

Specifications for Janitorial Services

The Port of South Louisiana is requesting sealed proposals for janitorial services for the following locations:

Administration Building (30,000 Square Feet) 1720 Highway 44, Reserve, LA

This is a three (3) story building, however, one of the floors consist of a 10,000 square feet parking garage which is not a part of this Request. The building has (29) office/work areas, one (1) large conference room, four (4) medium-to-small conference rooms, ten (10) restrooms [two (2) of them contain shower stalls], two (2) kitchenettes, two (2) lobbies, a stairway, and one (1) elevator. This building must be cleaned **three (3) times a week** after normal working hours.

Finance Office (2,162 Square Feet) Globalplex Facility, 197 West 10th Street, Reserve, LA

The Finance Office is a one-story building consisting of five (5) offices, one (1) kitchen, two (2) restrooms, and one (1) porch. This building must be cleaned **one (1) time a week** after normal working hours.

Building 76 (2,743 Square Feet), Globalplex Facility 147 Henderson Street, Reserve, LA

The terminal office is a one-story office building that has five (5) Port offices, one (1) conference room, one (1) kitchen, two (2) restrooms, one (1) supply room, and one (1) utility room. This building is shared with one of the Port's tenants and they are responsible for their own janitorial services. This building must be cleaned **one (1) time a week** after normal working hours.

MSOC Building (2,000 Square Feet) Globalplex Facility, 137 Henderson Street, Reserve, LA

This building has a common entrance area, two (2) offices, two (2) restrooms, one (1) Conference Room, one (1) kitchen, one (1) Communications Room, one (1) Equipment Room, and three (3) Bunk rooms. This building must be cleaned **two (2) times a week** after normal working hours.

Scale House River Road Entrance, Reserve LA

The scale house consists of one (1) open area office and one (1) restroom and coffee area. The building must be cleaned **two (2) times a week** after normal working hours.

Guard House 155 West 10th Street, Reserve, LA

This building is a small trailer and consists of two (2) adjoining offices and one (1) restroom and coffee area. The building must be cleaned **two (2) times a week** after normal working hours.

Maintenance Building (Bldg #60) Globalplex Facility, 155 West 10th Street, Reserve LA

This building consists of the (5) five offices, (1) hallway, one (1) Conference Room with kitchen, and two (2) restrooms. The building must be cleaned **two (2) times a week** after normal working hours.

Guest House (5,262 square feet) 1692 Highway 44 River Road, Reserve, LA

This house is a two-story antebellum home. It is used for Port meetings and functions. This house consists of one (1) kitchen, one (1) dining room, one (1) living/meeting room, two (2) offices, two (2) foyer rooms, three (3) offices, three (3) inside restrooms and two (2) outside restrooms. This home must be cleaned two (2) times a week. This building may require additional cleanings during the week depending on the functions held at the Facility. These additional cleanings should be priced separately and will be requested as needed.

Residence (1896 Square feet) located at 196 West 10th Street, Reserve, LA

This house is one-story. This house consists of one (1) kitchen, one (1) foyer, two (2) bathrooms, three (3) bedrooms (offices), one (1) Living Room, and one (1) Dining Room. This home must be cleaned **one (1) time a week** after normal working hours.

ST. JOHN AIRPORT:

St. John Airport Office Building (1,400 square feet) 355 Airport Road, Reserve, LA This office has five (5) various offices, two (2) restrooms, break room, hallway, and lobby area. **Transient Hangar restroom and shower.** This building must be cleaned **two (2) times a week** after normal working hours.

Proposal must include the following services and requirements:

Weekly Services:

