The Jefferson Parish Housing Services Development District (JPHSDD) is requesting proposals from businesses to provide janitorial services at the JPHSDD office building (9800 sq. ft.). The cleaning of the agency's office building will be the responsibility of the contractor according to all applicable local, State and Federal regulations.

Accordingly, the successful Contractor will be required to guarantee and warrant that they have sufficient experienced, expertise, and employees necessary to accomplish said objective in his/her quote. The successful offeror will be required to furnish all the equipment necessary to complete all tasks. Equipment shall not be left unattended and shall be removed from the work sites daily. The successful Contractor must provide its own vehicles for transporting equipment to and from work sites. If needed, the Contractor will be responsible for providing traffic controls during the performance of services. The selected Contractor will be responsible for all damages to real property caused by its employees, sub-contractors, and/or equipment.

The Contractor shall provide excellent workmanlike conduct while performing all work, furnishing supplies, materials, machinery, equipment, and labor necessary to properly perform and complete all the work required routinely, twice a month by this solicitation.

**CONTRACTOR QUALIFICATIONS/REQUIREMENTS**

Businesses responding to this request must provide documentation that they meet the following requirements:

- Businesses must comply with all the general requirements set forth in the JPHSDD procurement procedures including, but not limited to, the provision of adequate insurance coverage consisting of business general liability, automotive, and worker's compensation insurance policies. The JPHSDD, its employees, and its Board of Directors shall be certified as additional insured entities on the business general liability policy prior to execution of a contract.
- Businesses must demonstrate sufficient capacity to accomplish tasks outlined in this request and should be comprised of sufficient individuals to carry out the requirements.
- Individuals performing work under this request must have the ability to perform the required tasks, including knowledge of the necessary techniques and physical health that will not interfere with the requirements.
- Respondents must be incorporated prior to the execution of the contract. Officers and supervisors must be designated and identified by name.
- Responding businesses shall submit certified copies of any State, County, or Municipal licenses that may be required of the business to engage in the type of business activity for which it was formed. Where applicable (as for example, in the case of corporations), the business also shall submit a certified copy of its corporate charter or other organizational document that verifies that the business was properly formed in accordance with State law.

## **PART III -- SCOPE OF SERVICES**

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity. The JPHSDD office buildings will get a thorough initial cleaning once the contract starts. Only use designated chemicals on appropriate surfaces per manufacturer's specifications. Personal office cleaning shall include services such as trash removal and carpet cleaning, but should not include dusting, wiping down of surfaces, etc.

It shall be the responsibility of the Proposer to ensure that all employees and personnel providing services under this contract use proper Personal Protective Equipment ("PPE") when necessary, that includes, but shall not be limited to, gloves, goggles, proper anti-slip footwear, etc.

The contractor shall perform an inspection of the JPHSDD office building immediately after execution of the contract, to identify all pre-existing conditions that would prevent or adversely affect the performance and completion of normal and routine janitorial and maintenance work.

Upon completion of the inspections, the contractor shall prepare a written report listing all such conditions and deficiencies and submit them to JPHSDD for review. JPHSDD shall determine appropriate courses of action on a case-by-case basis, which may include, but may not be limited to additional compensation for extra work, waiver of work in specific areas, contract modifications, etc. All repair or restoration work deemed necessary by JPHSDD shall be completed prior to the start of normal maintenance for the specific areas.

Contract Monitoring and Compliance -- Work shall be monitored by the JPHSDD. In the event that work is not performed in compliance with the contract, the Contractor will be given an opportunity to correct the deficiency. If the work is not corrected in the specified amount of time, JPHSDD will withhold funds due to the Contractor until the work has been completed.

### **SPECIFICS:**

The Janitorial Services shall include the following requirements:

#### **1. Restroom Cleaning and Disinfecting**

- a. Restrooms shall be cleaned per the manufacturer instructions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Servicing shall be accomplished often enough to assure adequacy of supplies and hygienic condition of restrooms.
- b. Restroom cleaning shall include sweeping, scrubbing and wet mopping (with clean water) all floors, cleaning all fixtures including metal, porcelain, brass and chrome surfaces, water closets, commodes, urinals, shelves, washbasins, doors, stall partition, mirrors, waste receptacles, dispensers and wall surfaces with germicidal and bactericidal cleansers. Clean water for mopping shall be changed between each restroom.
- c. Restrooms are considered clean when all areas are clean and free of stains, deposits, dirt, water streaks, mop marks and strings, gum, grease, and tar. All porcelain, chrome, brass, and metal fixtures must be clean and free of dust, spots, stains, rust, mold, encrustation, and excess moisture. All exhaust fans/vents in the restrooms shall be free of clinging dust and dirt.
- d. Mirror and Chrome Cleaning: Mirrors, chrome and other metal trim shall be cleaned and polished according to schedule. Included shall be metal supply dispensers, hand dryers, metal door pushes, metal light switches. Abrasive cleaners shall not be used. Mirrors, chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, and other omissions and shall present a high shine.

