

# **ADDENDUM #1**

## **ITEM: REQUEST FOR PROPOSAL FOR JANITORIAL SERVICES**

**Addendum Issued June 15, 2011**

The following addendum is hereby made to the Request for Proposal for Janitorial Services:

### **Proposal Due Date**

Please note that the original proposal due date of June 17, 2011 has been postponed until June 24, 2011 at 3:00 PM (CST).

### **Questions**

Please note that additional questions and comments regarding this RFP must be submitted in writing or electronically to Brenda Labat, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to [b.labat@sjbparish.com](mailto:b.labat@sjbparish.com); no later than 3:00 p.m. on June 21, 2011.

## **GENERAL TERMS AND CONDITIONS**

Delete number 3.0 and replace it with the following:

### **3.0 Opening**

Proposals will be opened at 3:30 PM (CST) on June 24, 2011 in the Joel McTopy Chambers of the Percy Hebert Building, 1801 W. Airline Highway, LaPlace, LA 70068.

Delete number 11.0 and replace it with the following:

### **11.0 Fidelity Bond or Retainage**

In order to protect the Parish from dishonest and/or negligent actions of the Contractor and/or Contractor's employees, Contractor shall either submit a \$5,000.00 fidelity or dishonesty bond for each employee or have a specified amount retained from their monthly payments as security.

11.1 (a) The Contract shall furnish a corporate surety bond as security for the benefit of the Parish, providing protection for acts of dishonesty by Contractor's employees. Said surety bond must be in the amount of ten percent (10%) of the annual value of the contract; and

(b) Premium for the bond described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall

accompany the bond; and

(c) The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Louisiana with a minimum of an A- or better bond rating in accordance with A.M. Best Rating Classification; or

11.2 The Parish shall retain ten percent (10%) from each monthly payment to the Contractor, not to exceed an amount equal to ten percent (10%) of the value of the contract. Upon completion of the contract term, the Parish shall remit the amount retained to the Contractor, provided there are no outstanding claims of employee theft against Contractor's company.

### **PROPOSAL FORMAT**

Remove number 4.0 and replace with:

**4.0 Previous Similar Services Offered** - A list of similar services must be submitted. Information should include:

- Client name, address, phone number.
- Description of work.
- Year of service on project
- Total cost of the services, estimated and actual; or Difference in actual cost compared to the estimate

### **EXHIBIT A SCOPE OF WORK**

Remove Section VII and replace it with:

**VII. St. John Community Center-** In addition to the services to be provided in Sections III, IV, V, and VI, Contractor shall perform specialty cleanings as needed. Specialty cleanings include additional cleanings after special events.

### **EXHIBIT C PRICING SCHEDULE**

Delete Section III (A) and replace it with:

#### **I. ST. JOHN COMMUNITY CENTER**

##### **A. ST. JOHN COMMUNITY CENTER, 2900 Highway 51, LaPlace:**

MONTHLY BID: \$ \_\_\_\_\_ DOLLARS

COST PER SQUARE FOOT: \$ \_\_\_\_\_ DOLLARS

NUMBER OF HOURS PER DAY TO CLEAN FACILITY: \_\_\_\_\_ HOURS  
(Estimated square footage of the St. John Community Center is 7,900 sq. ft.)

COST PER SPECIALITY CLEANING: \$ \_\_\_\_\_ DOLLARS

Delete the last paragraph and replace with:

ALTERNATE AWARD EVALUATION: The Parish reserves the right to award the RFP in total, by categories, by groups of items, by individual items or any combination of these in which the parish deems to be in its best interest.

All other terms of the Request For Proposals for Janitorial Services shall remain as first written.

By: Brenda Labat, C.P.M.  
Director of Purchasing & Procurement