

**COUNCIL MEETING AGENDA REQUEST FORM**

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**COUNCIL MEETING DATE: May 22, 2018**

**SUBJECT/REASON FOR AGENDA ITEM:**

- 1) Resolution for Council to approve the Mayor to enter into contract with Wrights TLC for Janitorial Services for all City of Hammond Buildings, in the amount of \$157,320.00**

**(INCLUDE NAME, ADDRESS, PHONE NUMBER)**

**APPROVED BY: \_\_\_\_\_**  
**(COUNCIL MEMBER OR CITY ADMINISTRATION)**

**BELOW TO BE FILLED OUT BY COUNCIL CLERK**

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**DATE RECEIVE \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_**

**COUNCIL CLERK: Tonia Banks      AGENDA ITEM NUMBER \_\_\_\_\_**

**APPROVED: \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)**

**REMARKS:**

**COUNCIL PRESIDENT: \_\_\_\_\_**

**RFP 19-07  
JANITORIAL SERVICES  
CITY OF HAMMOND**

**May 11, 2018  
10:00 a. m.**

**Received (8) Eight bids:**

	<b>Annual Total</b>
<b>Wrights TLC</b>	<b>\$157,320.00</b>
<b>Robinson Cleaning Services</b>	<b>\$172,584.00</b>
<b>All The Time Janitorial</b>	<b>\$174,000.00</b>
<b>Enmon Enterprises</b>	<b>\$186,880.00</b>
<b>A&amp;G Janitorial Services</b>	<b>\$200,400.00</b>
<b>Primero Services</b>	<b>\$202,872.00</b>
<b>Beyond Clean</b>	<b>\$208,206.48</b>
<b>MTC-More Than Cleaning</b>	<b>\$582,600.00</b>

**Bids were due in by 10:00 a. m. Friday, May 11, 2018**

**Present at bid:**

**Jana Thurman, Purchasing Manager  
Nikki Eames, Assistant Purchasing Agent  
Robert Morgan, Director of Streets  
David Woolf, Jani-King  
Randy Matherne, Primero Services  
Sandra Lopez, MTC More Than Cleaning  
Garrett Vinyard, Beyond Clean  
Conrad Wright, Wrights TLC**



**RFP # 19-07**

**City Of Hammond  
Purchasing Department**

**Janitorial Services for the City of Hammond  
For Fiscal Year 2018-2019**

**Proposals Shall Be Received by the Purchasing Department,  
City of Hammond  
310 East Charles Street  
P.O. Box 2788  
Hammond, Louisiana 70404-2788  
Until  
10:00 A.M May 11, 2018**

**Advertisement in Official Journal, Daily Star, to be  
Published three (3) Times**

**April 13, April 18 & April 25, 2018**

**For Additional Information or Questions, Contact:  
Jana Thurman -Purchasing Manager- (985)-277-5633**

**This is the Proposal of:**

Date: 5-10-18

Company: Wrights TLC

Section 3 Business/WBE/SBE/MBE/DBE: \_\_\_\_\_

Address: 201 Reed Street

City: Hammond State: LA ZIP Code: 70401

Person to Contact: Conrad Wright

Phone: (985) 974-0809 Fax: (985) 542-2888

Email: wrightstlc@gmail.com

**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

## **RFP 19-07 SPECIFICATIONS**

**The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in Specifications. The objective is to clean the buildings in such a manner that the City buildings provide a clean, healthy, and safe work environment for occupants and visitors of The City of Hammond**

**COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED OF THE SUCCESSFUL BIDDER. PROOF OF INSURANCE WILL BE REQUIRED BEFORE WORK CAN COMMENCE.**

**INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:**

**CONTRACTOR'S LIABILITY INSURANCE:**

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.**

**COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES IS ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.**

**LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.**

**Liability:**

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

***Instructions to Bidders******Special Note*****NON-DELIVERY**

In the event a successful bidder is unable to furnish and/or refuses to provide service when requested to do so, the City reserves the right to obtain service elsewhere and bill the contractor for the difference between the quoted price and the actual cost.

**EXPERIENCE**

The successful bidder must have at least one year of successful cleaning experience with commercial accounts.

