

REQUEST FOR PROPOSAL

Janitorial Services

Solicitation # 2024-SWB-06



Proposal Due Date: May 31, 2024
Proposal Due Time: 11:00 AM CST

Sewerage and Water Board of New Orleans
Request for Proposal
Janitorial Services
2024-SWB-06

The Sewerage and Water Board of New Orleans (Board) is requesting bid proposals for Janitorial Services at various locations throughout New Orleans.

RFP will be available May 6, 2024, for download at the following websites:

SWBNO: https://www2.swbno.org/business_bidspecifications.asp

LAPAC: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181>

A **mandatory** pre-bid conference for this RFP will be held on **May 17, 8:30 a.m. CDT** at the SWBNO Administration Building, 625 St. Joseph St. – Purchasing Conference Room 131, New Orleans, LA 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 243 158 213 02

Passcode: Xk4rdE

Dial-in by phone

[+1 504-224-8698,337571359#](tel:+15042248698337571359#) United States, New Orleans

Phone conference ID: 337 571 359#

At this meeting, staff will discuss the scope of work, proposal requirements and respond to questions from the attendees.

Inquiries and/or Requests for Clarification are due to Connor Metcalf, on **May 20, 2024, no later than 5:00 p.m. CDT** via in writing or email to cmetcalf@swbno.org. All responses will be posted on or before **May 24, 2024**.

Proposals will be received by the Sewerage and Water Board of New Orleans Procurement Department by **May 31, 2024, at 11:00 a.m.** (CDT). For submission instructions, see proposal documents.

LATE PROPOSALS WILL NOT BE ACCEPTED.

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PART I. ADMINISTRATIVE INFORMATION

1.1 Request for Proposals

The Sewerage & Water Board New Orleans (Board) is seeking pricing for Janitorial and Janitorial Related Services at various Sewerage and Water Board building locations. The successful firm will be expected to meet the requirements addressed in this RFP.

1.2 Proposal Preparation

Proposals submitted for consideration should follow the format and order of presentation provided in Part IV - Proposal Submission Requirements.

1.3 Point of Contact/ Inquiries/ Requests for Information:

All correspondence and other communications regarding this RFP shall be directed to **Connor Metcalf, Procurement Analyst**, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165, **504-585-2153**, or via email to cmetcalf@swbno.org.

1.5 Anticipated Proposal Timetable. Any request received after that time may not be reviewed for inclusion in this RFP. The request shall contain the requester's name, address, and telephone number.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the RFP, posted on Board's website, and issued prior to the RFP's Delivery Deadline. The Respondents shall not rely on any representation, statement, or explanation other than those made in this RFP or in any addenda issued. Where there appears to be a conflict between this RFP and any addendum issued, the last addendum issued will prevail.

1.4 Questions and Answers

Inquiries and/or Requests for Clarification are due to **Connor Metcalf on May 20, 2024, no later than 5:00 pm CST** via in writing or email to cmetcalf@swbno.org. All responses will be posted on or before **May 24, 2024**. Do not contact other Board program personnel with questions regarding this RFP.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the RFP, posted on Board's website, and issued prior to the RFP's Delivery Deadline. The Proposers shall not rely on any representation, statement, or explanation other than those made in this RFP or in any addenda issued. Where there appears to be a conflict between this RFP and any addendum issued, the last addendum issued will prevail.

1.5 Submission of Proposals

Proposers who are interested in providing services requested under this RFP can submit a proposal either courier/mail service or via email.

Ways to submit a response:

Hard Copy Submission:

One (1) signed hardcopy of the bid with one (1) electronic version in searchable .pdf on a flash drive in a sealed envelope,

and

One (1) Signed hardcopy of the cost proposal in a separate sealed envelope:

Marked 2024-SWB-06 Janitorial Services

To:

Sewerage & Water Board of New Orleans
Attn: Connor Metcalf - Procurement Department
625 St. Joseph Street, Room 133
New Orleans, LA 70165

Mail or courier: Proposer remain responsible for ensuring that the proposal is delivered prior to the submission deadline with a proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the proposal.

Electronic Submission:

(1) Digitally signed technical proposal and (1) digitally signed cost proposal in searchable PDF format to bids@swbno.org

Subject Line: **2024-SWB-06 Janitorial Services**

– [Proposer Name]”. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with “Part 1 of #” included at the end of each original Subject Line (e.g., RFP# marked “**2024-SWB-06 – Janitorial Services** – [Proposer Name] – Part 1 of 3”).

Email: If the Proposer intends to submit the response by email, the date and time of the email received by the Procurement Dept. constitutes the time stamp of receipt. The date and time of the email sent by Vendor does NOT constitute a proof of receipt. The Procurement Dept. encourages Vendors to confirm that the response was received timely.

Board assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified email address prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions (e.g. Part 1 and Part 2 of 3 are received, but Part 3 is not) will not be considered.

Fax submission will not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the time specified.

Proposers must complete all required attachments and submit along with proposal submission. Failure to complete and submit the required documents and attachments may result in your proposal deemed non-responsive.

Proposals should clearly demonstrate the Proposer’s qualifications to perform the needed services and attend all factors applicable in a professional relationship.

All proposals must be received by Board on or before the Delivery Deadline. Proposals delivered after the said deadline will not be accepted.

1.6 Changes, Addendum, or Withdrawal of Proposals

Any changes or addenda to a proposal must be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, and received by the Board prior to the proposal due date and time. All changes and addenda must meet all requirements for the proposal. Any proposer choosing to withdraw its proposal must submit a written withdrawal request to the Board prior to the proposal due date and time.

The Board reserves the right to reject all responses to the RFP (with reasonable explanation) and/or to waive any informalities in evaluating the RFP responses if it deems this to be in the best interest of the Board, its customers, and the general public. The Board reserves the right to qualify Proposers as it deems in its best interest.

1.7 Prohibition of Communication

From the time of advertising, and until the final award, there is a prohibition on communication by Respondents (or anyone on their behalf) with Board's staff, Selection Committee members and elected officials. This does not apply to oral presentations before selection committees, contract negotiations, or communications at any time with any Board employee or elected official regarding matters not concerning this RFP. Breaking the established prohibition on communication may result in a disqualification of the proposal.

1.8 Ownership

All Responses, including any submitted documents, to this RFP or any resulting solicitation are the property of the Board for all purposes. Respondents must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

1.9 Effect

This RFP and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this RFP. The Board may cancel or modify this RFP or any resulting solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, any professional services agreement executed by the Board will be issued the exclusive statement of rights and obligations extending from this solicitation.

