



# ST. JOHN

THE BAPTIST PARISH

1811 W. Airline Highway  
LaPlace, LA 70068  
(985) 652-9569



ST JOHN THE BAPTIST PARI  
ELIANA DEFRANCESCHI Clerk of Court  
I certify that this is a true copy of the  
original filing that was recorded on:  
07/03/2019 12:08PM  
366651- MO

Deputy Clerk *[Signature]* #62951

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
ST JOHN THE BAPTIST PARISH COUNCIL  
AND  
ALL THE TIME JANITORIAL, LLC**

This Agreement is made and entered into on this 11th day of June, 2019 between **St. John the Baptist Parish Council**, hereinafter referred to as "**Parish**", represented by Natalie Robottom, **Parish President**, in accordance with the duly passed motion of the St. John the Baptist Parish Council, and **All the Time Janitorial, LLC, P.O. Box 165, Folsom, LA 70437** represented by Walter Wells in accordance with the certificate of authority attached hereto, hereinafter referred to as "**Contractor**" under the following terms and conditions.

#### TERM OF AGREEMENT

This **Agreement** shall begin on the date referenced herein and terminate **three (3) years thereafter**, which extends beyond the current term of office for Administration. This **Agreement** may be renewed for an additional one (1) year, subject to approval by St. John the Baptist Parish Council.

#### AMENDMENT

This **Agreement** may be amended by written consent, executed by both parties and subject to approval by the St. John the Baptist Parish Council.

#### SCOPE OF SERVICES

The Services to be performed by the **Contractor** for the **Parish** under this **Agreement** are set out in **Exhibit A: Scope of Work**, incorporated herein by reference. The parties further agree to be bound by the requirements of **Exhibit A: Scope of Work** attached hereto and made a part of this **Agreement**.

#### PAYMENT TERMS

In consideration of the services described in **Exhibit A: Scope of Work**, the **Parish** hereby agrees to provide compensation to the **Contractor** in accordance with its fee schedule listed in **Exhibit (B): Pricing Schedule**.

All payments and invoices must be approved by the **Facility Manager**, hereinafter called the "**Manager**" or a designee, and all deliverables, invoices etc. shall be submitted to the **Manager**.

#### MONITORING PLAN

This **Agreement** shall be administered and monitored by the **Manager** as work is performed. The monitoring plan will include a review of the services delineated in **Exhibit (A): Scope of Work** to ensure completion and a review of invoices for accuracy prior to payment.

#### TAXES

The **Contractor** hereby agrees that the responsibility for payment of taxes from the funds thus received under this **Agreement** and/or legislative appropriation shall be **Contractor's** obligation. **Contractor** is required to provide a completed W-9 form prior to commencement of work.

## **TERMINATION FOR CAUSE**

The **Parish** may terminate this **Agreement** for cause based upon the failure of the **Contractor** to comply with the terms and/or conditions of this **Agreement**, provided that **Parish** shall give the **Contractor** written notice specifying the **Contractor's** failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This agreement shall terminate thirty (30) calendar days from the date the notice was mailed.

The **Contractor** may terminate this **Agreement** for cause based upon the failure of the **Parish** to comply with the terms and/or conditions of this **Agreement**, provided that the **Contractor** shall give the **Parish** written notice specifying the **Parish's** failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This **Agreement** shall terminate thirty (30) calendar days from the date the notice was mailed.

Notwithstanding the above, the **Contractor** will not be relieved of liability to **Parish** for damages sustained by **Parish** by virtue of any breach of this **Agreement** by the **Contractor**, and **Parish** may withhold any payments to the **Contractor** for the purpose of setoff until such time as the exact amount of damages due **Parish** from the **Contractor** is determined.

## **TERMINATION FOR CONVENIENCE**

**Parish** may terminate this **Agreement** at any time by giving thirty (30) days written notice to the **Contractor** of its intent to terminate this agreement. The **Contractor** shall be entitled to payment for deliverables in progress; to the extent work has been performed satisfactorily.

## **GENERAL CONDITIONS**

It is understood and agreed by the parties hereto that the **Contractor** is entering into this **Agreement** in the capacity of an independent contractor and not as an employee of St. John the Baptist Parish.

The **Parish** shall not be obliged to any person, firm or corporation for any obligations of the **Contractor** arising from the performance of their services under this **Agreement**.