- e. **Water Hand Basin/Sinks Cleaning:** All water hand basin/sinks will be cleaned with detergent solution. Use of scouring powder will be permitted only when necessary to accomplish cleaning. Abrasive will not be applied to plated hardware or other metal. Tops, hardware, and cabinets will be wiped clean. Bleach used will be applied in strict accordance with the manufacturer's printed directions and recommendations. An overflow or spillage of cleaning solution or water on floors or walls will be removed and the surface left clean and dry.
- f. **Fixture Cleaning and Disinfecting:** Fixtures shall present a clean shining appearance free from dust, spots, stains, rust, mildew, soap residues, mineral deposits, organic material, etc. Wall and floor brackets and other fixture junctures shall be free of accumulations of dirt and human waste.
- g. **Commode Cleaning:** Surface shall not have any spots, rust, or stains on the top or bottom of seat inside and outside of bowl including under the lid and tank lid. When cleaning the bowls, wash bowls inside and out with disinfectant detergent solution. Wash seat, top and bottom with detergent solution. Granulated urinal blocks and screens will be used in all commodes. Wipe outside of bowl and seat with clean damp cloth. Wipe tank and cover and flush mechanism and hardware with clean damp cloth.
- h. **Urinals Cleaning:** The underside of the urinal fixture rim will be thoroughly cleaned with the proper disinfectant solution. All corrosion and incrustation will be removed from the drain holes in the bottom and back of all urinals. Granulated urinal blocks and screens will be used in all urinals. Outside surfaces will be wiped clean with a clean damp cloth. Plumbing connections shall be free of rust, spots or stains and troughs shall be free of debris.
- i. **Ceramic Tile Floor/Wall Cleaning:** Ceramic tile floors and walls shall be thoroughly scrubbed with a heavy-duty disinfectant/detergent solution. Extreme care shall be exercised to avoid excessive flooding of the area. Ceramic tile floors and walls shall be thoroughly cleaned, rinsed, and dried to present a uniformly clean appearance.
- j. All women's restroom sanitary napkin and tampon disposal containers shall be inspected, emptied, sanitized nightly and relined with fresh liners on a daily basis.
- k. **Toilet Room Dispensers:** Paper towels, toilet tissue, and soap will be checked and re-stocked daily. Proposer is responsible for refilling dispensers.
- l. **Machine scrub (when applicable)** all restroom floors using a material suitable for floor type. All grout and baseboards should be free from dirt and grime. Walls around and under sinks and toilets must be scrubbed and disinfected. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All cleaning is to be done with a substance suitable for cleaning and disinfecting all surfaces. All waste receptacles must be emptied, cleaned (washed or wiped as necessary) and disinfected. New bags must be provided and inserted.
- m. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways.
- n. **Other duties:** include trash removal, mopping floors, low dusting, high dusting, spot cleaning, glass cleaning, refilling dispensers, and restocking restroom supplies. Plastic trash receptacle liners must be replaced daily unless there is no trash in the receptacle.
- o. Restroom cleaning shall also include restocking and supplying soap, toilet paper and seat covers. All rolls and dispensers must be filled, and trash receptacles must be emptied and supplied with new plastic liners. Open paper products will not be set on toilet lids, sinks, trash cans, or broken fixtures.

## **2. General Cleaning**

- a. **Low Dusting:** Dust all surfaces within 70 inches of the floor. This shall include but is not limited to desks, bookcases, pictures, rails, wainscoting, window ledges, chair rungs, table legs and other furniture. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces. When inspected with a flashlight, there shall be few traces of dust on the surface.
- b. **High Dusting:** Dust all surfaces above 70 inches that can be reached with a 6ft ladder. This shall include all items not covered in the paragraph on low dusting to include light fixtures. Dust tops of high bookcases, wall shelving, cabinets, grills, and heating vents, ceiling molding, exposed pipes, and any other items as required. There shall be no dust streaks in

corners or crevices, on molding or ledges. There shall be no oils, spots, smudges, or spider webs left on dusted surfaces. When inspected with a flashlight, there shall be few traces of dust on the surface. (This activity will require a safety plan to be furnished by Proposer.)

- c. Glass Cleaning: Clean all interior glass to include doors, mirrors, and glass desktops. No window cleaning will be performed under this item. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime.
- d. Window Cleaning: All entrance (interior and exterior) glass doors and windows at floor level will be cleaned daily. All interior and exterior glass, sills and frames shall be clean and free of fingerprints, smudge marks, dirt, dust, streaks, watermarks, spots, and grime. Windows shall not appear cloudy.
- e. Cleaning and Dusting Venetian Blinds and Mini-Blinds: Clean all Venetian/Mini blinds. Care shall be taken to prevent damage to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.
- f. Storage Space and Janitorial Closets Cleaning: All storage space areas and closets must be kept clean and orderly at all times. This storage space and/or janitorial/custodial closet must be kept clean, free of spills, stains, offensive odors, and always organized and must comply with OSHA guidelines. Any dirty mops or other types of wet materials shall be washed, cleaned, sanitized, and dried after each use and stored in a way to prevent mildew, mold or any type of foul odor being discarded in storage areas or closets. Storage Space or Closet areas will not be utilized as a storage area for trash or flammable materials. All containers used to store cleaning materials must be labeled with appropriate Safety Data Sheet ("SDS") information and in accordance with OSHA standards. Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state approved containers. All containers shall be properly labeled as to contents. If any toxic material must be stored, it shall be appropriately labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of odor. The floor/wall sinks, whether porcelain or stainless steel is to be always kept clean and polished.
- g. Emptying and Cleaning Waste Receptacles: All waste baskets, trash receptacles, garbage cans, cigarette butt receptacles (ashtrays, butt cans, etc.) and other trash containers in all offices, courtyards, entryways and docks, and other designated areas throughout the building/facility shall be emptied and returned to their proper locations. Waste receptacles will be wiped clean each time they are emptied and washed to a clean and sanitary condition as often as necessary. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. Plastic trash receptacle liners must be replaced on the daily basis at all locations. In food/eating areas, or if food containers, napkins etc. are disposed in any trash receptacle Proposer will also be required to wash inside and out, or steam-cleaned daily the trash receptacle or can. All trash shall be deposited in the nearest designated dumpster/collection site container provided by JPHSDD (trash receptacles of any type are considered to be satisfactory when no dirt, grime or food and drink residue remains on the inner or outer surface of the receptacles. Dumpster sites shall be kept clean and orderly. Trash shall not be allowed to blow around grounds. Spills resulting from collection process shall be promptly cleaned. Area surrounding dumpster up to ten (10) feet must be kept neat and clean and free of debris.
- h. Trash/Waste Disposal: All trash shall be removed from the office building upon each visit and disposed of in the provided on-site dumpsters. No trash will be stored in the office building at any time.
- i. Proposer shall stock each restroom, break room and other areas with sufficient supplies to last until the next service. Proposer shall provide additional stock in a custodial closet for emergency purposes.
- j. Proposer shall post and maintain log to monitor supply usage. Proposer should not leave additional or extra supplies on counters, toilet lids or on the floor.

### **3. Conference Rooms:**

- a. In addition to the general cleaning requirements, all chairs will be cleaned or vacuumed to remove loose hair, dirt, and grime. Dust or wipe all tables and chairs.

#### **4. Exterior Cleaning – Grounds and Sidewalks**

- a. The grounds and sidewalks around the office building being serviced under this contract shall be kept free of litter. The areas within twenty (20) feet perimeter of the building shall be clean and swept as needed.
- b. All trash and waste receptacles in landings, steps, entryways, and other areas are to be emptied, cleaned and new plastic liners installed on a daily basis. All containers used for collection must be washed inside and outside as needed. Trash removal is considered to be satisfactory when no dirt, grim, or residue remains on the inner or outer surface of the trash and waste receptacles.

#### **5. Break Room Cleaning**

- a. Empty all trash and waste receptacles in break room, giving particular attention to the walls around trash receptacles. Replace all waste can liners; clean counter tops, sinks including drain, tabletops, chairs, exterior of refrigerators, air fryer, and cupboards; clean exterior and interior of microwave ovens. All floors must be free from food, spills, grease, dirt, trash, and mildew. Scrubbing will be required for floors, grout, baseboards, and corners. Vacuum carpet and/or dust and mop floor. Remove all cobwebs. Refill soap and paper towel dispensers and make sure they are operational and functional. As often as needed, or at least at least weekly, clean all doors, walls, vents, and light fixtures with appropriate chemicals; clean windowsills and walls.