1.10 Errors or Omissions

The Board will not be liable for any error in any proposal. Respondent will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in proposals by the Board or the Respondent. The Board, at its option, has the right to require clarification or additional information from the Respondent.

1.11 Cost of Preparation

The Board is not liable for any costs incurred by prospective Respondents or Proposer prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Respondent in responding to the RFP are entirely the responsibility of the Respondent, and shall not be reimbursed in any manner by the Board.

1.12 RFP Schedule Summary

The events and dates summarized in Table 1 represent milestones in SWBNO's RFP process; however, SWBNO reserves the right to deviate from this schedule.

Table 1.

Anticipated RFP Schedule Summary

Event	Date	Local Time
RFP Release	5/7/2024	
Mandatory Pre-Proposal Meeting	5/17/2024	8:30am
Deadline for written questions	5/20/2024	5:00pm
Responses to questions/clarification	5/24/2024	
Proposal due date and time	5/31/2024	11:00am
Selection Committee Scoring Meeting	TBD	
Award of Contract	June 2024	

1.13 Bid Protest Procedures

Any formal protest to the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at cmoses@swbno.org according to Sewerage and Water Board of New Orleans Policy 83(R): Procedural Rules for Bid Appeals.

1.14 Public Records Request

To request a public record for the proposal documents, please submit to the following website:
<https://swbno.nextrequest.com/>

PART II. GENERAL INFORMATION

Sewerage and Water Board of New Orleans Request for Proposals Janitorial Services

2.1 Overview of the SWBNO

The SWBNO operates and maintains infrastructure through Orleans Parish to provide safe drinking water to support fire protection and the public health of all residents, improve sewerage collection services to support public safety and sanitation, and more effectively collect and convey stormwater out of the City of New Orleans to reduce the risk from flood events. The SWBNO remains diligent in improving public safety for the citizens of New Orleans continuously at a reasonable cost to the community.

2.2 Scope of Work

The work areas requiring janitorial services will consist of commercial office space, lobbies, bathrooms, conference rooms, common areas, kitchenettes, stairways, hallways, etc., for a total cleaning area of approximately 197,850 square feet across five (5) locations. Services shall be provided in accordance with the schedule of services and specifications provided herein.

The Proposer shall be responsible for all appropriate supervision, labor, training, materials, equipment, and supplies necessary to provide all janitorial and related services as stated herein. All locations shall have an appropriate number of personnel to perform the cleaning services.

The Proposer shall be responsible for cleaning and applying the proper antimicrobial cleaning solutions to all surfaces of the specified areas of each Board location. Services required shall include but not be limited to sweeping, dust mopping, damp mopping, cleaning spills, disposing of trash and litter in specified dumpsters, spot cleaning, deep cleaning, wiping, polishing, vacuuming, scrubbing, stripping, waxing, buffing, sealing, and other services as required to keep specified areas clean.

The Proposer shall also be responsible for providing appropriate temporary signage to warn and prevent building occupants from slipping and falling while cleaning operations take place. The Proposer shall utilize competent employees to perform all work in a professional manner. At the request of the Project Manager, the Proposer shall replace any incompetent, unprofessional, abusive, or disorderly employee. Proposer's bid price shall be all inclusive to provide the required services.

Section I - Requirements

Staffing

For any location greater than 2,750 square feet, the Proposer shall provide a minimum of three (3) employees to perform the daily cleaning services to maintain optimum conditions of cleanliness as specified. One (1) of the three (3) employees must be a Supervisor or Lead Worker. If the level of cleanliness is substandard as determined by the Project Manager, the Proposer will be required to increase the number of man-hours or take other measures necessary to meet the requirements of these specifications at no additional cost to the Board.

Onsite Supervision

A Manager, Supervisor or Lead Worker must be onsite during all janitorial services performed by the staff of the Proposer. The term "Supervisor/Lead Worker" will be referred to as the Supervisor and means the person designated by the Proposer who has full authority to act on behalf of the Proposer on a day-to-day basis at the

worksite to direct janitorial staff and address any problems or special requests by the Board. Supervision shall not be considered a responsibility of the Board.

The Proposer will designate a Point of Contact (POC) who has authority to address issues with conduct, arrival, departure, unsafe, substandard cleaning, etc. Issues will be addressed by the Project Manager in writing to the POC for resolution. See Non-Performance section for details.

Scheduling, Arrival, and Departure

The Proposer's employees shall arrive at each facility at the required arrival time and shall be ready to work. Upon arrival, employees must sign-in at the guard house located on each facility grounds. The guard will contact the delegated Board Site Manager to inform them the Proposer's employees have arrived. All employee bags/packages or other items brought into, or out of the facility are subject to search. The supervisor will be required to complete and initial the cleaning checklist located in the janitorial closet of each of the specified buildings. Upon completion of the scheduled duties, the supervisor shall contact the delegated Board Site Manager to verify the work has been completed and obtain that Site's Manager initials for that day. The Board's Project Manager or their designee, as applicable, will inform the onsite Supervisor of any noted issues or deficiencies from the day's work at this time.

The Board will be responsible for making sure all offices and common areas are open for cleaning. In the event an office is locked, the Proposer may skip over that office but will report the locked office on the janitorial checklist. If requested by the Board, the Proposer shall change work locations or adjust the sequence of work performed to cause the least possible interference with essential Board functions.

Inspections

The Project Manager or their designee will examine the Proposer's work on a periodic basis. All inspections by the Board will be made in such a manner as not to unduly delay the work or time of departure from the facility. Deficiencies must be corrected prior to departure that day or before the end of services on the following shift, whichever is noted in the time allotted by the Project Manager. If required, tasks that are not completed to the Project Manager's satisfaction after the written deficiencies have been communicated, the Proposer shall be subject to the Non-Performance clause.

The Proposer will be required to attend periodic meetings reviewing the progress of the contract. These meetings will be scheduled in advance, and they will be held during normal Sewerage and Water Board office hours. Additionally, monthly meetings will be held to discuss draft invoices in order to streamline the invoicing process.

Employee Conduct

All Proposer staff are expected to work in a manner that will maintain the security and best interests of the Board. The Board reserves the right to require the Proposer to dismiss any employee deemed incompetent, careless, insubordinate, or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Board. The Proposer agrees that employees will conduct themselves in a careful and prudent manner and will not permit the facility placed at his/her disposal to be used for purposes other than those specified herein.

The Proposer shall not allow any person less than 18 years of age or any person that is not on the Proposer's payroll into or on the grounds of the facility at any time. The Proposer will be responsible for compliance with all Board policies, security measures, and vehicle regulations and will be directly responsible for all damages to Board's buildings and/or their contents caused by Proposer employees.

Proposer shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his/her employees as may be necessary. The Proposer is also responsible for ensuring Proposer's employees do not disturb papers on desks, open desk drawers, or cabinets, or use Board computers, fax machines, telephones, copy machines, including all Board owned property, materials, or supplies except as authorized.

Training and Experience

Proposer's staff shall have trained and experienced cleaning staff that exhibits the ability to perform the services with minimum supervision. The Proposer should have in place training and development programs to ensure staff are properly trained to perform the scheduled cleaning and sanitization tasks. This should include at a minimum blood borne pathogens education, safety training, safe use, handling and disposal of all products, chemicals and application devices, and customer service.

The Proposer shall meet with the Board's Project Manager and/or their designee at a mutually agreed upon date and time prior to the start of the contract to review the requirements of the specification, including the weekly checklists, storage location(s) and a tour of each location to be serviced.

Communication and contract information

The Proposer must supply the Board's Project Manager with a phone number that is monitored and/or has voicemail and a valid email address. Responses to messages/emails are expected by the next business day.

A list of designated Board Project and Site Managers, and key Board staff for each specified facility or building shall be shared with the Proposer upon contract award.

The Proposer shall provide the Board's Project Manager with a list of employees assigned to their facility, including any relief employees that may be onsite to replace a previously assigned employee. This list should be provided prior to beginning service and resubmitted if changes occur.

Section II - Documentation

Daily, Weekly, and Monthly Checklists

The Board will provide checklists to be completed each day, week, and month for each location of service. The Supervisor will initial the checklist once each item has been completed and will obtain the Project Manager's initials for the daily, weekly, or monthly checklist. The Project Manager will review the checklists and submit the original documents for the Board's records. The signed documentation must be submitted before an invoice can be approved and paid.

Safety Data Sheets (SDS)/ Material Safety Data Sheets (MSDS)

The Proposer shall furnish the Department with all Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) applicable to the products and chemicals furnished by the Proposer for the performance of the specified services. These documents will be required upon award of contract.

Section III- Non-Performance

It is the objective of the Board to obtain full cleaning performance in accordance with the terms and conditions of the specifications, and at the quality standards of work set forth. The Board expects complete performance as identified and non-performance will be made in accordance with the following stipulations:

The Project Manager will submit to the Board's Procurement and Legal Department written documentation of non-performance issues and any attempts made by the Board or Proposer to resolve the performance issue(s).

The Board's Procurement and/or Legal Department will notify the Proposer of the reported performance issue(s) as submitted and will constitute a deduction of \$100 per deficiency per day. This will continue daily until such deficiencies or non-performance is corrected to the Board's/Project Managers satisfaction. This deduction shall control, in all cases, as distinguished from any estimates based on the Proposer's cost, the monetary level the Board may use to recoup from the Proposer's failure to perform or poor quality of performance.

Repeated incidents of unsatisfactory cleaning performance, failure to supply the required documentation, shortage of hours, or failure to comply with other terms and conditions of the contract will constitute grounds for placing the Proposer in default and could, at the Board's discretion, result in contract termination.

Section IV - Supplies, Equipment, Storage

The Proposer shall furnish all supplies, materials, and equipment necessary for the performance of the specified services unless otherwise specified herein. The type and quantity is to be in congruence to the job(s) to be performed.

Storage Location(s)

A janitorial closet will be provided for inventory of supplies and equipment that will be used in the performance of the janitorial services. Although a designated storage area will be provided for the storage of the Proposer's equipment, materials, and supplies, the Board shall not be responsible or liable for the damage, loss or theft of such equipment, materials, or supplies.

All products and chemicals used to provide services shall not fade or damage flooring, furniture, or equipment. The Proposer shall use recommended products for cleaning and polishing flooring. All cleaning products must be used in accordance with the safety methods set forth on the SDS or MSDS. All products, chemicals, and application devices must be used, stored, and disposed of, and/or cleaned in accordance with the methods set forth on the SDS or MSDS, and as governed by Local, State or Federal laws.

Cleaning Equipment

The Proposer will be responsible for providing all equipment and supplies necessary to perform the required janitorial services as specified. Equipment supplied by the Proposer must be of the size and type customarily used in work of this kind. No equipment shall be used which is harmful to any facility, its contents, or occupants. All equipment must be in good working condition at all times. The Proposer will be responsible for all maintenance and repair costs necessary to keep their equipment in proper working condition, and for any cost necessary to repair damage to the equipment due to misuse, abuse, or neglect by his employees. Should any machine become unserviceable, the Proposer shall furnish, at his expense, the equipment necessary to continue complying with the provisions of the specifications.

Cleaning and Sanitizing Chemicals

All products and supplies used and furnished must be of grade "A" standards. These products may be used as well as substitutes or other brand names of comparable industrial grade quality. In instances where a specific cleaning product or equipment is specified, substitutions will be allowed only after obtaining prior approval from Project Manager.

The Proposer shall supply all the common and item specific cleaning and sanitizing chemicals, along with all the associated tools and equipment necessary to use the chemicals to perform the required janitorial services as specified. All chemical containers must be properly labeled and maintained in accordance with the most recent OSHA guidelines and regulations. Chemicals selected for use must be used as directed by the manufacturer on the label. The Proposer, nor his/her staff, shall use a chemical for any other purpose than its intended use according to the labeled instructions.

The Proposer shall not use any material or chemical that the Board has determined to be unsuitable or harmful to the surfaces to which it is to be applied or the staff where it will be used. The Board reserves the right to reject any chemical and require the Proposer to provide an alternative product at no additional cost to the Board. The Proposer will be responsible to ensure that their staff have the proper knowledge and personal protective equipment (PPE) required to complete each assigned task.

Selected Proposer will be required to supply and furnish at their own cost and expense all cleaning supplies wax, polish, strippers, pads, wastepaper, trash and garbage can liners, paper towels, toilet paper, soap, deodorant bars or solutions, and anything else that will be necessary for the proper execution of this contract.

Example of Products to be provided by the Proposer

Proposer must supply a list of all chemicals they will use to clean and sanitize. The list must include the brand and description of what the chemical is used for. This must be included in Section 4.8 of the proposal.

All restroom supplies will be stocked in a designated building area by Board Site Managers. The Proposer will be responsible for refilling the soap, toilet paper, toilet seat covers, and paper towel dispensers, and replacing the urinal mats and screens as needed.

Section V - Locations of Service

The following table provides a list of the facilities, lease properties, buildings, and specified areas with corresponding square footage to be serviced by the Proposer:

Site Name	ADDRESS	APPROX. SQ FT
CARROLLTON WATER PLANT COMPLEX (Offices Listed Below)	8800 S. Claiborne Ave	47,450
Engineering and Lab Building, Chemical Laboratories, Machine Shop, Electric Shop, Facility Maintenance, Meter Shop, Welding Shop, Plant Maintenance Office, Pumping and Power Offices, Low Lift Bathrooms Environmental office trailer, Modular double wide office trailer		
SWBNO Main Office Building	625 St. Joseph Street	87,600
Customer Service Satellite Office	4021 Behrman Hwy, Suite M2	4,000
Central Yard Administration	2900 Peoples	27,900
Central Yard Labor Annex	2900 Peoples	4,500
Central Yard Warehouse	2900 Peoples	4,300

Central Yard Body Shop	2901 Eads St.	1,000
Central Yard Garage I	2901 Eads St.	2,500
Central Yard Garage II	2901 Eads St.	6,900
Central Yard Drainage & Sewer Operations (Station D)	2800 Florida Ave	2,500
Central Yard Building Maintenance	2901 Eads St.	1,500
ALGIERS WATER PLANT COMPLEX (Offices listed below)	900 Lamarque St.	7,700
Chemical Building, Filters Gallery, Station C, Westbank Power Control Station		

Section VI - Cleaning requirements and frequency of cleanings

A summary of cleaning services requirements and frequencies at which such services shall be performed in all areas specified above. Please refer to Attachment C for this summary.

Please be advised that all would be Proposers MUST attend a mandatory facilities walkthrough at 9:00 AM on Friday, May 17, 2024, at 625 St Joseph St, New Orleans, LA for proposer to inspect the facilities and determine the level of effort needed to clean each specified facility as described in Attachment C.

Section VII - Initial Cleaning and Restroom Equipment Installation

Prior to the start of the regular monthly services, the Proposer shall perform an initial deep cleaning on every location as specified in Section V. The initial deep cleaning shall consist of performing all the services listed in Section VI and any additional tasks as needed, regardless of the frequency, to start the regular services on clean facilities.

Restroom Equipment

Proposer will be required to replace the following equipment in all restrooms:

- Waste Receptacles
- Toilet Paper Holders
- Automatic Soap Dispensers
- Sanitary Napkin Holders
- Toilet Seat Cover Holders
- Automatic Paper Towel Dispensers
- Automatic Air Freshener Dispensers

The Proposer will submit in their proposal a list of the brands, the item, the model number, and the price of each item along with the quantities that will be needed for each location.

It shall be the Proposer's responsibility to maintain and keep all restroom equipment in good working order. In instances where the equipment may be damaged and not working, the Proposer shall be required to replace the equipment in kind.

The Proposer shall provide the monthly cost to maintain the equipment and the itemized cost to replace the equipment, if needed.

The cost to purchase and install the new restroom equipment shall be included as a separate line on the invoice with the cost of the Initial Cleaning Lump Sum.

Section VIII – Additional Work Duties

In addition to the work specified the following additional duties will be performed by the Proposer in conjunction with the cleaning operations:

- Reporting fires, hazardous conditions, and items in need of repair, including burnt lights, leaky faucets/toilets/urinals, toilet stoppages, touchless bathroom dispensers or toilets needing new batteries, etc., will be reported promptly to Site Manager for specified areas.
- Verifying all windows are closed, and lights turned off when not in use.
- See that rooms in secure areas are locked after cleaning and keys returned to designated Supervisors as applicable.
- Turn in all lost and found articles to the designated office or contact the Site Manager.
- All tools and equipment are maintained in clean condition at all times and neatly stored each night in the assigned storage area.

Section IX – Work Hours per Location

The Proposer's staff shall perform all specified work at each facility according to the hours set below. Janitorial staff may arrive at specified start time and work continuously until all required tasks are completed. All work must generally be performed daily, except for SWBNO holidays when the buildings are not occupied, and no cleaning is necessary. Please be advised that the hours listed below may change per facilities as needed by each site manager.

Any tasks requiring floor stripping and refinishing shall be scheduled to be performed between the hours of 5:00 p.m. and 12:00 a.m. to minimize disruption of daily office operations. The proposer shall coordinate with the Project Manager to define tasks schedules.

Additional specific cleaning tasks may be required in case of emergencies, incidents, or special events. In the event the Board requests additional cleanings, the Proposer shall perform the type of task required at an hourly rate proposed under the submitted rate sheet. The Proposer shall coordinate with the site manager to verify the number of hours necessary to complete the daily, weekly, monthly, or quarterly tasks requested as additional cleanings.

CARROLLTON WATER PLANT –

Engineering/Lab Building

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

12:00 p.m. – 4:00 p.m.

CENTRAL YARD

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

12:00 p.m. – 4:00 p.m.

ST JOSEPH ADMINISTRATION

Monday-Friday

8:00 a.m. – 4:00 p.m.

4:30 p.m. – 8:00 p.m.

Weekends (As needed)

ALGIERS WATER PLANT

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

BEHRMANN PLACE ANNEX

Monday-Friday

8:00 a.m. – 4:00 p.m.

Weekends (As needed)

Section X – Submittal of Invoices

- Proposer shall provide a detailed breakdown of each payment request which shall include a summary of the work completed.
- Copies of all daily, weekly, monthly, etc., checklists of the work performed shall be submitted with a monthly invoice as backup. Invoices shall be submitted in a Board specified format to the designated Board Project Manager, which should include the billing period, and signed in blue ink. Incomplete invoices will be rejected and will require them to be resubmitted.
- The Board will pay for services rendered in accordance with the specifications and its normal accounting procedures. Payments will be made after services have been rendered and said services have been deemed satisfactory. In no cases shall work be paid for in advance.

2.3 Contract Terms and Compensation

The contract period is two (2) years with two (2), one-year renewals and is scheduled with initiation of the contract period following approval by the SWBNO Board of Directors and issuance of Notice to Proceed and Purchase Order.

Proposal prices shall be firm and shall not be amended after the date and time of the proposal opening. Any attempt by the proposer to amend proposal prices shall constitute default as outlined in this specification. Prices quoted in the proposal response shall include all shipping and delivery costs.

2.4 Payment

The Board shall pay Proposer in accordance with the contracted prices. The Proposer will invoice the agency at the billing address designated by the agency. Payments will be made by the Agency within approximately forty-five (45) calendar days after receipt of a properly executed invoice, and approval by the Department or designee. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

2.5 Information

All reports, surveys, tables, charts, diagrams, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of the SWBNO. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with the SWBNO. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of the SWBNO.