The **Contractor** warrants that he has not employed or retained any company or person, other than a bona-fide employee working solely for the **Contractor**, to solicit or secure this **Agreement**, and that they have not paid or agreed to pay any company or person, other than bona-fide employees working solely for the **Contractor**, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this **Agreement**. For breach or violation of this warranty, the **Parish** shall have the right to annul this **Agreement** without liability.

This **Agreement** shall be binding upon the successors and assigns for the parties hereto. This **Agreement** being for the personal services of the **Contractor**, shall not be assigned or subcontracted in whole or in part by the **Contractor** as to the services to be performed hereunder without the written consent of the **Parish**.

## **VENUE**

This **Agreement** shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this agreement shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. **Contractor** hereby agrees and consents to personal and/or *in rem* jurisdiction of the trial and appropriate Appellate courts.

## **INSURANCE**

The **Contractor** shall meet or exceed the **Parish's** Insurance Requirements as listed in **Exhibit (C): Insurance Requirements**.

#### **OWNERSHIP**

All records, reports, documents, and other material delivered or transmitted to **Contractor** by the **Parish** shall remain the property of the **Parish**, and shall be returned by **Contractor** to the **Parish**, at **Contractor's** expense, at termination or expiration of this **Agreement**. Copies of all records, reports, documents, or other material related to this **Agreement** and/or obtained or prepared by **Contractor** in connection with the performance of the services in which **Agreement** fees have been paid for herein shall become the property of the **Parish**, and shall, upon request, be returned by **Contractor** to the **Parish**, at **Contractor's** expense, at termination or expiration of this **Agreement**.

#### **AUDITORS**

It is hereby agreed that **Parish** shall have the option of auditing all accounts of **Contractor** which relate to this **Agreement**.

#### **NON-ASSIGNABILITY**

**Contractor** shall not assign any interest in this **Agreement** by assignment, transfer, or novation, without prior written consent of the **Parish subject to approval by St John the Baptist Parish Council**. This provision shall not be construed to prohibit the **Contractor** from assigning its bank, trust Contractor, or other financial institution any money due or to become due from approved **Agreements** without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the **Parish**.

#### **INDEMNITY**

To the fullest extent permitted by law, **Contractor** shall indemnify and hold harmless the **Parish** and all of its Agents and Employees, from and against all damages, losses and expenses, including but not limited to attorney's fees (when considered damages recoverable by law), arising out of a resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of **Contractor**.

#### **SEVERABILITY CLAUSE**

If any one or more of the provisions contained in this **Agreement** shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this **Agreement**, and in such an event, this **Agreement** shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

#### **FISCAL FUNDING**

The continuation of this **Agreement** is contingent upon the appropriation of funds to fulfill the requirements of this **Agreement** by the **Parish** or any other state or federal funding source. If the **Parish** fails to appropriate sufficient monies to provide for the continuation of this **Agreement**, or if such appropriation is reduced by the veto of the Parish President or by any means provided in the appropriations act 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 this **Agreement**, this **Agreement** shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**NOTICES**

All notices or demands required to be given, pursuant to the terms of this **Agreement**, shall be in writing and sent to the other party via United States certified mail, postage prepaid and signature required. Seven (7) calendar days written notice of change of address shall be sent to the other party by the manner stated above.

<b>If to Parish:</b>	<b>If to Contractor:</b>
ATTN: Natalie Robottom Parish President St. John the Baptist Parish 1811 W. Airline Hwy. LaPlace, Louisiana 70068	ATTN: Walter Wells All the Time Janitorial, LLC P.O. Box 165 Folsom, Louisiana 70437

**EXCLUSIONS**

Pursuant to Louisiana Revised Statute 38:2227, **Contractor** must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent federal crimes.

**Contractor** must further certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, **Contractor** misapplication of payments, malfeasance in office, or their equivalent federal crimes within the (5) five years prior to submitting the proposal.

**NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**

Pursuant to Louisiana Revised Statute 38:2224 and Louisiana Revised Statute 23:1726(B), **Contractor** must certify that neither he, nor anyone acting on behalf of the **Contractor**, either directly or indirectly, employed, paid nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this **Agreement**, other than persons regularly employed by **Contractor** further affirms that no part of the **Agreement** price was paid or will be paid to any person, firm, association, or other organization for soliciting this **Agreement**, other than payment to person regularly employed by **Contractor** in the regular course of their employment duties for **Contractor**.

