

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: June 23, 2026

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 Pure Elegance Cleaning Service LLC for janitorial services for the Recreation Department in the Amount of \$48,000.00 annually.

Requested By: Recreation Department

NAME: Charles Borchers

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

City Of Hammond

RFP 27-06

Tabulation for Janitorial Services at the Recreation Department

Proposals were due in on Monday, May 18, 2026 at 10:00 a.m.

We received four (4) proposals:

<u>Company</u>	<u>Monthly Total</u>	<u>Annual Total</u>
Pure Elegance Cleaning Service	<u>\$4,000.00</u>	<u>\$48,000.00</u>
Pelican Partner	<u>\$4,600.00</u>	<u>\$55,200.00</u>
Jani King	<u>\$5,869.00</u>	<u>\$70,428.00</u>
MRP Contractors	<u>\$8,785.50</u>	<u>\$105,426.00</u>

Present during opening:

Jana Soileau -Purchasing Director

Krystle Noto-Purchasing Agent



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: 05/18/26

Company: PURE ELEGANCE CLEANING SERVICE LLC

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

Address: 8 GRIGIO LOOP

City: LAPLACE **State:** LA **ZIP Code:** 70068

Person to Contact: SHARON RICHARD

Phone: 504-215-8089 **Fax:** 888-865-9565

Email: INFO@PUREELEGANCECLEANING.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.

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

SHARON RICHARD

Phone Number **504-215-8089**

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.

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.)

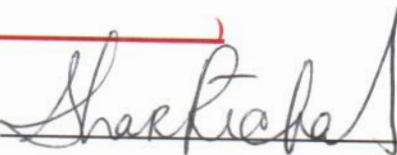
Monthly Price FOUR THOUSAND DOLLARS AND 00/100 CENTS

(**\$** 4,000.00)

Annual Price FORTY EIGHT THOUSAND DOLLARS AND 00/100CENTS

(**\$** 48,000.00)

Signature of Proposer



Name of Company PURE ELEGANCE CLEANING SERVICE LLC

Date 05/18/26



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

January 28, 2021

Pure Elegance Cleaning Services, LLC
Sharon Richard
10950 Jefferson Highway, Apt. U22
River Ridge, LA 70123

Dear Sharon Richard:

Congratulations!

The Compliance Programs Office has reviewed your application and all supporting documentation and is pleased to inform you that your firm has been certified as a Disadvantaged Business Enterprise (DBE) and Small Business Element (SBE) for the following work categories:

NC561720 – Janitorial Services
B86 – Pressure Washing
B48 – Commercial Cleaning
B45 – Janitorial Services

Please note that per the federal regulations, suppliers only receive 60% goal credit towards the materials they provide. Also note that a Louisiana Contractor's License is required by any contractor performing work in excess of \$50,000 with the exception of electrical, mechanical and plumbing which are required to have a license if work is in excess of \$10,000. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information. Your firm's certification will be recognized by all participants of the Louisiana Unified Certification Program. This includes all entities receiving federal transportation funding within the boundaries of our state.

Recent changes in the Federal Regulations, which governs our **DBE and SBE** programs, have removed expiration dates on certifications. Therefore, recertification every three (3) years is no longer needed. However, you will be required to submit an *Annual "No Change" Affidavit*, along with all supporting documents, stating your firm continues to meet the eligibility requirements of the program. This form will be sent to you via email, approximately 4 weeks prior to your anniversary date (**January 31, 2022**). You must notify our office immediately regarding any changes which affect the social and economic disadvantage, size, ownership or control of your firm.

Pure Elegance Cleaning Services, LLC
January 28, 2021
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We reserve the right to withdraw this certification, if at any time, it is determined that the **DBE and SBE** certifications were knowingly obtained by the submission of false, misleading or incorrect data. The Department reserves the right to request additional information and/or conduct an on-site visit at any time during your certification period.

The Department has contracted with Urban League of Louisiana to provide DBE Supportive Services to all our certified DBE's at no cost to you. This consultant can offer your firm assistance and guidance on areas such as marketing, estimating, bidding, financial preparations, etc. Please feel free to contact Klassi Duncan with the Urban League of Louisiana at (504) 620-9647 for any assistance needed to grow your organization.