#### **6. Floor Cleaning and Maintenance**

- a. Floor care and maintenance of all areas: Floors shall be maintained in such a manner as to promote longevity and safety. All floors shall be left in a clean, orderly, and safe condition. No chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables, or windowsills during cleaning operations. Base boards, walls, stair risers, furniture and equipment shall in no way show signs of residual splashing; shall in no way be disfigured or damaged during cleaning operations. All furniture and equipment must be returned to its' original position.
- b. Removing Gum/Tar Etc.: Surface accumulations of chewing gum, tar, hardened dirt and other spoilage that cannot be removed by other means such as mopping, sweeping, dust mopping, shall be scraped and then removed. Care shall be taken to avoid damage to floor tiles or finish. All gum, tar, and other soils shall be removed as soon as they are discovered.
- c. Floor maintenance includes vacuuming/sweeping, damp mopping, scrubbing, and stripping, application of sealant and floor finish and buffing required to achieve the above stated results. Floor finishing is only to be applied to floor surfaces that have been thoroughly cleaned.
- d. Floor Care Materials: All acceptable floor care materials used will be applied in strict accordance with the manufacturer's printed directions.
- e. Sweeping: Sweeping shall include removing all trash, dirt, gum, and foreign matter from all interior floor surfaces, interior and exterior walkways, stairwells. When sweeping resilient tile or sealed concrete floors, treated dust mops shall be used, and the sweeping operation shall be performed in a manner that no dust is raised. Straw brooms or push brooms may be used for sweeping exterior surfaces.
- f. Mopping: Mop all floors suitable for mopping. Damp mopping shall include removing all streaks, scuff marks, mop strands and marks, from all floors and baseboards utilizing a material and method suitable for the type of floor cleaned. All surfaces must be free from splash marks. The finished area must have a uniform appearance. All floor drains must be cleaned, and traps filled with disinfectant to prevent sewer odor. Water used to mop must be fresh and changed after cleaning each restroom. Used water must be disposed of in an appropriate janitorial sink. Furniture and other equipment shall be moved to mop underneath and replaced in its original position.

### **Additional Requirements**

#### **1. General Requirements**

- a. Proposer shall furnish all labor, personnel, supervision, services, administration, reports, forms, documentation, materials, supplies, chemicals, equipment, tools, pay all salaries, wages, taxes including payroll taxes, FICA, benefits, insurance, fees, permits, fuel including fuel surcharges, shipping, transportation, freight, travel time to and from assignments, mileages, and all other overhead costs including incidentals necessary to maintain the office building in a clean and



sanitary condition in accordance with standards, conditions and methods set forth and outlined in this RFP for commercial janitorial cleaning services.

- b. Prior to submitting a proposal, the vendor must attend the mandatory pre-submittal meeting where proposers will have the opportunity to visit and walk through the JPHSDD office building. Proposers are encouraged to examine all documents relating to this project to ascertain the nature of the work and the character of the job site. The bidders shall become familiar with the contractual requirements, limitations, and various aspects of the work, physical conditions, and surroundings of the job site. Proposer shall include in their bid a sum sufficient to cover the cost of doing the work under the existing site conditions and contract requirements. By submitting a bid, the Proposer declares that he or she has thoroughly investigated the job sites, examined all related project documents and is familiar and satisfied with the nature, character and condition of the job site, contractual requirements, limitations and the various aspects of this project. JPHSDD will not consider any claims for compensation whatsoever on account of the Proposers' failure to fully investigate and examine the project requirements and job site conditions as required above.
- c. JPHSDD reserves the right to require Proposer to use alternate methods or products at no additional cost to JPHSDD if satisfactory results are not being achieved. Proposer performance will be evaluated in terms of the cleaning results achieved. Proposer shall be responsible for any and all damages resulting from its operation.
- d. Damages shall be repaired to match existing within seven calendar days upon notification and shall be at no expense to JPHSDD. The repairs shall be equal to or better than the original condition and will be approved or rejected by JPHSDD within five calendar days. Should any repairs be rejected, the Proposer shall redo the repairs within seven calendar days.
- e. Adjustment for change in cleaning area: JPHSDD may increase or decrease the areas described in this contract to be cleaned with written notice of not less than five full working days. The price adjustment resulting from such a modification will be calculated using the vendor's price per square foot as proposed on the proposal pricing sheet(s) in this RFP solicitation.
- f. Services: All services performed under this contract will start at 5:30 P.M. Monday through Friday unless specified or approved otherwise.
- g. JPHSDD reserves the right to temporarily or permanently increase or decrease the level of janitorial services at any time, or revise the working hours based on the needs of the JPHSDD with five days' notice to the vendor. This may include, but not be limited to, a change in the cleaning program or personnel, a change in the anticipated use of the building, building renovation, or from circumstances not foreseen by this contract. In such event, vendor shall work with JPHSDD to increase or decrease the crew staff or change the normal work hours.