**Contractor** further agrees that it will continue to properly classify each employee for unemployment compliance purposes.

**E-VERIFY PROGRAM**

Pursuant to Louisiana Revised Statute 38:2212.10, **Contractor** must certify that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under an **Agreement** with Saint John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. **Contractor** must verify the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

**DISCRIMINATION CLAUSE**

The **Contractor** agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The **Contractor** agrees not to discriminate in its employment practices and will render services under this **Agreement** without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

**(Signature page to follow.)**

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 11<sup>th</sup> day of June 2019.

**WITNESS:**

Laverne Toombs  
SIGNATURE

Laverne Toombs  
PRINT NAME

**PARISH:**

ST. JOHN THE BAPTIST PARISH

By: Natalie Robottom  
Natalie Robottom  
Parish President

**WITNESS:**

[Signature]  
SIGNATURE

ROBERT FIGUERO SR.  
PRINT NAME

**Contractor:**

All the Time Janitorial, LLC

By: Walter Wells  
Walter Wells  
Owner

**Exhibit A**  
**Scope of Work**

This **Agreement** is for Janitorial Services for the **Parish**. This includes all management, supervision, labor, materials, equipment, supplies, workmanship, and transportation necessary to perform and complete the work at the designated locations as per the "Scope of Work." The **Contractor** shall furnish a crew of reliable and experienced janitors to accomplish the following janitorial services:

**I. Regular Daily Service Required (5:00 P.M.– Until) Monday – Friday, with the exception of the Percy Hebert Building Daily Service Required (3:30 P.M. – Until) Monday – Friday.**

**Offices and Common Space:**

- Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers
- Sweep and wet mop all tiled areas
- Vacuum all carpeted areas. Clean or damp mop all spots/stains. Return chairs, etc. to their appropriate location
- Clean & disinfect tables in conference rooms
- Wipe down/disinfect chairs in lobby
- Clean inside and out of all water fountains
- Clean all glass doors

**Restrooms:**

- Thoroughly clean all urinals, toilets and sinks with a solution containing commercial grade, approved disinfectant
- Clean mirrors and bright metal
- Spot clean walls around sinks, urinals, faucets and toilet bowls
- Refill all soap, towel and paper product dispensers to full capacity
- Empty all feminine product containers, spray with a disinfectant, and wipe dry
- Dust top of lavatory partitions
- Sweep and wet mop bathroom floor with a germicidal solution

**Reception Areas – If Applicable**

- Clean all marks and smudges from reception windows, counters, chairs, and other furniture in the lobby area
- Return all reading materials to their appropriate location

**Kitchen/Break Rooms**

- Clean and disinfect all sinks
- Clean tables, counters, inside and out of microwave, and the face of all appliances
- Turn out all lights except those required and designated to remain on
- Clean & disinfect tables
- Set automated alarm system, if applicable, upon completion of janitorial service

**II. Weekly Services Required (5:00 P.M.– until) Monday – Friday**

- Clean all offices Pictures and Wall hangings
- Clean doors (excluding glass doors)
- All furniture (desks, chairs, file cabinets etc.) without disturbing paperwork

**III. Monthly Services Required (5:00 P.M.– until) Monday – Friday**

- Clean baseboard surfaces in all areas

**EXHIBIT B**  
**Pricing Schedule**

The **Contractor** does hereby offer to perform services on behalf of the Parish, of the type and quality and conditions set forth in **Exhibit A: Scope of Work** at the fees stated below.

