



RFP # 27-06

**City Of Hammond
Purchasing Department**

Janitorial Services for Hammond Recreation Department

**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 May 18, 2026**

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

**Advertisement in the Official Journal, Daily Star, to be published two (2) Times
April 30 & May 7, 2026**

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: _____

Company: _____

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

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

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.

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.

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.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

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.

RFP 27-06 SPECIFICATIONS

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 Recreation Department 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

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, Mops, Brooms etc.

The Contractor shall provide the commercial supplies to properly perform all duties as per specifications, which includes, but is not limited to the following: whisk brooms, house brooms, mop wringers, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, cleaning rags, dusting rags, scrubbing pads, sponges, plastic can liners, rubber gloves, work gloves, urn, sand, floor pads, vacuum cleaner bags, soap for cleaning, disinfectant soap for bathroom dispensers, toilet bowl cleaner, and toilet bowl deodorizers, etc.

The Contractor shall provide all quality grade paper products, such as but not limited to paper towels for lounge dispensers, paper towels and toilet paper for all bathroom dispensers.

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) GRAFFITI MARKS:

Scribbled in interior cleaning area walls, floors, partitions, windows, etc. shall be removed as soon as observed using methods least damaging to the surface. Report any graffiti unable to be removed.

5) 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.

6) 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.

7) DEFAULT:

Contractor shall have 12 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) CONTACTS:

Contact for Janitorial Service

Phone Number _____

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

JANITORIAL CONTRACT SERVICE DUTIES SPECIFICATIONS:

1. The Contractor shall be responsible for furnishing a replacement Custodian in the event of sickness or absence.
2. The Contractor shall have the right to use weekends and or holidays to accomplish weekly, monthly, semi-annual and annual services.
3. 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. 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.

SERVICE PERIODS

- 1) **Daily**
- 2) **Weekly**
- 3) **Monthly**
- 4) **Quarterly**

SCHEDULE SUMMARY OF CUSTODIAL SERVICES

DAILY – SERVICES

GENERAL

- 1) Empty trash receptacles, clean with disinfectant. All receptacles shall be relined with clean plastic liners.
- 2) Clean and dust furniture as directed.
- 3) Clean partitions.
- 4) Clean mirrors.
- 5) Report all maintenance problems to the Building Contact Person.
- 6) Empty all exterior smoking or ashtray receptacles.
- 7) All Spider Webs in every room shall be removed regardless of their location.
- 8) Drinking fountains shall be cleaned and sanitized.
- 9) Corridor and office walls shall be cleaned as required.
- 10) Door Handles, key pads and stair railings shall be wiped with disinfectant.
- 11) Hand marks shall be removed from painted surfaces as required.
- 12) Straighten all chairs, desks, tables and other furniture in an orderly fashion.
- 13) Clean and straighten lounge area.
- 14) **Lock exterior entrance doors each evening as designated. Exterior Doors should not be left ajar (propped open) while cleaning buildings.**

DAILY - FLOORS

- 1) All hard surface floors shall be swept or dust mopped.
- 2) All hard surface floors shall be wet mopped with clean mop, sprayed and buffed.
- 3) All carpet shall be vacuumed with commercial vacuum equipment.
- 4) All spills shall be removed from carpet and vacuumed as required.
- 5) All stairs shall be swept and or vacuumed (as applicable).
- 6) All exterior entrances shall be swept and all debris or trash removed.
- 7) All entrance door mats shall be swept or vacuumed.
- 8) All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust, debris and trash.

DAILY – RESTROOMS

- 1) Floors shall be wet mopped and disinfected.
- 2) Toilets shall be cleaned with an acid bowl cleaner.
- 3) Lavatories shall be cleaned, sanitized and rinsed thoroughly.
- 4) Bathtubs or showers (if applicable) floors and walls shall be cleaned and sanitized.
- 5) All fixtures shall be cleaned and sanitized.
- 6) Shelves and counter tops shall be cleaned and sanitized.
- 7) Mirrors shall be cleaned.
- 8) Water supply pipe and fittings shall be cleaned.
- 9) Stall partitions, doors and walls shall be cleaned and sanitized.
Any Graffiti shall be removed immediately.
- 10) Waste receptacles shall be emptied, cleaned and sanitized.
- 11) Towel, toilet and soap receptacles shall be refilled and an adequate supply of materials shall be stored nearby.
- 12) Toilet bowl deodorizers shall be installed as needed (1) per fixture at all times.

DAILY – GLASS

- 1) Entrance and office door glass shall be cleaned and all postings shall be removed.
Commercial glass cleaner shall be used.
- 2) Partition glass shall be cleaned with a commercial glass cleaner.

WEEKLY SERVICES

- 1) Dust and clean all interior wall surfaces.
- 2) Wash out inside of trash cans.
- 3) Clean all baseboards.
- 4) Dust and clean computers, printers, fax machines and copy machines

MONTHLY SERVICES

- 1) Wash all interior plate glass windows.
- 2) Dust all windowsills, ledges, moldings, picture frames, etc.
- 3) Vacuum all heat and air vents of dust.
- 4) Vacuum all Venetian blinds of dust.
- 5) Areas requiring additional coats of wax shall be refinished.
- 6) All exterior windows shall be pressured washed.

QUARTERLY SERVICES

- 1) Strip and wax all hard surface floors.
(January, April, July, October)

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.

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

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

Monthly Price _____

(\$ _____)

Annual Price _____

(\$ _____)

Signature of Proposer _____

Name of Company _____ **Date** _____