If further assistance is needed, please don't hesitate to contact Shirley Ard at (504) 376-0233.

Respectfully,

A handwritten signature in blue ink that reads "Rhonda Wallace /sa". The signature is fluid and cursive, with a large initial "R" and a stylized "W".

Rhonda Wallace

DBE/SBE Programs Manager



Division of Small and Emerging Business Development

SEBD CERTIFICATION

Pure Elegance Cleaning Services LLC

is hereby certified as a Small and Emerging Business Enterprise.

This certification is valid beginning 11/19/2020 and supersedes any registration or listing previously issued. At any time there is a change in ownership or control of the firm, notification must be made immediately to the Division of Small and Emerging Business Development.

Issued at Baton Rouge, Louisiana 11/19/2020

This certification expires on: 11/19/2030

Certification No. 21369

A handwritten signature in black ink, reading "Stephanie Hartman", written over a horizontal line.

Stephanie Hartman,
Director, Entrepreneurial Services



State Licensing Board for Contractors

This is to Certify that:

PURE ELEGANCE CLEANING SERVICE LLC
10950 Jefferson Hwy Apt. U22
New Orleans, LA 70123

is duly licensed and entitled to practice the following classifications

LIMITED SPECIALTY SERVICES



Witness our hand and seal of the Board dated,
Baton Rouge, LA 20th day of November 2023

Director

Chairman

Treasurer

Expiration Date: September 28, 2026

License No: 72724

This License Is Not Transferrable

Public Notice

PUBLIC NOTICE IS HEREBY GIVEN that the City of Hammond, Parish of Tangipahoa, State of Louisiana will open proposals on **May 18, 2026 at 10:00 a.m.** at the Purchasing Department, City Hall Complex, 310 East St. Charles Street, Hammond, La. 70401, for the following:

Janitorial Services for Hammond Recreation Department

Any information or questions to complete the proposal may be obtained between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday at the City of Hammond Purchasing Department, 310 East Charles Street, Hammond, La., or at (985) 277-5633. RFP 27-06 is available online at www.bidexpress.com and the City Website www.hammond.org.

RIGHT IS RESERVED TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.

All sealed mail should be sent to the City of Hammond, Purchasing Agent, and P.O. Box 2788, Hammond, La. 70404-2788. The words **RFP 27-06**, must be underlined or highlighted and located at the top of the envelope.

BID/QUOTE REFERENCE NUMBER: RFP 27-06

PUBLISHED: April 30, May 7 and 14, 2026



Jana Thurman <thurman_je@hammond.org>

Re: RFP 27-06 Janitorial services for Hammond Recreation Proposal Clarification Request

1 message

Sharon Richard <info@pureelegancecleaning.com>
To: Jana Thurman <thurman_je@hammond.org>
Cc: Krystle Noto <noto_kk@hammond.org>

Tue, May 19, 2026 at 3:21 PM

Good Afternoon,
I confirm that proposal pricing includes
all requirements.

Sharon Richard
Pureelegancecleaning.com

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From: Jana Thurman <thurman_je@hammond.org>
Sent: Tuesday, May 19, 2026 2:59:50 PM
To: Sharon Richard <info@pureelegancecleaning.com>
Cc: Krystle Noto <noto_kk@hammond.org>
Subject: RFP 27-06 Janitorial services for Hammond Recreation Proposal Clarification Request

Good Afternoon,

I am reaching out regarding the proposal submitted by Pure Elegance Cleaning Service LLC. Upon review of the submission, I noticed that the scope of work was not returned with your proposal, so I would like to clarify a few items to ensure your company is aware of the requirements outlined in the RFP 27-06 Janitorial services for Hammond Recreation Department.

Please confirm that your proposal includes the following:

- Contractor is responsible for providing all equipment, cleaning supplies, and paper products.
- All hardwood floors are required to be stripped and waxed quarterly as part of the contract.
- Cleaning services are required seven (7) days per week after 9:00PM.

Please review and confirm that your proposal pricing includes these requirements.

Thanks

Jana Thurman Soileau

Purchasing Director, City of Hammond

PO Box 2788, Hammond, LA 70404

O: 985-277-5633 | Fax: 985-277-5636

thurman_je@hammond.org