Area Number	Building & Address	Service Areas	Estimated Sq. Ft.	Monthly Total
<b>1</b>	P.D Hebert Building (Including the Emergency Operation Center) 1801 W. Airline Hwy., LaPlace <b>(Note: Service Hours are 3:30 – Until Monday-Friday)</b>	All Areas Listed in Exhibit A	24,091	\$2,872.00
	Central Warehouse 186 Parish Rd, LaPlace,	Office 2 Bathrooms	347	\$525.00
	Public Works Mechanic Shop 178 Parish Road, LaPlace	2 Bathrooms	70	\$550.00
	Public Works Building (Formerly HR) 1805 W. Airline Hwy., LaPlace	Receptionist Area 2 Bathrooms Conference Room Break Room 9 offices Hallways	2,671	\$625.00
	<b>Total Area 1</b>		<b>27,179</b>	<b>\$4,572.00</b>
<b>2</b>	Utilities Offices /Maintenance Trailer 434 Elm Street, LaPlace	6 Offices 2 Breakrooms 2 Conference Rooms 3 bathrooms	2,778	\$750.00
	Capital Project Building/Shop 178 Parish Road, LaPlace	3 Offices 3 Bathrooms Breakroom	548	\$1,100.00
	<b>Total Area 2</b>		<b>3,326</b>	<b>\$1,850</b>
<b>4</b>	Edgard Courthouse/Juvenile Service Ctr. 2393 Highway 18, Edgard	All Areas Listed in Exhibit A	25,116	\$3,043.00
	LSU Ag Center, 151 E. Third Street, Edgard	4 Offices Lobby/Kitchen Conference & Book Room 2 Bathrooms	3,375	\$725.00
	West Bank Public Works 149 E. Third Street, Edgard	Lobby/Kitchen 4 Offices 1 Bathroom	1,258	\$590.00

	West Bank Council on Aging 3463 Hwy 18 Edgard	Entry/Corridor Office Kitchen / Activity Room 2 Bathrooms	3,241	\$640.00
	<b>Total Area 4</b>		<b>32,990</b>	<b>\$4,998.00</b>

Invoices are to be submitted monthly for the prior month's services and shall be submitted to the **Manager** no later than the tenth (10) day of the succeeding month. The **Parish** shall pay invoices within thirty (30) days of receipt.

Specialty Pricing (During Emergencies) – These are emergencies declared by the Parish President and will be communicated accordingly.

- Wipe/clean/remove any visible dust from heating/air conditioning vents

#### IV. Quarterly Services Required (5:00 P.M.– until) Monday – Friday

- Move all electrical cords and sweep or vacuum all walking surfaces
- All carpeted areas shall be shampooed, using industry approved cleaning methods and equipment
- Dust all ceiling fixtures, windows and door frame
- Clean all mini and other blinds
- Clean all trash containers with detergent
- Dust/polish each desk top
- Dust/polish tops of filing cabinets
- Wax floors
- Heating and Air Conditioning Vents

#### V. Annual Services Required

- Strip/Wax all vinyl composite tile floors (VCS)

#### VI. Supervision of Work

**Contractor** shall conduct regular systematic inspections of his/her/their work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this contract. **Contractor** shall notify **Capital Projects & Facility Manager** or a designee in writing of any special comments on janitorial needs.

#### VII. Accountability

- Janitors are required to report and assist with all cleaning matters as needed

#### VIII. Service Checklist(s)

**Contractor** shall submit a signed checklist of the cleaning requirements for facility daily to the Receptionist Desk. (**Attachment 1 - 5**).

**Capital Projects Facility Manager will assess the effectiveness annually with respect to the performance of specific responsibilities in coordination with Administration Staff.**

#### IX. Complaints

Complaints about service may be cause for termination of any agreement for janitorial services.

The **Parish** believes that the key to good service relationships is to seek constant informal feedback by asking.

Complaints will be put in writing and forwarded (by the department) to the Purchasing and Procurement Director and will note the dates and places where the service was unacceptable or did not meet the terms and conditions of this **Agreement**.

A copy will be immediately forwarded to the **Contractor** for his/her response. Responses to a complaint about meeting contract specification must include a plan to correct and make sure the problem does not reoccur.

#### X. Holidays

The **Parish** will not require janitorial service on those holidays which are observed by the **Parish**:

New Year's Eve  
New Year's Day  
Martin Luther King Day  
Mardi Gras Day  
Good Friday

Memorial Day  
Independence Day  
Labor Day  
All Saints Day  
Veteran's Day

Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve  
Christmas Day

#### XI. Requirements and Specifications

To ensure the safety of government employees and property to be cleaned, the **Contractor's** employees shall submit to a seven (7) year, statewide criminal background check, as arranged by and at the cost of the employer. Results of these background checks shall be submitted to the **Parish** no later than thirty (30) days from the date of execution of the contract and within 3-5 business days of hiring new employees.

