



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Facilities Department
225-922-2330

SOLICITATION NO. 40016-20210503

*Changing Lives,
Creating Futures*

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Community
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REQUEST FOR SERVICES

NUMBER OF PAGES (including cover): 5

Issue Date: May 3, 2021

INSTRUCTIONS/GENERAL CONDITIONS

BID DUE DATE/TIME 4:30 p.m. June 3, 2021

TITLE Janitorial Services LCTCS HQ and SIS Buildings located at 265 South Foster Drive, Baton Rouge, LA 70806

1. Quotations subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted due date and time for furnishing the items and/or services as specified. **QUOTES MUST BE SIGNED.**
2. Worker's Compensation insurance, public liability, and property damage insurance, as outlined below, are required for this Bid. Contractor's Liability Insurance: Proof of Insurance should be supplied with the Bid and will be required before the services and work may commence. Insurance coverage specified below shall be furnished with the following minimum limits: Worker's Compensation Insurance: The contractor and subcontractors shall take and maintain during the life of the contract workman's compensation insurance for all of their employees employed to provide any of the work or services of this contract. In case any class of employees engaged in hazardous work under the workman's compensation statute, the contractor and subcontractor shall provide employer's liability insurance for the protection of their employees not otherwise protected. Public liability and property damage insurance: Comprehensive public general liability insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.00. 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 of the site of the work to perform there under, 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 there under or services otherwise provided, unless such coverage is included in the insurance specified.
3. Successful Bidder is responsible for inspecting any site required for the services and to have acquainted themselves with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services.
4. Bidders are responsible for verifying measurements and quantities of required supplies prior to submitting a bid.
5. All work and services performed under this contract shall be subject to inspection by LCTCS, its staff or a specialist designated by LCTCS to ensure compliance with all terms and conditions of this contract at LCTCS's expense.
6. In the event services are rejected as unsatisfactory or failing to comply with all terms and conditions of this contract, the successful Bidder shall redo the work at its sole cost and expense, or the contract may be cancelled at the option of LCTCS.

7. Indemnity. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, the LCTCS, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages cause by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the LCTCS, its members, its officers, its agents or its employees.
8. Purpose. The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.
9. Contract Renewals. Upon agreement of LCTCS and the contractor, a contract may be extended for two additional twelve month periods at the same prices, terms and conditions. In such cases, the total contract cannot exceed 36 months.
10. Contract Cancellation. The LCTCS has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the LCTCS; (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) Any other breach of contract.
11. Termination for Non-Appropriation of Funds. The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
12. By accepting a purchase order resulting from this Request for Quotation, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.
13. Applicable Law. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
14. If unable to quote, return only cover sheet marked "No Quote" with signature in order to assure remaining on bidder's list.
15. Email inquiries may be directed to the Facilities Office with above quotation number for reference at Anthony.Brown@LCTCS.edu.
16. **A non-mandatory pre-bid conference is scheduled May 14, 2021 at 9:00 a.m. at 265 South Foster Drive, Baton Rouge, LA 70806.**

Detailed Specifications follow.

Specifications for Janitorial Service

Provide daily (Monday through Friday) commercial cleaning services for the LCTCS HQ and SIS Buildings located at 265 S. Foster Drive, Baton Rouge, LA. Details as follows:

A. ENTRY, CONFERENCE ROOMS, CUBICLES, OFFICES, KITCHENS, RECEPTION, BREAK AREAS

1. All trash receptacles to be emptied and trash removed to the designated collection point.
2. All recycling containers to be emptied and recyclable material to be deposited in the designated collection point.
3. Thoroughly dust all horizontal surfaces: including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas.
4. Dust telephones and damp wipe telephones with disinfectant.
5. Dust mop hard surface floors with non-treated dust mop.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture, to remove any spillage or soiled areas.
7. Damp wipe entrances, metal surfaces and remove finger marks on entrance glass.
8. Spot clean partition glass.
9. Use high co-efficient disinfectant for proper sanitation.

B. RESTROOMS

1. Stock towels, tissue, and hand soap.
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty all trash receptacles daily and wipe down, if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals to be cleaned and disinfected inside and out. Polish bright work.
7. Toilet seats are to be cleaned and disinfected on both sides.
8. Scour and disinfect all basins. Polish bright work.

9. Dust partitions, tops of mirrors and frames.
10. Remove splash marks form walls around basin.
11. Wet mop and rinse restroom floors with disinfectant
12. Disinfect floor drains.

C. HALLS, STAIRS, ELEVATORS

1. Dust all surfaces of desks, file cabinets, chairs, tables, other furniture and furnishings.
2. Thoroughly dust all desktops, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas.
3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture, to remove any spillage or soiled areas.
4. Disinfect floor drains.

D. Monthly Cleaning

ENTRY, CONFERENCE ROOMS, CUBICLES, OFFICES, KITCHENS, RECEPTION, BREAK ROOM, HALLS, STAIRS ELEVATORS

1. Dust all high reach areas that are not usually dusted during daily cleaning.
2. Remove all fingerprints and marks from around light switches and door frames.
3. Dust molding, doors, window sills, and around blinds.

E. VCT

1. Buff all hard surface floors to enable them to present the best possible appearance at all times. **TWICE Monthly.**
2. Clean, rinse, and refinish composition floor covering in order to prevent excessive wear. **ONCE QUARTERLY.**
3. Strip and wax floors. **ONCE YEARLY.**

F. CARPET

1. Vacuum daily.
2. Spot removal, as needed.
3. Shampoo. **TWICE ANNUALLY.**

Paper Products will be provided by the LCTCS.

In compliance with the above quotation and subject to the conditions thereof, the undersigned offers and agrees, if this quotation be accepted within 90 days from the due date, to furnish the services as indicated.

BIDDER _____

ADDRESS _____

BY _____

TITLE _____ PHONE NO. () _____

E-MAIL _____

Total Monthly Charge for Janitorial Services: \$ _____

Signed: _____

Printed Name _____

Please return bid to the following:

LCTCS

Attention Anthony Brown

265 South Foster Drive

Baton Rouge, LA 70806

If you have any questions, please call Anthony Brown at (225) 922-2330.