

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: February 28, 2023

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver

Other: _____

Please be specific about the reason to be on the agenda.

A Resolution to Authorize the Mayor to enter into Contract with Enmon Enterprises LLC DBA Jani-King for janitorial services for the Recreation Department in the Amount of \$58,896.00 annually.

Requested By: Purchasing

NAME: Jana Thurman

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to cockerham_la@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Tonia Banks

Date

RFP 23-46
Janitorial Services for Recreation Department for the City of Hammond
CITY OF HAMMOND

February 13, 2023
10:00 a. m.

Received (2) Two proposals:

Company	Monthly	Annual
Jani King	\$4,908.00	\$58,896.00
Premier Prestige Janitorial Services	\$7,700.00	\$92,400.00

Proposals were due in by 10:00 a. m. Monday, February 13, 2023.

Present at opening:
Jana Soileau, Purchasing Manager
Krystle Noto, Assistant Purchasing Agent



RFP # 23-46

**City Of Hammond
Purchasing Department**

**Janitorial Services
City of Hammond Recreation Department
(HARD)**

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until
10:00 A.M February 13, 2023**

**Proposals shall be accepted only on the RFP forms furnished by the City of Hammond
Purchasing Department.**

Please contact Recreation Director Desiree Dotey at 985-277-5901 for a site visit

**For Additional Information or Questions, Contact:
Jana Thurman – Purchasing Manager
purchasing@hammond.org**

This is the Proposal of:

Date: 2/13/23

Company: ENMON ENTERPRISES, LLC DBA JANI-KING OF THE NORTHSHORE

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: 300 NE I-55 SERVICE RD

City: PONCHATOULA State: LA ZIP Code: 70454

Person to Contact: JIMMY HORTON

Phone: 985-788-2065 Fax: _____

Email: JHORTON@JANIKINGGER.COM

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

SCOPE

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in Specifications. The objective is to clean the building in such a manner that the Hammond Area Recreation Department (HARD) provides a clean, healthy, and safe work environment for occupants and visitors of The Hammond Recreation Center located at 601 West Coleman Ave., Hammond, LA 70403. Term of contract will be 12 months with an annual option to renew up to 36 months.

Janitorial services (7) Seven days a week after 9:00PM.

EQUIPMENT & SUPPLIES TO BE PROVIDED BY CONTRACTOR

The Contractor shall provide his own commercial equipment, to properly perform all duties as per specifications, which includes, but is not limited to the following in top operating condition: Vacuum Cleaner and Carpet Cleaner, Buffer, Scrubber Mops, Brooms, Rags, etc.

The Contractor shall provide the commercial supplies to properly perform all duties as per specifications.

1) KEYS & SECURITY:

The City of Hammond will provide Contractor with keys required (sub masters) for access to service areas. **NO BUILDING KEYS MAY BE COPIED.** If keys are lost, Contractor shall be responsible for the total cost of re-keying and replacement of all City of Hammond locks and keys. Contractor and/or Contractor's employees shall not admit anyone to areas controlled by a key in their possession. The Building Contact must be notified immediately in the event of a lost entrance Key.

Contractor and Contractor's employees must keep all areas locked except to provide janitorial service. Areas only in Contractor's direct view shall be unlocked in order to maintain Security. **Exterior Doors Should Not be left ajar (propped open) at any time.**

2) LIGHTS:

Contractor's are responsible for turning lights on and off as necessary in performing their duties. Contractor's and/or Contractor's employees shall turn on only lights necessary to illuminate their immediate work area and shall turn them off upon completion of work.

3) WATER CLEANUP:

Uncontrolled water inside the cleaning areas from broken pipes, plugged toilets or urinal, roof leaks, open windows and doors, condensation, etc. shall be immediately cleaned up and reported to the Recreation Director or issued point of contact.

4) TRASH REMOVAL:

Trash removal shall be to dumpster containers located outside of City Buildings.
Trash must be placed in trash bags, each bag secured and tied, and placed in dumpsters.

5) REPAIR/REPLACEMENT:

Contractor shall report immediately to the Building Contact all conditions of the cleaning area requiring repair such as broken fixtures, leaking utility pipes and faulty electric switches.

6) DEFAULT:

Contractor shall have 8 hours to remedy all areas of unacceptable performance discovered. Repeated unacceptable performance will be grounds for termination of the contract.