#### XII. Regulatory Requirements:

The **Contractor** shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations pertaining to the performance of the work specified herein. Ignorance on the part of the **Contractor** shall not, in any way, relieve the **Contractor** from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

The **Contractor** shall hold all licenses, permits, and certifications as may be required by federal, state, and local laws, ordinances, rules, and regulations for the proper execution and completion of the work specified herein.

#### XIII. Safety and Protection:

The **Contractor** shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connections with the work.

The **Contractor** shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to all employees on the work site, other persons including, but not limited to, the public and property which/who may be affected thereby.

All materials, tools, equipment, and the like shall be removed from the premises upon work completions. The **Parish is not responsible** for theft or damage of the **Contractor's** property. All possible safety hazards to workers or the public shall be corrected immediately and left in safe conditions.

#### XIV. Work Completion:

At the completion of the work, the **Contractor** shall remove all waste materials, from the premises as well as all tools, equipment, and surplus materials and leave the site clean and ready for use and occupancy. The **Contractor** shall leave written notice of any irregularities noted during servicing, i.e. defective plumbing fixtures, electrical problems, burned-out lights and breakage or damage to bulbs. The **Contractor** shall use a fragrant air freshener in the employee restroom; unscented or lightly scented products are to be used in all other areas of the office. Limited space is available to store basic equipment and supplies on site. Any equipment that cannot be accommodated on **Parish** grounds is the responsibility of the **Contractor**. **Contractor** shall be responsible for obtaining the proper signatures on completion forms. A list of authorized signers will be provided to **Contractor** prior to beginning work on the **Agreement**.

**Exhibit C:**  
**Insurance Requirements**

**Contractor** shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where **Contractor** may perform the work hereunder, with such carriers as shall be acceptable to the **Parish**:

A) Statutory Workman's Compensation covering all state and local requirements and Employer's Liability Insurance covering all persons employed by **Contractor** in connection with this **Agreement**.

The limits for "A" above shall be not less than:

- 1) Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
- 2) Some agreements may require USL&H or maritime coverage. This should be verified with Insurance Dept. /Legal Dept.
- 3) WAIVER OF SUBROGATION in favor of the **Parish** shall be included on certificate.
- 4) No excluded classes of personnel or employees shall be allowed on **Parish's** premises.

B) Commercial General Liability, including:

- 1) Contractual liability assumed by this **Agreement**
- 2) **Parish's** and **Contractor's** Protective Liability (if **Contractor** is a General **Contractor**)
- 3) Personal and advertising liability
- 4) Completed operations
- 5) Medical payments

The limits for "B" above shall not be less than:

- 1) \$1,000,000 each occurrence limit
- 2) \$2,000,000 general aggregate limit other than products — completed operations
- 3) \$1,000,000 personal and advertising injury limit
- 4) \$1,000,000 products/completed operations aggregate limit
- 5) \$50,000 fire damage limit
- 6) \$5,000 medical expense limit (desirable but not mandatory)
- 7) \$1,000,000 CSL each occurrence WITH NO annual aggregate will be acceptable in lieu of 1 + 2 above. Must include BFCGL endorsement.
- 8) The **Parish** will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of the **Parish** shall be included on the certificate.
- 9) Some **Agreements** may require Protection and Indemnity coverage. This should be verified with Insurance Dept. /Legal Dept.

C) Comprehensive Automobile Liability covering all owned, hired and other non-owned vehicles of the **Contractor**.

The limits for "C" above shall not be less than:

- 1) \$1,000,000 CSL
- 2) The **Parish** will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of the **Parish** shall be included on the certificate.

D) Professional Liability Insurance covering the Wrongful Acts of those professional firms and individuals performing services for the **Parish**. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Architects & Engineers, Architects, Land Surveyors, Attorneys, and IT.

The limits for "D" above shall not be less than:

- 1) \$1,000,000.00
- 2) WAIVER OF SUBROGATION in favor of the **Parish** shall be included on the certificate.

OTHER SPECIFIC COVERAGES RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

#### CERTIFICATES

Prior to starting the work, the **Contractor** shall deliver to the Director of Purchasing & Procurement, 1811 West Airline Highway, LaPlace, LA 70068 certificates evidencing that the insurance required is in effect. Such certificates shall provide that the Insurer shall give the **Parish** thirty (30) days written notice of any material change in or cancellation of such insurance.