References must be provided with your bid.

**Instructions To Bidders**

**Special Note**

BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF YOUR BID PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.

The Bid number, Bidder's name, address, and bid opening date shall be clearly printed or typed on the outside of the proposal envelope. Only one (1) proposal shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) proposal or alternates not requested may be grounds for rejection of all bids by the bidder.

The method of delivery of proposals is the responsibility of the bidder. All bids shall be received by the *Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana* on or before the specified bid opening date and time. Late bids shall not be accepted under ANY circumstances. It is the bidder's sole responsibility to insure that their proposal has been delivered and accepted with ample time to meet all specified deadlines.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the bid form and included in the specifications.

Bids shall be accepted only on the forms furnished by the *City of Hammond Purchasing Department*. The *City of Hammond* shall only accept proposals from those bidders in whose name the bid forms and or specifications were issued. Altered or incomplete bid forms, or use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire Bid package, including the specifications and copies of any addenda issued shall be submitted to the *Purchasing Department* as THE BID.

All bids must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the bidder. Failure to initial shall be cause for rejection of the bid as non-responsive.

All bids shall be signed. Failure to do so shall cause the bid to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the *Purchasing Manager*, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If bidding "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with bid. Representative samples shall be submitted upon request, if appropriate.

A site visit is required before the submission of bid package.

Contact Robert Morgan 985-969-1636 – between the hours 7 a.m. and 2 p. m. weekdays.

Site visit verification signature Robert Morgan  
Date 5-11-18

**As a qualified bidder for the project, I have carefully examined all of the Bidding Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the bidding specifications.**

**Janitorial Services for the City of Hammond for Fiscal year 2018-2019**

Area	Schedule	Price per Month
1) Airport Office and 2 outside Restrooms and Traffic Control Tower	3 days per week	\$ <u>575.00</u>
2) Building Inspection	3 days per week	\$ <u>875.00</u>
3) Fire Headquarters (Daytime only)	1 day per week	\$ <u>525.00</u>
4) City Court	5 days per week	\$ <u>1,525.00</u>
5) City Hall	3 days per week	\$ <u>1,200.00</u>
6) City Council Building	3 days per week	\$ <u>465.00</u>
7) Hwy. 190 Maintenance (Front)	3 days per week	\$ <u>1,000.00</u>
8) Hwy. 190 Maintenance (Back)	3 days per week	\$ <u>1,000.00</u>
9) Marshal Offices	3 days per week	\$ <u>300.00</u>
10) Police	6 days per week	\$ <u>1,600.00</u>
11) Police Training	2 days per week	\$ <u>350.00</u>
12) Recreation – 2 Gyms & Offices	7 days per week	\$ <u>1,800.00</u>
13) Social Services	3 days per week	\$ <u>1,000.00</u>
14) Safe Haven	2 days per week	\$ <u>250.00</u>
15) South Plant (Daytime between 6 am & 2 pm)	1 day per week	\$ <u>250.00</u>
16) TADAC	3 days per week	\$ <u>320.00</u>
17) Holly Garden Cemetery	1 a Month	\$ <u>75.00</u>

Bidder agrees to deliver services in complete accordance with all Specifications for the sum indicated:

(Amounts shall be shown in words and digits, In case of discrepancy, words shall govern.)

Total Annual Price 157,320<sup>00</sup> - One hundred fifty-seven thousand  
 (\$ ~~13,110~~ <sup>CW</sup> ~~00~~ 157,320.00 three hundred twenty & 00/100)