The City may terminate the contract, at no cost to the City, by notice in writing without a waiting period if the Contractor has breached any of the conditions stated herein.

8) HOURS ACCEPTABLE FOR CLEANING:

At no times shall the duties of this contract be performed during regular business hours when city employees are present for work unless scheduled in advance. Cleaning hours are to be worked out between Contractor and Building Contacts.

9) SAFETY PRECAUTIONS:

The Contractor shall see that all necessary safety training and equipment for the protection of workmen employed is provided.

The Contractor shall conduct the work at all times with the safety of employees on the job and safety of the public in mind.

10) POINT OF CONTACTS:

Contact for Janitorial Service

Jimmy Horton

Phone Number 985-788-2065

Successful Contractor will be given a list of names for Building Contacts and phone numbers when they are awarded the work.

11.) PROVIDE 3 CLIENT REFERENCES

1. Firm Name North Oaks Health Systems
Contact Gina Mc Andrew
Title EVS Director
E-mail mcandrewg@northoaks.org Phone 985-222-4411
Address 15837 Paul Vega MD Dr., Hammond, LA 70403
Facility Size Various Dates of Service 7 days/wk.
Nature of Work Performed EVS janitorial and floor care.

2. Firm Name LOOP Corporate Headquarters
Contact Sharon Hembree
Title Facility Mgr.
E-mail shembree@loopllc.com Phone 985-276-6297
Address 137 Northpark Blvd., Covington, LA 70433
Facility Size 35,000 sq. ft. Dates of Service M, W, Fr, Su
Nature of Work Performed General janitorial and floor care.

3. Firm Name First Guaranty Bank
Contact Darryl Boudreaux
Title Facilities Director
E-mail dpboudreaux@fgb.net Phone 985-415-2009
Address 400 E. Thomas St., Hammond, LA 70401
Facility Size Various Dates of Service M-Fr
Nature of Work Performed General janitorial and floor care.

JANITORIAL CONTRACT SERVICE DUTIES SPECIFICATIONS:

The Contractor shall be responsible for furnishing a replacement Custodian in the event of sickness or absence. The Contractor shall have the right to use weekends and or holidays to accomplish weekly, monthly, semi-annual and annual services.

The Contractor wishing to be considered for this contract must verify their ability to service The City of Hammond facilities with staff that are approved for entrance into all City of Hammond facilities via the successful completion of a Hammond Police Department background check or provide documentation of background checks from accredited firm. Failure of a background check is grounds for refusing entrance into the City of Hammond facilities and may be viewed as a reason for disqualification of use of the Contractor by The City of Hammond. Contractor shall ensure personnel bear some means of individual identification, such as uniform with name badges, name tags, or identification cards.

CUSTODIAL PERSONNEL REQUIREMENTS

No minimum manpower requirements shall be placed on the Contractor in relation to the number of custodial services required. The Contractor shall have the facility in first-rate condition according to the specifications on each working day unless otherwise stated and or specified herein. The Contractor is encouraged to schedule services whereby supervision of his personnel and security of the facility will be maintained at all times. The Contractor shall be expected to coordinate nightly janitorial services with the parties responsible for management of the facility. Janitorial services shall be coordinated and or scheduled to prevent interference or disturbance of City business such as meetings held in certain areas of the facility during the servicing period.

SCHEDULE SUMMARY OF CUSTODIAL SERVICES

NAMED AREAS:

A.	LOBBY, HALLS, OFFICES, CONCESSION, GYMS, CLASSROOM, MULTIPURPOSE ROOM, KITCHEN
B.	RESTROOMS
C.	HARD SURFACE FLOOR CARE

I. DAILY CLEANING

A. LOBBY, HALLS, OFFICES, CONCESSION, GYMS, CLASSROOM, MULTIPURPOSE ROOM, KITCHEN

1. All trash receptacles to be emptied and trash removed to a collection point. Replace liner and damp wipe receptacle if soil is present. (Liners to be furnished by **HARD**.)
2. Dust mop hard surface floors with a non-treated dust mop.
3. Damp mop hard surface floors to remove any spillage or soiled areas.
4. Damp wipe entrance metal and finger marks on entrance glass.
5. Spot clean partition glass.
6. Use commercial grade cleaning products and color-coded microfiber cloths for proper sanitation.