2.6 Non-Collusion Statement

The Proposer confirms that this Agreement is entered into with the Board without any connection with any person or persons making a proposal for the same services, and that it is in all respects fair and without collusion or fraud; also that no member of the Board or public official of the City, who are by law are excluded from participation herein, is directly or indirectly interested herein or in furnishing the services to which it relates or in any portion of the profits thereof.

2.7 Non-Solicitation Statement

The Proposer has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Proposer has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

2.8 Convicted Felon Statement

The Proposer confirms that no principal, member, or officer of the Proposer has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

2.9 Insurance Requirements

Proposer shall maintain at his own expense and in good standing, such insurance as will protect the Board, the City of New Orleans, their officers, officials, employees, boards, commissions, and volunteers, and the Proposer himself, from and against any and all claims or damages to public or private property or personal injury, including death, to employees or the public, which may arise from any operations under this contract or any of its subcontracts. The coverage shall contain no special limitations on the scope of protection afforded to the

Board or the City. Both the Board and the City shall appear as "Additional Insured" on all Commercial General Liability and Business Automobile Insurance. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Board and the City, their officers, officials, employees, boards and commissions, and volunteers. The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If this transaction requires the Proposer or subcontractor's employees to enter the Board's facilities or job sites, a senior employee of the Proposer and/or any subcontractor will review the Board's Safety Orientation Notice (Notice) and will explain this Notice to every employee who will enter Board facilities. This Notice is included as a part of the specifications for this contract.

Proposer and its insurers shall agree to waive all rights of subrogation, except on their Professional Liability Policy, against the Board, the City, and their officers, officials, employees, boards and commissions, and volunteers for losses arising from work performed by the Proposer for the Board and the City. Each insurance policy required by this contract shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, that has been given to the Risk Manager of the Board. In general, insurance is to be placed with insurers with a Best's rating of at least A-V, although this requirement may be reviewed and modified by the Risk Manager of the Board in the best interest of the Board. The Risk Manager may also consider performing such review upon written request from Proposer. Proposer shall furnish the Board with certificates of insurance affecting coverage required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The certificates of insurance are to be received and approved by the Risk Manager of the Board before work commences. In the event of a claim, Proposer shall make applicable insurance policies available for review by the Board. Proposer shall retain its rights to restrict disclosure of Proposer's proprietary information.

The following are the types of insurance policies and the minimum limits of insurance coverage which shall be maintained by Proposer during the entire term of the Contract:

a) **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY**

INSURANCE, as will protect him from claims under Workers' Compensation Laws. The Workers' Compensation section of the policy shall afford statutory limits and be in accordance with all Louisiana Workers' Compensation Statutes. The Employers' Liability limit shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee/policy limit for bodily injury by disease. Whenever any vessel or floating equipment is involved, the insurance shall afford coverage under the Federal Longshoremen's and Harbor Workers' Act, and shall also include protection for injuries and/or death to Masters and Members of the crews of vessels with statutory limits in accordance with the Jones Act.

b) **COMMERCIAL GENERAL LIABILITY INSURANCE**, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, including Explosion, Collapse, and Underground Property Damage Hazards. The Products-Completed Operations aggregate limit shall not be less than \$1,000,000 each occurrence. The general aggregate limit shall apply separately to this project.

c) **BUSINESS AUTOMOBILE INSURANCE**, which shall cover liability arising from any auto (including owned, hired, and non-owned vehicle). The limit of liability shall not be less than \$1,000,000

combined with each accident for all injuries, property damage, and/or death resulting from one occurrence.

d) **ERRORS AND OMISSIONS/PROFESSIONAL LIABILITY INSURANCE**, whichever is applicable to the particular profession or service to be provided, with _____ limit of not less than \$1,000,000 each Claim, with a \$2,000,000 annual aggregate, **without** any restrictive “negligent act, negligent error, or negligent omission” clause, and sufficient to protect the Proposer, the Board, and the City, for a five (5) year period from completion of this contract, against any and all claims which may arise from the Proposer’s negligent performance of work described herein.

In addition, Proposer shall be required to furnish to the Risk Manager of the Board all copies of investigative reports regarding all claims filed with the Proposer and his insurance carriers relative to the contract, with the exception of claims filed against his Workers' Compensation Insurance. Such reports shall include date, location, and description of loss as well as amounts of settlements or judgments in order that annual aggregate limits may be monitored by the Board for Proposer's compliance with these specifications.

The furnishing of insurance as provided above shall not relieve Proposer of its responsibility for losses not covered by insurance. Prior to the signing of the contract, evidence of all such applicable insurance satisfactory to the Board shall be filed with the Risk Manager of the Board. All policies shall be in insurance companies authorized to do business in Louisiana and shall remain in full force and effect until the final completion of the work and acceptance thereof by the authority of the Board. Proposer and/or his insurer shall notify the Risk Manager of the Board at least thirty (30) days in advance of any insurance coverage to be canceled or of any insurance coverage that will expire. Proposer shall simultaneously furnish the Board evidence of new coverage to be effective the same day and hour of the expired or canceled coverage. In the event Proposer fails to submit this evidence of new coverage five (5) days prior to cancellation date or expiration date of any policy or policies, the Board will obtain the required coverage to become effective on date of cancellation or expiration of said policies. The cost of such new coverage shall be at the expense of Proposer and any expenditure incurred by the Board of this coverage will be deducted from any balance due to Proposer.

2.10 Right to Audit

The Board shall have the right to audit by its personnel or its authorized representative at all reasonable times all records pertaining to the administration of this contract by the Proposer, including its records of any subcontractor(s) employed on the contract. Such records shall be made and kept by the Proposer in accordance with generally accepted accounting principles and practices. Records shall include, but are not limited to, accounting records, daily reports, correspondence, and subcontract files (hard copies as well as computer readable data, if it can be made available). Records subject to audit shall also include but not be limited to those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to cost and/or change order requests associated with this contract. The Board also reserves the right to interview employees, make photocopies, and inspect all records at a reasonable time for a minimum of three (3) years after completion of the project or formal acceptance of the contract by the Board. Proposer shall be required to retain such files of the project as described herein for a minimum of three (3) years after completion of the project or formal acceptance of the contract by the Board.

