

Request for Proposal (RFP) for Janitorial Services

Issued by: St Landry Parish Government, Acadiana Workforce Solutions

Date: 9/6/2024

1. Introduction

St Landry Parish Government is seeking proposals from qualified and experienced janitorial service providers to maintain cleanliness and sanitation standards across the job centers located in the following parishes: St Mary, St Martin, Lafayette, Acadia, St Landry, and Evangeline. The selected contractor will be responsible for providing comprehensive janitorial services to ensure a clean, safe, and sanitary environment.

2. Scope of Work

The scope of work includes, but is not limited to, the following services:

- **Daily Cleaning:**
 - Trash removal and disposal.
 - Sweeping, mopping, and vacuuming all floors
 - Cleaning and sanitizing restrooms (including replenishing supplies).
 - Dusting and wiping down all surfaces, including desks, tables, and counters.
 - Window cleaning (interior and exterior, as needed).
- **Monthly Cleaning:**
 - Carpet cleaning. (Lafayette only)
- **Quarterly Cleaning:**
 - Comprehensive deep cleaning of the entire facility, carpet cleaning, and waxing.
 - Window cleaning (exterior).
 - Dusting of vents, light fixtures, and other high surfaces.
- **On-Demand Services:**
 - Special cleaning requests as needed (e.g., after events or special occasions).
 - Emergency cleaning services.

3. Locations

The janitorial services are required at the job centers located in the following parishes:

1. St Mary Parish, 600 Main Street, Franklin, LA 70538 (2 times week)

2. St Martin Parish, 215 Evangeline Blvd, St Martinville, LA 70582 (2 times a week)
3. Lafayette Parish, 706 E Vermilion Street, Lafayette, LA 70501 (5 days a week)
4. Acadia Parish, 223 W 5th Street, Crowley, LA 70526 (3 times a week)
5. St Landry Parish, 1065 Highway 749 Suite C, Opelousas, LA 70570 (5 days a week)
6. St Landry Parish, 1638 Creswell Lane Ext, Suite 1, Opelousas, LA 70570 (5 days a week)
7. Evangeline Parish, 306 W Main St, Ville Platte, LA 70586 (2 times a week)

4. Proposal Submission Requirements

Interested bidders should include the following in their proposal:

- **Company Overview:** Brief description of the company, including experience and qualifications in providing janitorial services.
- **Service Approach:** Detailed explanation of how the company intends to meet the scope of work, including cleaning methods, cleaning schedule, equipment, and supplies to be used.
- **Staffing Plan:** Number of staff to be assigned to each location, along with their qualifications and training.
- **References:** Contact information for at least three (3) references from previous or current clients of similar size and scope.
- **Pricing:** A detailed cost proposal, including any one-time and recurring costs, as well as any additional charges for on-demand services.
- **Insurance and Licenses:** Proof of general liability insurance, workers' compensation, and any necessary licenses to operate in the mentioned parishes.
- **Timeline:** Proposed start date and any other relevant timelines.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications.
- Service approach and methodology.
- Staffing plan and training.
- References.
- Cost competitiveness.
- Compliance with insurance and licensing requirements.
- Responsiveness to the RFP.

6. Submission Instructions

Proposals must be submitted by October 1, 2024 by 4 pm to:

LWDB40
1638 Creswell Lane
Opelousas, LA 70570
Rita Patterson, Executive Administrative Assistant
337-284-0505 Ext 4151

7. Questions and Clarifications

All questions regarding this RFP should be submitted in writing by October 1, 2024 to:

Ingrid Hayes
ihayes@wib40.org
337-284-0505 Ext 1212

8. Terms and Conditions

- LWDB40 reserves the right to reject any or all proposals.
- The issuance of this RFP does not commit LWDB40 to award a contract or to pay any costs incurred in the preparation of a proposal.
- The contract will be awarded based on the best value, as determined by LWDB40
- A letter of intent must be submitted by September 30th, 2024
- Bidders conference will be held on October 1st, 2024 with mandatory attendance
- Clear specifications that one can bid on any single location or all locations