#### LICENSE REQUIREMENTS

A current St. John the Baptist Parish Occupational License is to be maintained by **Contractor** during the duration of this **Agreement**. Yearly, a copy of such license shall be provided to the Director of Purchasing and Procurement.

W-9 Form is to be furnished prior to work being issued.

**Attachment 1**  
**Janitorial Service Daily Checklist – (After Work Hours)**  
**(5:00 P.M. – Until)**

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly	Task Performed
<b>Offices and Common Space (Includes: Entry, Reception (s) Area and Conference Room(s))</b>						
Waste Containers	Empty clean and Replace liner	X				
Water Fountains	Clean inside and out	X				
Tiled Areas	Sweep and wet mop	X				
Carpeted Floors	Vacuum & remove spots/stains	X				
Tables in Conference rooms	Clean and disinfect	X				
All desk Tops	Dust/Polish	X				
Top of all filing cabinets	Dust/Polish	X				
Chairs in Lobby areas	Wipe down and sanitize	X				
Interior Glass doors, Window ledges		X				
<b>Restroom's</b>						
All urinals, toilets & sinks	Thoroughly clean and disinfect	X				
Mirrors and bright metal	Clean with approve solution	X				
Walls around sinks, urinals, faucets & toilet Bowls	Thoroughly clean and disinfect	X				
All soap, Towel and Paper dispensers	Refill to capacity	X				
All Waste & feminine product Containers	Empty, clean& spray with a disinfectant	X				
Lavatory Partitions	Dust	X				
All Showers	Spray and clean	X				
Floors	Sweep & damp mop	X				
<b>Breakrooms</b>						
Sinks and Faucets	Clean and disinfect	X				
Tables and counter tops	Dust, clean and disinfect	X				
Microwave, Refrigerator and all other appliances	Clean inside and out	X				
Tiled Floors	Sweep and wet mop	X				

**Note: In all areas ensure a clean and orderly environment. Turn out all non-required lights and set automated alarm system if applicable**

**Contractor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 2**  
**Janitorial Service Weekly Checklist (After Work Hours)**  
**(5:00 P.M. – Until)**

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly	Task Performed
<b>Offices and Common Space (Includes: Entry, Reception (s) Area, Conference Room(s), Breakroom (s) And Restroom (s)</b>						
All offices, Including Pictures, and Wall hangings			X			
All Waste Containers	Clean with detergent		X			
All doors (excluding glass doors)	Wipe and sanitize		X			
All furniture (desks, chairs, file Cabinets, etc.) without disturbing paperwork	Dust, clean and disinfect		X			
Cobwebs	Dust		X			

**Note: In all areas ensure a clean and orderly environment. Turn out all non-required lights and set automated alarm system if applicable**

**Contractor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 3**  
**Janitorial Service Monthly Checklist (After Hours)**  
**(5:00 P.M. – Until)**

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly	Task Performed
<b>Offices and Common Space (Includes: Entry, Reception (s) Area, Conference Room(s), Break Room(s) Restroom (s)</b>						
Baseboards	Wipe clean/remove Dust			X		
Heating and/Air conditioning vents	Wipe clean/remove Dust			X		

**Note: In all areas ensure a clean and orderly environment. Turn out all non-required lights and set automated alarm system if applicable**

**Contractor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 4**  
**Janitorial Service Quarterly Checklist (After Hours)**  
**(5:00 P.M. – Until)**

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly	Task Performed
Offices and Common Space (Includes: Entry, Reception (s) Area, Conference Room(s), Breakroom (s) And Restroom (s)					X	
Move all electrical cords and sweep or vacuum All walking surfaces					X	
Dust all ceiling fixtures, windows and door frames					X	
Clean all mini and other blinds					X	
Clean all trash container s with detergent					X	
Dust/Polish each desk top and filing cabinets					X	
Wax Floors					X	
Wipe/clean/remove any visible dust from heating/air conditioning vents					X	

**Note: In all areas ensure a clean and orderly environment. Turn out all non-required lights and set automated alarm system if applicable**

**Contractor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 5**  
**Janitorial Service Annual Checklist (After Hours)**  
**(5:00 P.M. – Until)**

Area/Item	Work Description	Daily	Weekly	Monthly	Annual	Task Performed
Offices and Common Space (Includes: Entry, Reception(s) Area and Conference Room(s) Breakroom(s) and Restroom(s)						
Floors	Strip/Wax all vinyl composite tile floor (VCS)				X	