2.11 Confidential Information

Information contained in the Vendor’s proposal that it deems proprietary, or trade secret must be clearly identified in the proposal as described below in the Louisiana Revised Statute 44:3.2. D. (1). The Board will be free to use all information in the Vendor's proposal for the Board’s purposes. Vendor proposals shall remain confidential until the Board’s Proposal Selection Committee makes its recommendation to SWBNO Board of

Directors. The Vendor understands that any material supplied to the Board may be subject to public disclosure pursuant to the Louisiana Public Records Law (LA R.S. 44:1, et seq.).

Louisiana Revised Statute 44:3.2 D. (1) All records containing proprietary, or trade secret information submitted by a developer, owner, or manufacturer to a public body pursuant to Subsection A, B, or C of this Section shall contain a cover sheet that provides in bold type "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION". The developer, owner, or manufacturer shall clearly mark each instance of information which is, in his opinion, proprietary or trade secret information.

2.12 Confidentiality Statement

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than SWBNO.

2.13 Subcontractor

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements and/or Scope of Work using a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal. The proposer will retain full control over this contract and will not assign or subcontract said contract without the prior written consent of SWBNO. Failure to request consent shall be grounds for default under this contract. The Proposer further agrees that assigning or subcontracting any portion or feature of the work shall not relieve the Proposer from its full obligations under this contract.

2.14 Living Wage

The Proposer agrees to abide by City Code sections 70-801, et seq., which requires payment of a wage to covered employees equal to the amounts defined in the Code ("**Living Wage**"). If the Proposer fails to comply with the requirements of the Living Wage during the term of the Agreement, said failure may result in termination of the Agreement or the pursuit of other remedies by the Sewerage and Water Board.

Current Living Wage. In accordance with the Living Wage Ordinance, Living Wage shall be as follows:

- \$11.19 per hour for any work performed on or before December 31, 2021.
- \$13.25 per hour for any work performed on or before December 31, 2022.
- \$15.00 per hour for any work performed on or before December 31, 2023; and
- \$15.00 per hour plus any adjustment provided in subsection D below for any work performed during calendar year 2024 or thereafter.

The Proposer shall be responsible for confirming the Current Living Wage by visiting <https://www.nola.gov/economicdevelopment/workforce-development>

2.15 Economically Disadvantaged Business Program

To ensure the full participation of DBEs in all phases of SWBNO's procurement activities, all Proposers at time of proposal submission shall complete and submit an Economically Disadvantaged Business Participation Summary Sheet along with signed correspondence from SLDBE(s) on their letterhead. If the DBE Participation Summary Sheet and signed correspondence are not submitted, it shall be determined that the proposer is non-responsive, and the proposal will not be evaluated by the Selection Committee.

A DBE goal of **thirty percent (30%)** has been established for this RFP. The Proposer shall agree to use its best efforts to assure that all Proposers comply with the factors set forth in the DBE Program, to meet the goal for DBE participation in the performance of this solicitation.

Proposer agrees to use its best efforts to carry out this policy by utilizing the current listings of approved DBE vendors available at the Board's website at

https://www.swbno.org/business_disadvantagedbusinessprogram.asp.

PART III. PROPOSAL EVALUATION AND SELECTION

3.1 Selection Committee

Pursuant to Policy Memorandum No. 95, SWBNO must establish a Selection Committee with relevant subject-matter expertise in reviewing and evaluating proposals to the RFP. Each proposal to the RFP must be evaluated by a committee of five individuals consisting of:

- General Superintendent, or designee
- Deputy Director, or designee
- Department Head requestor, or designee
- Employee who will manage and monitor the contract
- An Expert (Employee or Non-Employee) in the field as determined by the Executive Director

The Selection Committee will first evaluate the proposals based on qualitative criteria rather than quantitative price. The members on the Selection Committee will complete the numerical grading and provide a written explanation stating the reasons for the rating for each criterion.

3.2 Technical Evaluation

SWBNO will select a Proposer generally according to the procedures described in Policy Memorandum No: 95. The Selection Committee will first evaluate and score responsive RFP Responses on the criteria listed below and provide an assessment of that score.

The Selection Committee shall first evaluate the proposals based on criteria other than price. The members on the Selection Committee shall utilize consensus scoring and discuss each proposal to complete the numerical grading.

The members on the Selection Committee will complete the numerical grading (0-5) with the criteria weighted as shown below and provide a written explanation stating the reasons for their rating for each criterion.

The Board reserves the right to reject all proposals. As part of the evaluation process, the Selection Committee will interview Proposer references and other parties to confirm Proposer's performance on previous projects. The Board reserves the right to terminate this process at any time, and no guarantee is expressed or implied that obligates the Board to contract for the proposed project. The Board will negotiate its agreement with the highest evaluated proposer, as determined by the Selection Committee.

Proposers shall be treated fairly and equally with respect to any opportunity for discussion and revision of their offer. To obtain the best and final value offers, revisions may be requested after submissions and before award of the Contract.

A Proposer may receive the maximum points, a portion of this score, or no points at all, depending upon the merit of its response, as judged by the Selection Committee in accordance with the qualitative criteria below:

Technical Criteria

(30%) Proposer Methodology/Approach

(20%) Proposer Work Experience

(20%) Proposer Staffing Capability

(20%) Proposer Standard Operating Procedures

(15%) Net overall cost for the proposed services. (Cost shall be considered in proposal evaluations but shall not be the sole determining factor).

(10%) Proposal complies with contract DBE participation goal of 30% and is willing to promote full and equal business opportunities in accordance with the Board's State-Local Disadvantaged Business Enterprise Program

3.3 Price Evaluation

Cost proposals must be submitted in a separate envelope or file (if emailed) marked "Cost Proposal". A Proposer may receive the maximum points, a portion of this score, or no points at all, depending upon the merit of its Price Proposal:

The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC*15)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 15 of the total number of points assigned

3.4 Shortlist

SWBNO at its sole discretion may recommend a selection of Proposers for a short list based on the overall ranking by the Selection Committee.

During the review of any proposal, the Selection Committee may:

- Conduct reference checks relevant to the solicitation to verify all information and rely on or consider any relevant information from such cited references or from any other sources in the evaluation of proposals.
- Seek clarification of a proposal or additional information from any or all proposers and consider same in the evaluation of proposals.
- Waive any requests or requirements if such waiver is in the best interest of the SWBNO; and
- Request interviews/presentations with any, some or all proposers to clarify any questions or considerations based on the information included in proposals, Proposals during the evaluation process, and consider any supplementary information from interviews/presentations in the evaluation.

3.5 Best and Final Offer (BAFO)

Selection Committee, at its request, may ask for a Best and Final Offer from the top proposers.