## **2. Uniform and Employee Identification Badge**

- a. Uniforms: All employees and personnel providing services under this contract shall wear a company supplied uniform consisting of one dedicated color which clearly indicates the company name/logo. All uniforms shall be similar, e.g., color and style, to make Proposer employees or personnel readily identifiable. Uniforms must be clean, free of dirt and odors, neat in appearance (no holes/tears) and all employees and personnel shall wear uniforms at all times during the performance of work under this contract.
- b. Employee Identification Badge: JPHSDD will provide photo identification badges which shall be worn by all Proposers' employees at times while JPHSDD premises.

## **3. Reports**

- a. Weekly Cleaning Inspection Reports for office building being serviced under this contract. This report shall be submitted every Monday unless otherwise directed by JPHSDD.
- b. Monthly Usage Report detailing breakdown of all the products and supplies furnished by JPHSDD. The itemized usage report shall be submitted with a monthly invoice.

## **4. Staffing Requirements**

- a. It shall be the responsibility of the Proposer to determine and provide the correct staffing hours that are necessary to accomplish the requirements of this RFP solicitation in its entirety, within the prescribed time and to the satisfaction of JPHSDD.
- b. Proposer shall be responsible for all administrative functions and resources related to its personnel, including staff recruitment, interviewing, and training.
- c. Personnel employed by the Proposer shall be competent, trustworthy, and properly trained for

the work requirements. The Proposer and employees shall be required to comply with all applicable regulations of the JPHSDD, as directed, and full cooperation shall be expected and required at all times. Proposer shall notify the JPHSDD immediately in writing of all changes in contract personnel by submitting name, effective date of employment or termination. When, in the opinion of JPHSDD, an employee of the Proposer does not constitute a satisfactorily low security risk, his/her employment on the contract will be denied. The day and night crew will perform the services as outlined in the cleaning task and frequency chart and other duties as assigned associated with janitorial cleaning services.

- d. Proposer shall provide to JPHSDD an accurate list of all employees/personnel who have any relationship to work performed within the scope of this contract, prior to the employee starting work.
- e. JPHSDD requires the Proposer to remove all Proposer personnel from JPHSDD's office building who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety and welfare. It is the responsibility of the Proposer to provide the proper training for their employees.
- f. The Proposer's employee or personnel shall not to be accompanied on JPHSDD premises by acquaintances, family members, or any other person unless the individual is an authorized employee of the Proposer or previously approved by JPHSDD.

## **5. Safety Program Training**

- a. The Proposer shall ensure employees/personnel providing service under this contract have completed a safety program. This program shall include at a minimum, detailed training procedures in the following:
  - i. Reducing and preventing ergonomic injuries;
  - ii. Safe work habits;
  - iii. Safe use of cleaning chemicals (right-to-know) SDS Sheets;
  - iv. Safe and proper disposal of chemicals;
  - v. The use of equipment, signs, barriers, or other devices, to protect the building occupants or equipment;
  - vi. Recognizing hazardous or other materials;
  - vii. Ensure that employees/personnel are trained on the building/facility evacuation plan.
- b. Proposer is required to strictly adhere to all safety precautions, regulations and requirements. Safety shall be a top priority, and the Proposer is required to train its staff on how to handle materials, equipment, supplies, and processes to maximize the safety of the cleaning staff, JPHSDD staff, and of the general public within the office buildings. This includes, but is not limited to, ensuring all floor surfaces are not slippery, that no trip hazards are left, that no corrosive chemicals are left on surfaces, etc. The Proposer shall maintain suitable practices, methods, and procedures designed specifically for the prevention of accidents. All minimum safety standards required by Municipal, State and Federal ordinances and laws shall be strictly adhered to by the Proposer. In the event of an accident resulting from the negligence of the Proposer, the Proposer shall be fully liable for injuries caused to affected persons and/or property. It is expected that the Proposer will train its staff with respect to safety precautions and maintain a safe working environment on JPHSDD premises.

## **6. Building Security**

- a. Proposer shall be responsible for safeguarding all JPHSDD property provided for Proposer use. At the end of each work period, the JPHSDD office building shall be secured.
- b. Proposer's employee/personnel shall keep all doors and gates locked while working in buildings that are not intended to be accessible to the public during the time that the janitorial services are being provided. Keys shall not be left in the doors.
- c. Proposer's employee/personnel shall immediately report to their supervisor and JPHSDD problems dealing with unauthorized or suspicious persons, conditions, indicating theft, break-in or vandalism and building system failures.
- d. Proposer shall prohibit the opening of locked areas by Proposer employees to permit entrance of persons other than Proposer employees engaged in performance of contract work required in those areas. The Proposer shall not allow non-assigned individuals to accompany his/her personnel within JPHSDD office building.
- e. Proposer's employee/personnel shall check all windows, gates and doors for proper closure and locking, turn-off all lights on all floors except master security lighting prior to leaving any

- facility that is deemed to be closed for business prior to, or upon, the end of the cleaning shift.
- f. At no time shall Proposer Employees/Personnel violate building security by propping open doors or windows and leaving them unattended.
  - g. Keys and Access Cards: Proposer shall report immediately lost, missing, misplaced, or stolen keys and access cards to JPHSDD. Proposer may be liable for costs associated with re-keying, including locks, reissuance, or programming of keys or access card keys, which result from the loss or compromising of keys (duplicate) or access card keys, by contract personnel. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by JPHSDD with the total cost deducted from the Proposer's monthly payment.

**7. Incident Report**

- a. All incidents including, but not limited to, those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, or damage to property other than that of the Proposer shall be reported to JPHSDD within twenty-four (24) hours of the occurrence.

**8. Storage Space**

- a. JPHSDD will provide reasonable storage space(s) for Proposer to use that will be necessary for the performance of the services required herein. Proposer shall store all supplies, materials, and Safety Data Sheets in storage areas and janitorial/closets designated by the JPHSDD. The use of such rooms shall be the responsibility of Proposer and any damage to property, theft of property, or injury to persons resulting from the use of such rooms shall be the liability of the vendor. JPHSDD will not be responsible in any way for the Proposer's supplies, equipment, materials, or personal belongings that may be damaged by fire, theft, accident, or any other incident. Proposer agrees to keep storage space clean at all times and comply with all applicable fire regulations and OSHA requirements. JPHSDD will have access to the rooms for the purpose of inspection for compliance to fire, health, and any other applicable regulations.

**9. OSHA Guideline Compliance**

- a. Safety Data Sheets: The successful Proposer shall furnish to JPHSDD copies of Safety Data Sheets (SDS) for all products used prior to beginning service in the office building and must update copies of the SDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into the building, a copy of that product's SDS must be provided to JPHSDD, prior to the product being used. The Safety Data Sheets must be in compliance with OSHA Regulation 29CFR 1910.1200 APP D.

## **PART IV -- SUBMISSION REQUIREMENTS**

### **Proposal Form**

The respondent shall complete the Proposal Form, contained in Appendix A, which includes the following information:

- Provide a brief history of your organization.
- List the names of your employees and officers who will work on this contract.
- Describe your company's previous relevant experience in performing similar services.
- List business references on three (3) existing or completed work projects which are similar to or support your company's ability to successfully complete the scope of work, as described in this Request for Proposals.
- Provide insurance certificates currently in effect and in force; attach a copy of each as indicated on the Proposal Form.
- List equipment that is owned and operable and will be used in connection with this project. Include the quantities and models. This list shall include motor vehicles required for transportation of personnel and other equipment.

### **Fee Proposal**

On the forms provided in Appendix B, please indicate the fees for completing the work in accordance with the scope of services. Complete the Fee Proposal Form, contained in Appendix B. The proposal cost should include all costs (labor, materials, equipment, travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested.

All prices must be submitted on the forms provided. Failure to provide prices for each item on the cost proposal form may result in the proposal being deemed non-responsive and subsequently disqualified.

### **Required Certificates & Forms**

The following documents, which are contained in this RFP, must be included in the proposal and must be properly executed and/or notarized as indicated on each document.

- Fee Proposal Form
- Certification of Contractor Non-Exclusion
- Contractor's Summary
- Non-Collusive Affidavit
- Acknowledgement of Addenda

## PART V -- PROCUREMENT PROCESS

All proposals received in response to this solicitation and received on time will be evaluated. Any and all proposals that fail to meet the submittal requirements may be disqualified. Proposals that appear to meet the submittal requirements established in the RFP will be evaluated by the JPHSDD using a points-based system as indicated below.

The evaluation process may also include negotiations, interviews, and/or presentations with the Respondents who rank highest in the points-based evaluation process. The purpose of the negotiations/interviews is to promote the understanding of JPHSDD's requirements with respect to the RFP, promote the understanding of the Respondents' proposals, and to arrive at agreeable contract terms. Upon completion of the negotiations/interviews, JPHSDD will establish a common date and time for submission of best and final offers. Best and final offers will be evaluated in accordance with the same points-based system mentioned previously. The initial proposal submitted by Respondents who do not submit a best and final offer shall be construed as their best and final offer.