- ❑ Empty all trash receptacles and replace liners
- ❑ Remove all collected trash and dispose in outside dumpsters
- ❑ Empty smoke receptacles in smoking areas
- ❑ Dust all horizontal surfaces including wooden arches in the lobby, hallways, offices, handrails, desktops, partition tops, tables, filing cabinets, guard rails.
- ❑ Vacuum all carpet and rugs. Shake out and clean all area rugs.
- ❑ Clean all glass doors and windows (Interior department doors and front entrances on all floors).
- ❑ Clean all exterior and interior windows and glass door in all entrances, offices, and reception area.
- ❑ Vacuum and mop (using clean mop) all hard surface floors including restrooms, kitchenette, stairwell, and corridors using appropriate cleaners and sanitizers.
- ❑ Refill all restroom dispensers (i.e., toilet paper, paper towels)
- ❑ Clean and sanitize all toilets, urinals, sinks, showers, and vanities.
- ❑ Clean and sanitize bathroom floors and ceramic walls including baseboards
- ❑ Clean all mirrors
- ❑ Clean all telephone receivers using a germicidal disinfectant.
- ❑ Clean and sanitize all kitchen areas and appliances including washing all dishes, coffee pots, refrigerator, microwaves, counters, cabinets, etc.
- ❑ Remove used Port cups or glasses from meeting areas and offices, wash, and store in kitchen cabinets.
- ❑ Vacuum and refresh elevator
- ❑ Dust area (i.e., pictures, clocks, windowsills, shelves, chairs, and tables, etc.)
- ❑ Wipe interior and exterior of all kitchen appliances (refrigerator, microwave)
- ❑ Clean all wooden interior doors and switch plates to remove fingerprints
- ❑ Polish wood surface furniture

Monthly Services:

- ❑ Bleach and scrub bathroom floors and ceramic tile walls including baseboards
- ❑ Wipe and disinfect bathroom walls
- ❑ Remove all spider webs
- ❑ Clean all interior windows
- ❑ Dust Window Blinds
- ❑ Wax and buff tile and hard surface floors

General Requirements:

Provide vacuum cleaner and all necessary equipment (mop, bucket, etc.) and supplies to perform janitorial services. Provide trash liners for all trash receptacles.

Dumpsters at the Facility are available for disposal of trash from all buildings.

Janitorial staff must wear uniforms to identify the cleaning crew as the janitorial service for security purposes.

Personnel cleaning on the property must possess a TWIC card to enter and work on the premises.

Employees must be able to legally work in the United States –either a U.S. citizen or foreign citizen who has the necessary authorization.

Upon entering any of the Port of South Louisiana/Globalplex facilities, the Company and its employees may be subject to an automobile search. Searches occur randomly.

Janitorial services will be performed after normal working hours. The Port's normal working hours are 8 AM to 5 PM, Monday through Thursday, and 8 AM to 4:30 PM on Friday. Company must adhere to agreed-upon schedule.

The Company must have an established substance abuse program that subjects all of its employees to drug and alcohol testing. Awarded company must submit a copy of the Drug/Alcohol Policy to the Director of Administration.

An occupational license number is required. The Company will be an independent contractor and therefore responsible for its own taxes.

Certificate of Insurance, naming the Port as additionally insured, will be required. The Company shall maintain General Liability coverage in the amount of \$1,000,000. The Company shall provide the Port with a copy of the Certificate of Insurance.

The Company shall maintain Workers Compensation coverage at the force and level required by law. The Company and its employees shall maintain Automobile Liability coverage during the performance of service.

Quotes should be submitted in a flat monthly rate.

The initial term of the contract will be one year with an option to renew for two additional one-year terms.

MSDS sheets must be provided to the Port on all chemicals used to perform services.

The right is reserved to reject any/or all proposals and to waive any informalities.

The Port reserves the right to award the janitorial services to more than one company and assign buildings.

Bid Form for Janitorial Services for 2022

Administration Building	_____	per month
Finance Office	_____	per month
Globalplex Terminal Office Bldg #76	_____	per month
MSOC Building	_____	per month
Scale House	_____	per month
Maintenance Building (Bldg. #60)	_____	per month
Guest House	_____	per month
Residence 196 West 10 th Street	_____	per month
St. John Airport:	_____	per month
St. John Airport Office Building	_____	per month
Total Janitorial Bid	_____	per month
Cost for each Additional Cleaning for the Guest House (Will be requested as needed.)	_____	

Signature

Company Name

Print Name

Address

Phone Number

City, State, Zip Code

PLEASE PROVIDE 3 REFERENCES:

Company Name - Address	Phone Number

Sealed Proposals will be accepted until 11:00 AM Monday, November 28, 2022. Please mark the words "Janitorial Services" on the outside of the envelope. Deliver to: Port of South Louisiana, Globalplex Facility, Building 60 located at 155 West 10th Street, Reserve, Louisiana 70084 or mail to: Post Office Box AE, Reserve, Louisiana 70084. Proposers may electronically submit a proposal at www.centralbidding.com.

Port will not accept proposals received after 11:00 AM on Monday, November 28, 2022.