Written notification is sent to the selected proposers that will include a list of the specific items to be addressed, instructions and deadline for submittal, and the evaluation criteria and scoring methodology, if different from the RFP.

If requested, when evaluating BAFO responses, if BAFO cost is requested, this will replace the original cost and the technical proposal may be re-evaluated.

3.6 Notification

Once the Selection Committee recommends a proposal, the Procurement Department notifies the selected firm by a Recommendation of Award letter. The unsuccessful proposer(s) will be notified as well. The Award Letter will contain the name and contact information of the representative of the department responsible for administering the future contract.

IMPORTANT: The Recommendation of Award letter is not a contract award notification. The contract award is subject to the successful satisfaction by the selected respondent of all additional requirements in the solicitation.

PART IV. PROPOSAL SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below.

Proposals must be prepared in English on 8 ½ x 11 inch paper with tabbed indexes separating the following sections in the following order:

4.1 TITLE PAGE

Title Page should contain the following information:

- RFP Number and Name
- Proposer's Name and Address
- Proposer's Contact Person and Information (email address, telephone number(s), etc.)

4.2 TABLE OF CONTENTS

Clearly identify the materials by section, page number, and tabs.

4.3 INTRODUCTION AND COMPANY EXPERIENCE

The Proposer shall describe your company's experience and philosophy in providing the services as described. Description should include details such as the following:

- Brief History
- Business Structure
- Number of years in business
- Number of employees
- Number of years performing janitorial services

4.4 PROPOSER METHODOLOGY/APPROACH

The Proposer shall provide the plan and approach to providing the services, including a statement of how the work would be organized, managed, and implemented, and a timetable, if appropriate. The Proposer must indicate how the quality and availability of staff assigned to this work would be maintained over the contract term.

The Proposer should:

- Provide understanding of the work to be performed and how its proposal will best meet the needs of SWBNO
- Define its approach in providing the services and the tasks necessary to meet requirements
- Describe the approach to project management and quality assurance
- Provide a proposed Project Work Plan that reflects the tasks and services to be performed, timetables, and staffing.

The Proposers response should be to all requested areas. It should provide enough information to demonstrate the appropriate experience and staffing to perform the scope of services as described herein.

4.5 PROPOSER WORK EXPERIENCE

The Proposer shall provide three (3) relevant past and/or current similar janitorial work with at least three (3) references from previous clients who have worked with it or its key personnel, including names, titles, email addresses, and telephone numbers.

The Proposer should describe the scope of work,

The Proposer will submit to their references Attachment E for submittal to bids@swbno.org before or by the proposal due date. This should be sent by the reference and not from the Proposer.

4.6 PROPOSER STAFF CAPABILITIES

The Proposer shall provide the staff positions and job descriptions that will be working at SWBNO. Key project team members shall be identified by name, title, and specific responsibilities for the project along with resume and they must have at least five (5) years of experience.

4.7 PROPOSER STANDARD OPERATING PROCEDURES

Proposer shall provide a copy of the company's Standard Operating Procedures (SOP) regarding the cleaning of offices. The SOP should include guidelines on cleaning, cleaning equipment, waste management, hygiene and sanitation, close down list, stock management, health, safety and PPE.

4.8 CHEMICALS AND RESTROOM EQUIPMENT

The Proposer shall provide a list according to the specifications in Section VII:

- List of chemicals
- List of restroom equipment

4.9 PROPOSER INNOVATIONS

The Proposer may suggest technical or procedural innovations that have been used successfully on other engagements and which may provide SWBNO with better service delivery. In this Section, discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to SWBNO.

4.10 COST PROPOSAL (SUBMITTED SEPARATELY)

The Cost Proposal should provide a total monthly fixed cost for each location based on the total square footage and required work of that location. The Proposer should then provide the total monthly fixed cost for all locations combined and a total yearly cost for all locations combined. The Proposer should state what it considers the most appropriate method for determining a reasonable fee for this representation and state the rationale for this determination. Please provide the statement on a separate sheet included with the Cost Proposal.

Separately, the Proposer shall provide a cost for the Initial Cleaning of all locations and the cost of the new restroom equipment according to the Scope of Work. The Proposer should provide a total combined. This should be included in the Cost Proposal file.

The Cost Proposal must also include a separate rate sheet that details expenses and/or fees that the Proposer deems as Additional Services. Please provide these expenses on a separate sheet included with the Cost Proposal.

4.11 REQUIRED ATTACHMENTS

ATTACHMENT A – COVER SHEET
ATTACHMENT B – PRICING FORM

ATTACHMENT C – REQUIRED AFFIDAVITS
ATTACHMENT D – EDBP PARTICIPATION SHEET
ATTACHMENT E – REFERENCE QUESTIONNAIRE

RFP Submittal Document Checklist

_____ Technical Proposal with required tabs

_____ Cost Proposal (separate envelope or separate file)

- PRICING FORM
- ONE-TIME CLEANING
- COST OF EQUIPMENT
- RATE SHEET FOR ADDITIONAL SERVICES

_____ Attachments (Completed and Signed)

- AFFIDAVITS
- EDBP PARTICIPATION SHEET

PLEASE MAKE SURE YOUR REFERENCES HAVE SENT THE QUESTIONNAIRE AS THIS IS A PART OF THE EVALUATION SCORE.

Proposers not submitting the required documents and attachments will result in your response being deemed non-responsive.

ATTACHMENT A
COVER SHEET

Request for Proposal: _____

Company Name: _____

Company Address: _____

Please provide the key contact person's information who will be responsible during the active event:

Primary Contact Person:

Name: _____ Title: _____

Cell Phone: _____ Email Address: _____

Secondary Contact Person:

Name: _____ Title: _____

Cell Phone: _____ Email Address: _____

This RFP must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

ATTACHMENT B

PRICING FORM

2024-SWB-06 RFP-JANITORIAL SERVICES

Site Name	Site Location	Approximate Square Footage	Monthly Cost	Initial Cleaning Lump Sum Cost
Carrollton Water Plant Complex (Offices listed below)	8800 S. Claiborne Avenue	47,450		
Engineering and Lab Building, Chemical Laboratories, Machine Shop, Electric Shop, Facility Maintenance, Meter Shop, Welding Shop, Plant Maintenance Office, Pumping and Power Offices, Low Lift Bathrooms, Environmental office trailer, Modular double wide office trailer				
SWBNO Main Office Building	625 St. Joseph Street	87,600		
Customer Service Satellite Office	4021 Berhman Hwy, Suite M2	4,000		
Central Yard Administration	2900 Peoples	27,900		
Central Yard Labor Annex	2900 Peoples	4,500		
Central Yard Warehouse	2900 Peoples	4,300		
Central Yard Body Shop	2901 Eads St.	1,000		
Central Yard Garage I	2901 Eads St.	2,500		
Central Yard Garage II	2901 Eads St.	6,900		
Central Yard Drainage & Sewer Operations (Station D)	2800 Florida Ave	2,500		
Central Yard Building Maintenance	2901 Eads St.	1,500		
Algiers Water Plant Complex (Offices listed below)	900 Lamarque St.	7,700		
Chemical building, Filters Gallery, Station C, Westbank Power Control Station				