The JPHSDD will award a contract resulting from this solicitation to the responsible Offeror whose offer, conforming to the solicitation, will be most advantageous, price and other technical factors specified herein considered. JPHSDD reserves the right to make contract award without negotiations, and to decline to enter into negotiations should it believe that no respondent to the RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period. Should the JPHSDD exercise its right to make contract award without negotiations or to forego negotiations, the selection of a Respondent for award of the contract will be based on the initial proposals received.

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### Evaluation Criteria

Proposals (and Proposers) that fail to meet the minimum requirements stated in this RFQ may be disqualified. All proposals that are not disqualified shall be scored on a 0-to-100-point scale as itemized below.

#### PROPOSAL FORM

- |  |           |
|--|-----------|
| • Proposed Cost                                | 60 Points |
| • Staffing/Equipment/Qualifications/References | 40 Points |

<b>Total Possible Points</b>	<b>100 Points</b>
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**JEFFERSON PARISH  
HOUSING SERVICES DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES  
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**SUPPLEMENTAL CONDITIONS**

**CONTRACT PERIOD**

The initial contract shall be for one (1) year from the date on contract execution with two (2) one-year option renewal periods. The option shall only be exercised if the Contractor has satisfactorily performed under the contract. Contract extensions will not be automatic and must be approved by JPHSDD and/or the U.S. Department of Housing and Urban Development.

**CONTRACT TYPE/AMOUNT**

It is anticipated that the contract resulting from this RFP is a requirement type contract, which shall provide for Janitorial services, as defined in the Scope of Services, at fixed prices throughout the term of the contract.

**REPORTING**

The Contractor shall be responsible for submitting regular reports detailing his/her compliance with the conditions of this contract in the format prescribed by and the intervals required by JPHSDD. Reporting shall include evidence of the implementation of quality control measures.

**INSURANCE**

Prior to the execution and commencement of the contract resulting from this RFP, the selected Respondent shall procure and maintain at all times and at its own expense, insurance coverages as indicated in the Request for Proposals. Insurance coverage shall include:

- Commercial General Liability with minimum limits of liability of \$1,000,000 Bodily Injury and \$1,000,000 property damage.
- Worker's Compensation with statutory limits of liability.
- Automobile insurance with minimum limits of liability of \$500,000

The successful bidder shall be required to furnish the JPHSDD, original Certificates of Insurance evidencing the required coverage to be in force on the date of the contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverage has an expiration or renewal date occurring during the term of this contract or extensions thereof. The receipt of any certificate does not constitute agreement by JPHSDD that the insurance requirements in the contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all contract requirements. The insurance policies shall provide for sixty (60) days, prior written notice to be given to JPHSDD in the event coverage is substantially decreased, canceled, or non-renewed. JPHSDD shall be named as a Certificate Holder on the Commercial General Liability policy.

## **INVOICING**

Original invoices shall be submitted to the JPHSDD to the attention of the Office Manager-Client Relations. Invoices shall be submitted monthly. The invoice shall provide an invoice number, service dates, purchase order number (if the JPHSDD issues a purchase order) and description of services provided. Invoices shall be submitted on the Contractor's own invoice form.

## **TERMINATION FOR CONVENIENCE AND DEFAULT**

(a) JPHSDD may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the contractor to fulfill the contract obligations (default). JPHSDD shall terminate by delivering the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to JPHSDD all information, reports, papers, and other material accumulated or generated in performing this contract, whether completed or in process. (b) If the termination is for the convenience of JPHSDD, JPHSDD shall be liable only for payment for services rendered before the effective date of the termination. (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), JPHSDD may (i) require the Contractor to deliver to it, in the manner and to the extent directed by JPHSDD, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the General Conditions for Non- Construction Contracts, Clause 2; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by JPHSDD; (iii) withhold any payments to the Contractor for the purpose of off-set or partial payment, as the case may be, of amount owed to JPHSDD by the Contractor (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of JPHSDD, and the Contractor shall be entitled to payment as described in paragraph (b) above. (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

## **INDEMNIFICATION**

The successful Respondent will be required to protect, defend, indemnify, keep, save, and hold JPHSDD, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands, obligations, actions, suits, judgments and settlements, proceedings or causes of action of every kind, nature, and character (collectively, "claims") in connection with or arising directly or indirectly out of the actions or omissions and/or the performance thereof by the successful Respondent, its officers, officials, agents, employees, and subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Respondent will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false, or fraudulent.

JPHSDD will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Respondent of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from the RFP will survive the expiration or

termination of that contract.