Signature of Bidder Carroll Wright

Name of Company Wright's TLC Date 5-10-18

## CITY OF HAMMOND JANITORIAL SERVICES SPECIFICATIONS

### 1. JANITORIAL/HOUSEKEEPING SERVICE FOR THE FOLLOWING CITY OF HAMMOND PROPERTIES:

- |  |  |
|--|--|
| 1) Airport Office & 2 outside Restrooms<br>and Traffic Control Tower | 3 days per week                          |
| 2) Building Inspection   | 3 days per week                          |
| 3) Fire Headquarters   | 1 day per week (Daytime only)            |
| 4) City Court  | 5 days per week                          |
| 5) City Hall   | 3 days per week                          |
| 6) City Council Building   | 3 days per week                          |
| 7) Hwy. 190 Maintenance (Front)                                      | 3 days per week                          |
| 8) Hwy. 190 Maintenance (Back)                                       | 3 days per week                          |
| 9) Marshal   | 3 days per week                          |
| 10) Police   | 6 days per week                          |
| 11) Police Training  | 2 days per week                          |
| 12) Recreation – 2 Gyms & Offices                                    | 7 days per week                          |
| 13) Social Services  | 3 days per week                          |
| 14) Safe Haven   | 2 days per week                          |
| 15) South Plant  | 1 day per week (Day between 6 am & 2 pm) |
| 16) TADAC  | 3 days per week                          |
| 17) Holly Garden Cemetery  | 1 a Month                                |

### 2. JANITORIAL CONTRACT SERVICE DUTIES:

Custodial services to be inclusive of the following:

- 1) The Contractor shall be responsible for furnishing a replacement Custodian in the event of sickness or absence.
- 2) The Contractor shall have the right to use weekends and or holidays to accomplish weekly, monthly, semi-annual and annual services.
- 3) The Contractor wishing to be considered for this contract must verify their ability to service The City of Hammond facilities with staff that are approved for entrance into all City of Hammond facilities via the successful completion of a Hammond Police Department background check. Failure of a background check is grounds for refusing entrance into the City

of Hammond facilities and may be viewed as a reason for disqualification of use of the Contractor by The City of Hammond.

### **CUSTODIAL PERSONNEL REQUIREMENTS**

No minimum manpower requirements shall be placed on the Contractor in relation to the number of custodial services required. The Contractor shall have each facility, as listed, in first-rate condition according to the specifications on each working day unless otherwise stated and or specified herein. The Contractor is encouraged to schedule services for each facility whereby supervision of his personnel and security of the facility will be maintained at all times. The Contractor shall be expected to coordinate evening janitorial services with the parties responsible for management of the facility. Janitorial services shall be coordinated and or scheduled to prevent interference or disturbance of City business such as meetings held in certain areas of the facility during the servicing period.

### **SERVICE PERIODS**

- 1) **Daily**
- 2) **Weekly**
- 3) **Monthly**
- 4) **Semi-Annual**

### **SCHEDULE SUMMARY OF CUSTODIAL SERVICES**

#### **DAILY – SERVICES**

#### **GENERAL**

- 1) Empty trash receptacles and clean with disinfectant.
- 2) Clean and dust furniture as directed.
- 3) Clean partitions.
- 4) Clean mirrors.
- 5) Report all maintenance problems to the Building Contact Person.
- 6) Empty all exterior smoking or ashtray receptacles.
- 7) All Spider Webs in every room shall be removed regardless of their location.
- 8) Drinking fountains shall be cleaned and sanitized.
- 9) Corridor and office walls shall be cleaned as required.
- 10) Door Handles, key pads and stair railings shall be wiped with disinfectant.
- 11) Hand marks shall be removed from painted surfaces as required.
- 12) Straighten all chairs, desks, tables and other furniture in an orderly fashion.
- 13) **Lock exterior entrance doors each evening as designated. Exterior Doors should not be left ajar (propped open) while cleaning buildings.**
- 14) Clean and straighten lounge area.

### **DAILY - FLOORS**

- 1) All hard surface floors shall be swept or dust mopped.
- 2) All spills shall be removed from hard surface areas and wet mopped with clean mop.
- 3) All carpet shall be vacuumed with commercial vacuum equipment.
- 4) All spills shall be removed from carpet and vacuumed as required.
- 5) All stairs shall be swept and or vacuumed (as applicable).
- 6) All exterior entrances shall be swept and all debris or trash removed.
- 7) All entrance door mats shall be swept or vacuumed.
- 8) All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust, debris and trash.

### **DAILY – RESTROOMS**

- 1) Floors shall be wet mopped and disinfected.
- 2) Toilets shall be cleaned with an acid bowl cleaner.
- 3) Lavatories shall be cleaned, sanitized and rinsed thoroughly.
- 4) Bathtubs or showers (if applicable) floors and walls shall be cleaned and sanitized.
- 5) All fixtures shall be cleaned and sanitized.
- 6) Shelves and counter tops shall be cleaned and sanitized.
- 7) Mirrors shall be cleaned.
- 8) Water supply pipe and fittings shall be cleaned.
- 9) Stall partitions, doors and walls shall be cleaned and sanitized.  
Any Graffiti shall be removed immediately.
- 10) Waste receptacles shall be emptied, cleaned and sanitized.
- 11) Towel, toilet and soap receptacles shall be refilled and an adequate supply of materials shall be stored nearby.
- 12) Toilet bowl deodorizers shall be installed as needed (1) per fixture at all times.

### **DAILY – GLASS**

- 1) Entrance and office door glass shall be cleaned and all postings shall be removed.  
Commercial glass cleaner shall be used.
- 2) Partition glass shall be cleaned with a commercial glass cleaner.

### **WEEKLY SERVICES**

- 1) All hard surface floors shall be mopped with a neutral cleaner.
- 2) All hard surface areas shall be spray buffed.
- 3) Stairs and stairwells shall be wet mopped with a neutral cleaner (if applicable).

- 4) Vacuum Carpets.
- 5) Clean baseboards.
- 6) Dust and clean computers, printers, fax machines and copy machines

#### **MONTHLY SERVICES**

- 1) Wash all interior plate glass windows.
- 2) Dust and damp clean all interior wall surfaces.
- 3) Dust all windowsills, ledges, moldings, picture frames, etc.
- 4) Vacuum all heat and air vents of dust.
- 5) Vacuum all Venetian blinds of dust.
- 6) Areas requiring additional coats of wax shall be refinished.
- 7) Clean, rinse and refinish composition floor coverings in order to prevent excessive wear.

#### **SEMI-ANNUAL SERVICES**

- 1) Wash all exterior window glass accessible at ground level.
- 2) Vacuum all curtains and draperies.
- 3) Shampoo all carpeted areas with an approved system acceptable to the Building Contact and the City Purchasing Agent.
- 4) Strip and wax all hard surface floors twice a year. Typically at the beginning of the contract period and the 6 months later.

#### **ADDITIONAL SERVICES REQUIRED FOR RECREATION DEPARTMENT** The services are in addition to the services listed above.

##### **DAILY SERVICES**

- 1) All Floors shall be Sprayed and Buffed.

##### **WEEKLY SERVICES**

- 1) Clean all interior windows including window sills.
- 2) Clean all Baseboards.
- 3) Dust and clean all interior wall surfaces.
- 4) Wash out inside of trash cans.

##### **MONTHLY SERVICES**

- 1) All exterior windows shall be pressured washed.

### **QUARTERLY SERVICES**

- 1) Strip and Wax all hard surface floors.  
(September, December, March, June)

### **SERVICES NOT REQUIRED**

- 1) The watering and upkeep of plants throughout the facility.
- 2) The making of coffee for City Personnel.
- 3) The washing of dishes and coffee pots.

### **EQUIPMENT & SUPPLIES TO BE PROVIDED BY CONTRACTOR**

The Contractor shall provide his own commercial equipment, to properly perform all duties as per specifications, which includes, but is not limited to the following in top operating condition:

Vacuum Cleaner and Carpet Cleaner, Buffer, Mops, Brooms etc.

The Contractor shall provide the commercial supplies to properly perform all duties as per specifications, which includes, but is not limited to the following: whisk brooms, house brooms, mop wringers, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, cleaning rags, dusting rags, scrubbing pads, sponges, plastic can liners, rubber gloves, work gloves, urn, sand, floor pads, vacuum cleaner bags, soap for cleaning, disinfectant soap for bathroom dispensers, toilet bowl cleaner, and toilet bowl deodorizers, etc.

The Contractor shall provide all quality grade paper products, such as but not limited to paper towels for lounge dispensers, paper towels and toilet paper for all bathroom dispensers.

### 3) KEYS & SECURITY:

The City of Hammond will provide Contractor with keys required (sub masters) for access to service areas. NO BUILDING KEYS MAY BE COPIED. If keys are lost, Contractor shall be responsible for the total cost of re-keying and replacement of all City of Hammond locks and keys. Contractor and/or Contractor's employees shall not admit anyone to areas controlled by a key in their possession. The Building Contact must be notified immediately in the event of a lost entrance Key.

Contractor and Contractor's employees must keep all areas locked except to provide janitorial service. Areas only in Contractor's direct view shall be unlocked in order to maintain Security.

4) LIGHTS:

Contractor's are responsible for turning lights on and off as necessary in performing their duties. Contractor's and/or Contractor's employees shall turn on only lights necessary to illuminate their immediate work area and shall turn them off upon completion of work.

5) WATER CLEANUP:

Uncontrolled water inside the cleaning areas from broken pipes, plugged toilets or urinal, roof leaks, open windows and doors, condensation, etc. shall be immediately cleaned up and reported to Building Officials.

6) GRAFFITI MARKS:

Scribbled in interior cleaning area walls, floors, partitions, windows, etc. shall be removed as soon as observed using methods least damaging to the surface. Report any graffiti unable to be removed.

7) TRASH REMOVAL:

Trash removal shall be to dumpster containers located outside of City Buildings. Trash must be placed in trash bags, each bag secured and tied, and placed in dumpsters.

8) REPAIR/REPLACEMENT:

Contractor shall report immediately to the Building Contact all conditions of the cleaning area requiring repair such as broken fixtures, leaking utility pipes and faulty electric switches.

9) DEFAULT:

Contractor shall have 24 hours to remedy all areas of unacceptable performance discovered. Repeated unacceptable performance will be grounds for termination of the contract.

The City may terminate the contract, at no cost to the City, by notice in writing without a waiting period if the Contractor has breached any of the conditions stated herein.

10) HOURS ACCEPTABLE FOR CLEANING:

At no times shall the duties of this contract be performed during regular business hours when city employees are present for work unless scheduled in advance. Cleaning hours are to be worked out between Contractor and Building Contacts.

11) SAFETY PRECAUTIONS:

The Contractor shall see that all necessary safety training and equipment for the protection of workmen employed is provided.

The Contractor shall conduct the work at all times with the safety of employees on the job and safety of the public in mind.

12) CONTACTS:

Bidder Contact for Janitorial Service

CONRAD WRIGHT

Phone Number (985) 974-0809

Successful bidders will be given a list of names of Building Contacts, their locations and phone numbers when they are awarded the work.

# References

Wright's TLC

Guerin Ins.

First Finance

Estes

Wayfair

State Farm Ins - Joyce Jones

US Postal Svc. - Natalbany, La.

# City of Hammond, Louisiana

P.O. BOX 2788  
HAMMOND, LA 70404  
(985) 277-5616

## 2018 CITY LICENSE

DATE: 05/04/2018

LICENSE NUMBER: 112256

ACCOUNT#: 00021536

BUSINESS: WRIGHT'S T L C COMMERCIAL  
CLEANING  
PO BOX 1331  
NATALBANY LA 70451

OWNERS: WRIGHT, CONRAD

LOCATION: 201 REED ST  
HAMMOND LA 70401

LICENSES: Retail Mdse/Service/Rental/Etc

PERIOD: January 1, 2018 TO DECEMBER 31, 2018

POST IN A CONSPICUOUS PLACE

REVENUE & TAX COLLECTOR  
CITY OF HAMMOND  
Jinnie T. Wilson

THIS LICENSE IS NOT TRANSFERABLE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gendus Insurance Agency, L.L.C 804 Roma Ave  Hammond LA 70403	CONTACT NAME: Jennifer Chavez	PHONE (A/C, No, Ext): (985) 345-7563	FAX (A/C, No): (985) 345-7564
	E-MAIL ADDRESS: jc@gendusinsurance.com		
INSURED  Wrights TLC Commercial Cleaning, DBA: Conrad Wright P.O. Box 13312 201 Reed St Hammond, la 70403 Natalbany LA 70451	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Evanston Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: CL185402556 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PENDING	05/04/2018	05/04/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> Y <input type="checkbox"/> N PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Janitorial Services

CERTIFICATE HOLDER  City of Hammond P.o. Box 2788  Hammond LA 70404	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  