**Note:** In all areas ensure a clean and orderly environment. Turn out all non-required lights and set automated alarm system if applicable

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

# CERTIFICATE OF AUTHORITY

I attest that I am the sole member and manager of All the Time Janitorial and <sup>CIC</sup>  
Company Name

that in my capacity as manager, I Walter Wells am authorized  
Authorized Representative

under the state of Louisiana to conduct all negotiations, bidding, concerns and transactions with St. John the Baptist Parish Council or any of its agencies, departments, employees or agents, including but not limited to the execution of all bids, proposals, papers, documents, affidavits, bonds, sureties, contracts, purchase orders, and notices issued pursuant to the provision of any such bid or contracts for said company.

Domicile Address:

39397 Hwy 440  
Franklinton, LA.  
70438

Phone No: 985-276-7114

<u>Walter Wells</u> Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS
<u>Walter Wells</u> Printed Name of Signatory	<u>18th</u> DAY OF <u>April</u> 2019.
<u>owner</u> Title of Authorized Signatory	<u>Carol Magee</u> Notary Signature
	Printed Notary Name: <u>Carol Magee</u>
	Notary/Bar Roll Number: <u>71781</u>
	My Commission is for/expires on: <u>6/2020</u>

Notary Public  
Carol Magee # 71781  
Deputy Clerk of Court  
Washington Parish



## ST. JOHN THE BAPTIST PARISH COUNCIL

1805 West Airline Hwy.  
LaPlace, Louisiana 70068  
Office 985-652-1702  
Fax 985-652-1700

*June 12<sup>th</sup>, 2019*

### Division A

Larry Sorapuru, Jr.  
502 Hwy. 18 River Road  
Edgard, LA 70049  
Cell 504-218-9049

### Division B

Jaclyn S. Hotard  
1805 W. Airline Hwy.  
LaPlace, LA 70068  
Office 985-652-1702

### District I

Kurt Becnel  
5605 Hwy. 18 River Road  
Town of Wallace  
Vacherie, LA 70090  
Cell 504-330-6338

### District II

Julia Remondet  
1805 W. Airline Hwy.  
LaPlace, LA 70068  
Cell 504-330-7739

### District III

Lenix Madere, Jr.  
P.O. Box 2617  
Reserve, LA 70084  
Cell 985-379-6188

### District IV

Marvin Perrilloux  
2108 Golfview  
LaPlace, LA 70068  
Cell 985-379-6168

### District V

Michael P. Wright  
1805 W. Airline Hwy.  
LaPlace, LA 70068  
Cell 504-717-3936

### District VI

Larry Snyder  
1936 Cambridge Drive  
LaPlace, LA 70068  
Cell 985-379-6061

### District VII

Thomas Malik  
1805 W. Airline Hwy.  
LaPlace, LA 70068  
Cell 504-402-0302

**Natalie Robottom, Parish President**  
**ST. JOHN THE BAPTIST PARISH**  
**1811 W. Airline Hwy.**  
**LaPlace, LA 70068**

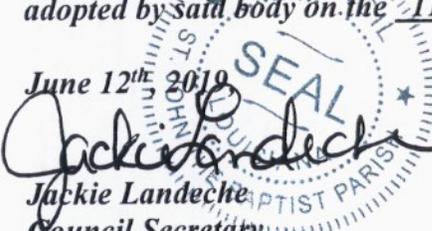
**Dear Mrs. Robottom:**

**Please be advised of the following motion, which the St. John the Baptist Parish Council adopted at a meeting held on Tuesday, June 11<sup>th</sup>, 2019.**

**“Councilman Madere moved and Councilwoman Remondet seconded the motion to grant administration authorization to award the Janitorial Services for Parish Facilities to: All the Time Janitorial, LLC and Enmon Enterprises, LLC dba Jani-King of New Orleans with the removal of the Teche Action Clinic on the East Bank and the West Bank. The motion passed unanimously.”**

### CERTIFICATION

**I, Jackie Landeche, Secretary of the St. John the Baptist Parish Council do hereby certify that the above is a true and correct copy of a motion adopted by said body on the 11<sup>th</sup> day of June, 2019.**

June 12<sup>th</sup> 2019  
  
**Jackie Landeche**  
**Council Secretary**  
**St. John the Baptist Parish Council**