#### **RULES, REGULATIONS, and LICENSING REQUIREMENTS**

Each Respondent and its staff must possess all of the required State of Louisiana licenses as well as all other licenses required by local and State law.



# PROPOSAL FORM

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[illegible]



**4. Business References (Provide information on three (3) existing or completed projects which are similar to, or support your company's ability to successfully complete the scope of work.)**

<b>AGENCY/COMPANY NAME:</b>	<b>TELEPHONE NUMBER:</b>	<b>DOLLAR AMOUNT:</b>
<b>PROJECT DESCRIPTION:</b>	<b>CONTACT PERSON NAME:</b>  <b>TITLE:</b>	<b>DATE STARTED:</b>  <b>DATE COMPLETED:</b>
<b>AGENCY/COMPANY NAME:</b>	<b>TELEPHONE NUMBER:</b>	<b>DOLLAR AMOUNT:</b>
<b>PROJECT DESCRIPTION:</b>	<b>CONTACT PERSON NAME:</b>  <b>TITLE:</b>	<b>DATE STARTED:</b>  <b>DATE COMPLETED:</b>
<b>AGENCY/COMPANY NAME:</b>	<b>TELEPHONE NUMBER:</b>	<b>DOLLAR AMOUNT:</b>
<b>PROJECT DESCRIPTION:</b>	<b>CONTACT PERSON NAME:</b>  <b>TITLE:</b>	<b>DATE STARTED:</b>  <b>DATE COMPLETED:</b>

**5. Provide proof of insurance coverage:**

Insurance Certificates (Attach Certificate of Insurance or a Declarations Page for each type of insurance:

- Commercial General Liability with minimum limits of liability of \$1,000,000 Bodily Injury and \$1,000,000 property damage.
- Worker's Compensation with statutory limits of liability.
- Automobile insurance with minimum limits of liability of \$500,000

**6. Owned and operable equipment that will be used in the performance of this contract:**

DESCRIPTION OF EQUIPMENT	QUANTITY	MAKE/MODEL

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HOUSING SERVICES DEVELOPMENT DISTRICT  
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**FEE PROPOSAL**

FEE PER SQUARE FEET for janitorial services performed at the JPHSDD office building (9800 sq. ft.) listed in this Request For Proposals,

Enter below (in writing and in numerals) a proposed fee per square foot.

\_\_\_\_\_ (\$\_\_\_\_\_)

**PERIOD OF VALIDITY**

This Proposal is valid until 5:00 PM Central Daylight Time, Friday, July 25, 2025.

\_\_\_\_\_  
**Offeror's Name (business name)**

\_\_\_\_\_  
**Signature of Authorized Representative of Offeror**

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**Printed/typed Name of Authorized Representative of Offeror**

**Notary:**

**JEFFERSON PARISH  
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**CERTIFICATION OF CONTRACTOR NON-EXCLUSION**

This certification applies to a sole proprietor of any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for awards of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- Public bribery
- Corrupt influencing
- Extortion
- Money laundering

A conviction of or plea of guilty or no contest 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 no contest:

- Theft
- Identity theft
- Theft of a business record
- False accounting
- Issuing worthless checks
- Bank fraud
- Forgery
- Contractors; misapplication of payments
- Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 -- Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension exclusion, or determination of ineligibility for award of a contract, the JPHSDD shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contender to any of the crimes listed above or equivalent crimes.

\_\_\_\_\_  
Offeror's Name

\_\_\_\_\_  
Printed or Typed Name of Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

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**CONTRACTOR'S SUMMARY**

If this Bid is a joint venture, each business shall provide the information requested below.

Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that the statements set forth in this bid are true and correct.

Bidder's Name: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed or Typed Name of signer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(If a corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted.)

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Taxpayer I.D. No. (EIN): \_\_\_\_\_

**Notary:**

**JEFFERSON PARISH  
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**NON-COLLUSIVE AFFIDAVIT**

**(Proposer)** \_\_\_\_\_

**State of** \_\_\_\_\_

**City/County of** \_\_\_\_\_

\_\_\_\_\_  
(Name of Proposer's authorized representative) Being duly sworn, deposes and says:

That he/she is \_\_\_\_\_ of the Proposer company/entity.  
(Title; such as Partner, Officer, Member, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against the JPHSDD or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Signature of

\_\_\_\_\_  
Offeror, if the bidder is an individual

\_\_\_\_\_  
Partner, if the bidder is a partnership

\_\_\_\_\_  
Officer, if the bidder is a corporation

**Notary:**



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**ACKNOWLEDGEMENT OF ADDENDA**

Offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Offeror's Name)

\_\_\_\_\_  
(Printed or Typed Name of signer)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date of Signature)