TOTAL MONTHLY COST		
---------------------------	--	--

TOTAL INITIAL CLEANING COST		
------------------------------------	--	--

TOTAL YEARLY COST		
--------------------------	--	--

ATTACHMENT C
CONVICTED FELON AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared _____,

who, being first duly sworn, deposed and said that:

1. He/She is the _____ and authorized representative of _____, hereafter called "Contractor."
2. The Contractor complies with **City Code Section 2-8 (c) for the City of New Orleans.**
3. No Contractor principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

Proposer Representative (Signature)

(Print or type name) (Address)

Sworn to and subscribed before me, in (CITY/STATE) _____

This ____ day of (MONTH) _____, 20 ____.

Notary Public

Notary Identification No./Bar Roll No.

ATTACHMENT C
NON-SOLICITATION AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared _____,

who, being first duly sworn, deposed and said that:

1. He/She is the _____ and
authorized representative of _____ hereafter called "Contractor."
2. The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure the subject contract. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the subject contract.

Contractor Representative (Signature)

(Print or type name) (Address)

Sworn to and subscribed before me, in _____, Louisiana,

this ___ day of _____, 20 _____.

Notary Public

Notary Identification No./Bar Roll No.

ATTACHMENT C
NON-COLLUSION AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

_____, being first duly sworn, deposes and says that:

(1) S/He is (Owner) (Partner) (Office) (Representative) or (Agent), of:

the Proposer that has submitted the attached Proposal:

(2) Such Proposal is genuine and is not a collusive or sham Proposal:

(3) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly, or indirectly with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any advantage against the Sewerage and Water Board of New Orleans of any person interested in the proposed contract; and

(4) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer Representative (Signature)

Title

(Print or type name)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____ 20____. Notary ID#/Bar Roll # _____

NOTARY PUBLIC (Signature)

NOTARY PUBLIC (Print Name)

**ATTACHMENT C
CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared _____ who, being first duly sworn, deposed and said that:

He/She is _____ and authorized representative of _____,
Hereafter called "Bidder."

The Respondent hereby confirms that a conflict(s) of interest **exists /does not exist/may exist (circle one)** in connection with this solicitation which might impair Respondent's ability to perform if awarded the contract, including any familial or business relationships that the Respondent, the proposed subcontractors, and their principals have with the Board officials or employees.

(If a conflict(s) of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this form).

Respondent Representative (Signature)

(Print or type name)

(Address)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____ 20_____.

NOTARY PUBLIC (Signature)

NOTARY PUBLIC (Print Name)

Notary ID#/Bar Roll# _____

ATTACHMENT C
BIDDERS'S ORGANIZATION

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A CORPORATION

IF PROPOSAL IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH PROPOSAL.

ATTACHMENT C
CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this _____ day _____, 20____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the Sewerage and Water Board of New Orleans.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Procurement Director of the Board, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____

SECRETARY

Attachment D

ECONOMICALLY DISADVANTAGED BUSINESS PARTICIPATION SUMMARY SHEET

Minimum Percentage Goal Participation for this Contract is 30%

Contract Name and # _____

Name and Address of Disadvantaged Business Enterprise Company	Name of Contact Person	Scope of Work to be Performed	Dollar Amount of work to be performed	Percentage of Dollar Amount to Total Bid Price

THIS FORM MUST BE COMPLETED AND SUBMITTED BY ALL BIDDERS, ALONG WITH SIGNED CORRESPONDENCE FROM SLD/DBE(S) ON THEIR OWN LETTERHEAD REAFFIRMING NEGOTIATED TERMS, AT TIME OF BID. **FAILURE TO DO SO WILL RENDER THE BID NON-RES**

ONSIVE. BY SUBMITTAL OF THIS FORM, PRIME CONTRACTOR ACKNOWLEDGES THAT DBE(S) HAVE BEEN CONTACTED AND A FIRM PRICE HAS BEEN OBTAINED. NOTE: Signature required even if judged NOT APPLICABLE by the BIDDER

Prime Representative Name: _____ <div style="text-align: center; margin-left: 100px;">Print Name</div>	Prime Signature: _____ <div style="text-align: center; margin-left: 100px;">Signature</div>
Prime Company's Name: _____	Date: _____
Prime Address: _____ _____	E-mail: _____

ATTACHMENT E
REFERENCE QUESTIONS



The Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165
504.529.2837 OR 52.WATER
www.swbno.org

THE SEWERAGE AND WATER BOARD OF NEW ORLEANS IS CONDUCTING A REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES FOR SEVERAL OF OUR LOCATIONS. WE ARE ASKING YOU, AS A CHOSEN REFERENCE FROM THIS PROPOSER, TO ANSWER THE FOLLOWING QUESTIONS BELOW. PLEASE BE CANDID IN YOUR RESPONSE.

PLEASE SUBMIT YOUR RESPONSES TO BIDS@SWBNO.ORG BY **MAY 31, 2024**, AT **11:00 A.M.** YOUR RESPONSE WILL BE A PART OF THE SCORE FOR THIS VENDOR.

2024-SWB-06 JANITORIAL SERVICES

PROPOSER: _____

REFERENCE NAME: _____

REFERENCE TITLE: _____

REFERENCE COMPANY NAME: _____

REFERENCE EMAIL ADDRESS: _____

REFERENCE PHONE NUMBER: _____

1. HOW LONG HAS THE COMPANY WORKED FOR YOU?

2. IS IT EASY OR HARD TO REACH THEM FOR ANY COMMUNICATION?

3. HOW FAST DO THEY RESPOND TO ISSUES?

4. WHAT ARE THEIR STRENGTHS? (NAME THREE)

5. WHAT ARE THEIR WEAKNESSES?

6. HOW DOES THEIR STAFF INTERACT WITH YOUR STAFF?

7. WOULD YOU RECOMMEND THEM?

8. ANYTHING ADDITIONAL YOU WOULD LIKE TO ADD?

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE EMAIL CONNOR METCALF AT CMETCALF@SWBNO.ORG.