B. RESTROOMS

1. Stock towels, tissue, and hand soap. (To be supplied by **HARD**.)
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers, dispensers, and changing tables (if applicable).
6. Toilets and urinals to be cleaned and disinfected inside and out. Polish bright work.
7. Toilet seats to be cleaned on both sides and disinfected.
8. Scour and disinfect all basins. Polish bright work.
9. Dust partitions, tops of mirrors and frames.
10. Remove splash marks from walls around basins.
11. Wet mop and rinse restroom floors with disinfectant.
12. Use a high co-efficient disinfectant on all restroom surfaces and color coded microfiber cloths for proper sanitation.

II. WEEKLY CLEANING

A. LOBBY, HALLS, OFFICES, CONCESSION, GYMS, CLASSROOM, MULTIPURPOSE ROOM, KITCHEN

1. Vacuum all carpeting and carpet mats, taking care to get into corners, along edges, under mats, and beneath furniture.
2. Damp mop hard surface floors, taking care to get into corners, along edges, under mats, and beneath furniture.
3. Utilize SC500 auto scrubber or Equivalent (Equivalent has to be approved by Recreation Director) to ensure optimum cleanliness of hard surface floors.
4. Use commercial grade cleaning products and color coded microfiber cloths for proper sanitation.

III. QUARTERLY CLEANING

A. WINDOWS

1. Clean all exterior windows.

IV. FLOOR CARE PROGRAM

C. HARD SURFACE FLOOR CARE

1. Burnish all waxed floors, to enable them to present the best possible appearance at all times - **Monthly**.
2. Machine scrub, rinse and re-coat all waxed flooring in order to prevent excessive wear - **2 times per year**.
3. Machine strip all waxed flooring taking care to get into corners, along edges and beneath furniture. Rinse, reseal and refinish all waxed floors - **1 time per year**.
4. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during these procedures.

ADDITIONAL SERVICES

The City of Hammond reserves the right to add or delete services and facilities to the contract as may be required. The successful contractor shall be notified in writing of any additional facilities and services and provide the required specifications to provide a written estimate for the fee prior to said service being performed.

Instructions to Proposer

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered, emailed or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications. Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection. All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability Insurance Requirements

At all times during the term of the Contract, the Contractor must maintain and pay for property damage and public liability insurance with limits of at least one million dollars (\$1,000,000) inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work, the Contractor must file with the City a "certificate of insurance" meeting the aforementioned requirements and listing the City of Hammond as a named insured by added endorsement. Any cost associated with this addition shall, like the cost of the insurance itself, be paid by the Contractor.

Liability:

The Contractor shall assume the defense of and indemnify and save harmless the City, its Officers, and Agents from and against any and all damages, losses, claims, demands, payments, suits, actions, recoveries, attorney fees, and judgments relating to the Contract.

The Contractor shall be responsible for any and all damages, claims for damages, injuries, or accidents done or caused by the Contractor or the Contractor's employees or resulting from the execution of any work or any operation or caused by reason of existence, location, or condition of facilities or of any materials, supplies, or machinery used thereon or therein or neglect or omission on the Contractor or the Contractor's employees' part or all of the several acts or things required to be done by them under and by these conditions and covenants.

Workers' Compensation Requirements

The Contractor shall pay or cause to be paid all assessments and compensations required by the Workers' Compensation Act. The Contractor shall provide evidence that all assessments and compensations payable to the Workers' Compensation Board up to and including the date of the Contract have been paid. The City may, at any time during the Contract or at the completion of the Contract, require further evidence that such assessments and compensations have been paid.

LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

Proposer agrees to deliver services in complete accordance with all Specifications in RFP 23-46 for the sum indicated:

(Amounts shall be shown in words and digits, In case of discrepancy, words shall govern.)

Monthly Price FOUR THOUSAND NINE HUNDRED EIGHT DOLLARS

(\$ 4908.00)

Annual Price FIFTY EIGHT THOUSAND EIGHT HUNDRED NINETY SIX DOLLARS

(\$ 58,896)

Signature of Proposer 

Name of Company ENMON ENTERPRISES PRA Date 2/13/23
SONI-KING OF TILE NORTHSHORE

The above signature on this Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal.