

# City of Shreveport



REQUEST FOR PROPOSALS (Airport)

RFP #21-827

## JANITORIAL CONTRACT

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**NOTE: All items listed in Part V must be submitted with your proposal**

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be incorporated in solicitations but will be incorporated by reference in the City of Shreveport (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at [www.shreveportla.gov](http://www.shreveportla.gov) (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

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Revised 01-20-21

November 3, 2021

RFP 21-827

**MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (Local Time) ON: December 7, 2021**

**PROPOSAL TITLE: Janitorial Contract**

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync.* **Go to [BidSync.com](http://BidSync.com) for more information on this.** Solicitation documents are also available at [www.shreveportla.gov/Solicitations](http://www.shreveportla.gov/Solicitations). BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

City of Shreveport

Renee Anderson  
Interim Purchasing Agent

**Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the proposal opening at (318) 673-5450**

**A MANDATORY PRE-PROPOSAL SITE VISIT: 9:00 a.m. on November 15, 2021. Interested parties should meet at the bottom of the escalator in the terminal.**

**PART I  
GENERAL INFORMATION**

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response. Eight (8) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 8.0).***
- 5.1.1 Send Proposals to:
  - 5.1.1.1 City of Shreveport
  - 5.1.1.2 Office of The Purchasing Agent
  - 5.1.1.3 Government Plaza-Suite 610
  - 5.1.1.4 505 Travis Street
  - 5.1.1.5 Shreveport, LA 71101-3042

**6.0 QUESTIONS**

- 6.1 Offerors requiring additional information may e-mail or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
- 6.2 Email [angela.mcnicoll@shreveportla.gov](mailto:angela.mcnicoll@shreveportla.gov) or fax Angela McNicoll at 318-673-5408.
- 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.

**6.4 Frequently Asked Questions (FAQ)**

- 6.4.1 **Question:** Who is the current vendor? **No current contract.**
- 6.4.2 **Question:** What is the current contractor's price? **N/A.**
- 6.4.3 **Question:** Is there a minimum number of staff required? **Minimum 15 staff members.**
- 6.4.4 **Question:** How often are outside windows cleaned? **Once annually, at minimum.**

**7.0 EXPENDITURE**

- 7.1 Estimated expenditure: **\$300,000**

**8.0 CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION**

- 8.1 The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial proposal will not be considered confidential under any circumstance.** Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 8.2 For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.
- 8.3 The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

- 8.4 "The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City of Shreveport shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of Shreveport's right to use or disclose data obtained from any source, including the Proposer, without restrictions."
- 8.5 Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".
- 8.6 If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their proposal along with their original proposal. When submitting the redacted copy, the Proposer should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed. The proposer should also submit one (1) electronic redacted copy of its proposal on a USB flash drive. The redacted copy of the proposal will be the copy produced by the City if a competing proposer or other person seeks review or copies of the Proposer's confidential data.
- 8.7 If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**
- 8.8 Proposers must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as "confidential", the Proposer agrees to indemnify and defend (including attorney's fees) the City and hold the City harmless against all actions or court proceedings that may ensue which seek to order the City to disclose the information.
- 8.9 The City reserves the right to make any proposal, including proprietary information contained therein, available to other agencies or organizations for the sole purpose of assisting the City in its evaluation of the proposal. The City shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.
- 9.0 Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

Part II

1.0 **INTENT**

1.1 It is the intent of the Shreveport Airport Authority and City of Shreveport to solicit proposals for Janitorial Services at the Shreveport Regional Airport for an initial term of three (3) years with the option to renew for two (2) additional years in one year terms at the option of the Shreveport Airport Authority.

2.0 **TERM OF CONTRACT**

2.1 Contract Term: January 1, 2022 to December 31, 2024, unless terminated or extended in accordance with the provisions listed herein. The Shreveport Airport Authority reserves the right to renew any resultant contract(s), if mutually agreeable with the consultant, for three additional years in one year increments with price changes limited to Price Changes paragraph below, unless prices are requested for a longer period in this RFP.

3.0 **PRICE CHANGES**

3.1 Prices will be firm for the contract term as specified in paragraph 2 above. After the term of the contract, the Consultant may request price increases based on their documented cost increase or the appropriate CPI or PPI, whichever is lower, to be approved by the Shreveport Airport Authority and the Purchasing Agent. Written requests for price increases must be sent to the Purchasing Agent. The Authority reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the Authority reject the price increase, the Authority reserves the right to cancel the contract and award to the next best Offeror or to solicit new proposals. No increase will be effective until approved in writing by the Purchasing Agent. Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract. Any decrease in pricing shall not be less than the appropriate CPI or PPI.

4.0 **QUALIFICATIONS OF PROPOSERS**

4.1 In order to be qualified to submit a proposal, proposer must be capable of providing the required janitorial services at the Shreveport Regional Airport.

4.2 Proposer must have at least five (5) years' experience in managing and operating a janitorial service business.

4.3 Proposer must be capable of providing janitorial service (24 hours, seven days a week) for the Airport Authority at the Shreveport Regional Airport.

4.4 Proposer must be licensed to do business in the State of Louisiana and the City of Shreveport and will be required to furnish evidence of these matters, satisfactory to the Airport Authority.

4.5 Proposer must have a minimum of fifteen (15) employees engaged directly in the cleaning work as of the date of submission of proposal.

5.0 **BUSINESS INFORMATION QUESTIONNAIRE**

5.1 Proposer must present evidence that it is qualified and has the necessary facilities, equipment, experience, and financial resources to fulfill the requirements of the specifications. In order to provide the Authority with this information, proposer must submit with its proposal the information required in the Business Information Questionnaire. This information, in the form of an affidavit, must be sworn to before a Notary Public.

6.0 **AWARDS**

6.1 An award resulting from this request shall be awarded to the responsive and responsible Offeror whose proposal is determined to be most advantageous to the Authority, taking into consideration price and the evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases the Authority will be the sole judge as to whether an Offerors proposal has or has not satisfactorily met the requirements of this RFP.

7.0 **EVALUATION OF PROPOSALS FOR MULTIPLE AWARDS**

7.1 In addition to other factors, proposals will be evaluated on the basis of advantages to the Authority that might result from making more than one award (multiple awards). For the purpose of making this evaluation, administrative costs to the Authority for issuing and administering each contract awarded under this invitation will be considered, and individual awards will be for the items and combinations of items which result in the lowest aggregate price to the Authority, including such administrative costs.

8.0 **BOND REQUIREMENTS**

8.1 Each proposal must be accompanied by a bank cashier's certified check and bid bond made payable to the Shreveport Airport Authority in the sum of \$25,000 as a guarantee that the proposer, if successful, will furnish the required Insurance Policies, Licenses and Executed Service Agreement by the bidder meeting the qualifications set forth herein, within the time required. The check will be retained by the Authority as liquidated damages in the event proposer fails to execute said agreement with the Authority.

8.2 The successful proposer shall provide the City of Shreveport – Shreveport Airport Authority, with a performance bond or irrevocable letter of credit in an amount equal to fifty (50%) percent of the total annual amount of the contract bid for the duration of the contract. Should the contract be extended for any reason, then said Performance Bond or Irrevocable Letter of Credit shall thereafter be renewed by the continuation certification from year to year during the extended term of the contract.

9.0 **BRAND NAMES**

9.1 Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to denote the quality standard of the product desired and that they do not restrict Offerors to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective Offerors the general style, type, character, and quality of the product desired; and that equivalent products will be acceptable.

9.2 It shall be the responsibility of the Purchasing Agent and the professionally employed architect or engineer to determine what is considered an equivalent product on any and all projects in which they have been legally employed to perform professional services.

10.0 **SAMPLES**

10.1 Samples may be required at anytime during the evaluation/approval process, and must be submitted free of expense, unless otherwise specified in accordance with the conditions and instructions in the body of this proposal notice.

11.0 **PURCHASE ORDER REQUIREMENT**

11.1 The Shreveport Airport Authority shall not be responsible for invoices exceeding \$500 that do not have a written purchase order covering them.

12.0 **PUBLIC ACCESS TO PROCUREMENT INFORMATION**

12.1 No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until the City Attorneys Office has approved their release. Commercial or financial information obtained in response to this RFP which is privileged and confidential will not be disclosed.

12.2 Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the Offeror supplying the information.

12.3 All Offerors, therefore, must visibly mark as Confidential each part of their proposal which they consider to contain proprietary information.

13.0 **PAYMENTS DUE THE CITY**

13.1 Section 26-211 of the Citys Code of Ordinances requires the following:

13.1.1 On every contract to which the Authority is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

13.1.2 No contract to which the Authority is a party shall be awarded to any person who:

13.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

13.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

13.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

13.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

13.1.7 Proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

14.0 **ASSIGNMENT**

14.1 This contract shall not be assigned without the prior written consent of the city through its Mayor.

15.0 **UNSATISFACTORY WORK**

15.1 The City shall not be obligated to pay for unsatisfactory work.

16.0 **COMPLIANCE WITH CIVIL RIGHTS LAWS**

16.1 By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

17.0 **JOINT VENTURE**

17.1 If the Proposer is a joint venture, provide the following information:

17.1.1 Date of formation

17.1.2 Name and address of each venture partner

17.1.3 Principals of each venture partner

17.1.4 Venture partner holding the majority interest in the venture and its percentage of interest

17.1.5 Proposer shall include a copy of the Joint Venture agreement as an attachment to proposal. Such attachment shall not count in the page limit.

PART III

1.0 **SCOPE OF WORK**

1.1 Objectives:

1.1.1 The following specifications are intended as a guide to the minimum requirement to meet the objectives of this contract which are:

1.1.1.1 To ensure that our employees, tenants, their customers and the public have a safe and aesthetic environment at the airport.

1.1.1.2 To present a facility which will be a credit to the City of Shreveport and its citizens.

2.0 **CONTRACTOR REQUIREMENTS**

2.1 In accordance with the Transportation Security Administration, all employees will be required to pass a finger-based criminal history records check. The cost of security checks will be the responsibility of the Contractor. All employees will be required to wear security identification badges and initial cost and all cost associated with replacement of same if lost will be borne by the Contractor.

2.2 In the event the Authority incurs a fine or penalty levied by the Transportation Security Administration or other regulatory body because of unauthorized access to a controlled area as a result of Contractor's activities on the premises, Contractor agrees to reimburse the Shreveport Airport Authority the amount of such fine or penalty within ten (10) days of receipt of written notice of such fine or penalty accompanied by evidence that such unauthorized entry into the controlled area was a result of Contractor's activities therein.

2.3 Contractor will be responsible for all employees, who require employee parking permits, applying, and meeting the Airports parking requirements and abiding by the rules and regulations associated therewith.

2.4 Contractor will require all employees, while on duty, to wear neat and clean uniforms, with the employee's name and/or badge number on their uniform. The color of the uniform shall be subject to the Authority's approval.

2.5 Contractor will ensure compliance with all safety and environmental procedures including provisions of safety and equipment and the proper use of the same.

2.6 Contractor will not allow any employee to perform any function for any other entity simultaneously with their assigned duty period.

2.7 Contractor will be responsible for continuous policing of Public Areas for trash, ash trays and routing spillage (such as beverage) without additional charge to the Authority.

2.8 Contractor, upon request by the Authority, will provide sufficient personnel to provide emergency cleaning as required in any situation not in the contract. Price for this service will be negotiated.

2.9 Contractor will furnish a voice beeper so that the Airport Representative will be able to contact the Contractor's Supervisor at all times.

2.10 Contractor will be responsible for all building keys, and they will be kept in a locked box in the Airport. The Contractor's Supervisor will issue and control keys.

2.11 Contractor will furnish all labor, supervision, tools, appliances, equipment, materials and supplies necessary to properly carry out this contract with the exception of water and electricity. Paper towels, toilet tissue, plastic liners, hand soap, floor finish, and carpet cleaning materials must be approved by the Shreveport Airport Authority prior to the beginning of the Service Agreement and no changes to brand and quality without approval by the Airport Authority. The Shreveport Airport Authority representative will have the privilege of accepting or rejecting any product the Contractor uses prior to its use or after its application.

2.12 Contractor will perform work seven (7) days per week, twenty-four (24) hours per day. Regularly scheduled duties are to be performed every day on all three shifts.

2.13 Contractor will provide a weekly inspection report and other reports as required by the Authority.

2.14 Contractor will be responsible for damages beyond normal wear and tear caused by its employees.

2.15 Contractor agrees that its employees will abide by all rules and regulations promulgated from time to time by the Shreveport Airport Authority.

2.16 Contractor is required to have someone on site for each shift that is certified in the cleanup of bodily fluids. Contractor is to have in place a Blood Pathogen Plan and a copy must be on file with the Shreveport Airport Authority.



3.0 **CONTRACTOR OFFICE/STORAGE SPACE**

- 3.1 The Authority shall furnish space as it deems suitable for the Contractor for office and storage purposes at the Airport.
- 3.2 Contractor shall be responsible for installation of phone service to the office and storage purposes at the Airport.

4.0 **GENERAL REQUIREMENTS**

- 4.1 The proposer hereby agrees to furnish all labor and labor supervision, tools, materials, and proper equipment to perform the following Janitorial Services at the Shreveport Regional Airport for the amount specified in his proposal to the City of Shreveport – Shreveport Airport Authority.
- 4.2 The following areas are to be serviced and may be altered during the term of this agreement:

<b>AREAS TO BE SERVICED</b>	<b>SQUARE FOOTAGE</b>	<b>LEVELS</b>
Terminal Ticketing & Baggage	30,000	1
Cross Bridge & Building A	24,000	3
Concourse B (TSA Offices)	31,610	2
Concourse C	31,610	2
FAA Tower & Offices	4,000	3
6129 Amelia Earhart, Suites A & B	1,500	1

5.0 **DEFINITIONS**

- 5.1 a. **Daily** – One (1) Time Daily, Seven (7) Days per Week.
- 5.2 b. **Twice Daily** – Two (2) Times Daily, Seven (7) Days per Week.
- 5.3 c. **Three Times Daily** – Three (3) times Daily, Seven (7) Days per Week.

6.0 **ENTRANCE AREA – NORTH SIDE – BUILDING A – FIRST FLOOR** (The areas shown below shall be serviced in accordance with the following guidelines.)

6.1 Daily, Seven (7) Days a Week

- 6.1.1 Elevator: Pick up litter, sweep, and vacuum carpet.
- 6.1.2 Cab Walls: Dust and spot clean.
- 6.1.3 Outside Sidewalk: Pick up and remove all trash.
- 6.1.4 Quarry Tile Floors: Remove trash, spillage and gum. Sweep and damp mop.
- 6.1.5 Entrance Doors: Spot clean.
- 6.1.6 Trash Receptacles: Empty and wipe clean each time emptied.
- 6.1.7 Outside Tile Floors: Sweep and damp mop.
- 6.1.8 Outside Trash Receptacles: Empty and wipe clean each time emptied.
- 6.1.9 Loading Area – Located on West Side of Building: sweep, remove debris to dumpster.
- 6.1.10 Walls and Partitions: Spot clean.
- 6.1.11 Stairways, Landings: Pick up litter and damp mop to remove dirt, trash, and gum.

6.2 Three (3) times Weekly (Monday, Wednesday, and Friday)

- 6.2.1 Windows, Sills, and Ledges: Spot clean.
- 6.2.2 Stairway Railings and Ledges: Dust.

6.3 Monthly

- 6.3.1 Outside sidewalks and tiles all sides: Sweep and wash down.
- 6.3.2 Loading Area: Located on West Side of Buildings: Wash down.
- 6.3.3 Entrance Doors: Wash glass, dust ledges and polish metal.
- 6.3.4 Trash Receptacles: Clean interior and exterior with soap and water. Wipe dry.
- 6.3.5 Outside Trash Receptacles: Wash inside and outside.
- 6.3.6 Lights and A/C Vents and Surrounding Ceiling Area: Vacuum and spot clean.
- 6.3.7 All Signs: Dust and spot clean.
- 6.3.8 Elevators: Clean carpet, or as needed.

- 6.4 Annually
- 6.4.1 Windows, glass doors, frames, sills, skylights: Wash inside and out.
- 6.4.2 Sidewalks, tile, loading and areas: Power wash all surfaces.
- 7.0 **MAINTENANCE OFFICES – BUILDING A – FIRST FLOOR**
- 7.1 Weekly, or as needed
- 7.1.1 Office: Sweep and damp mop, to remove dirt and spillage. Dust all furniture. Windows – spot clean.
- 7.1.2 Restrooms:
- 7.1.3 Ceramic Tile Floors: Damp mop
- 7.1.4 Ceramic Tile Walls: Damp wipe.
- 7.1.5 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 7.1.6 Mirror, Shelves, Towel Cabinets, Chrome and Stainless Steel Fixtures – Clean, remove water marks and polish.
- 7.1.7 Towel Cabinets, Tissue Holders, Soap Dispensers – Clean and refill.
- 7.1.8 Trash Receptacles – Empty and clean.
- 7.1.9 Entire area – Remove trash and debris to dumpster.
- 7.2 Annually
- 7.2.1 Office – Vinyl Tile Floors – Clean and seal floors.
- 7.2.2 Ceiling, lights and vents – Clean and vacuum.
- 8.0 **CHECKPOINT LOBBY, PEDESTRIAN BRIDGE AND AIRPORT COMMUNICATIONS CENTER (ACC) – BUILDING A – SECOND FLOOR**
- 8.1 Two (2) Times Daily, Seven (7) Days a Week
- 8.1.1 Trash Receptacles: Empty and wipe clean.
- 8.1.2 Restrooms:
- 8.1.3 Ceramic Tile Floors: Damp mop.
- 8.1.4 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 8.1.5 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: Clean, remove water marks and polish.
- 8.1.6 Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.
- 8.1.7 Trash Receptacles: Empty and clean.
- 8.1.8 Entire Area: Remove trash and debris, placing it in the dumpster.
- 8.1.9 Vinyl Flooring: Clean and damp mop.
- 8.1.10 Drinking Fountains: Clean top, front and sides.
- 8.1.11 Trash Receptacles: Empty. Wipe clean each time emptied.
- 8.2 Daily, Seven (7) Days a Week
- 8.2.1 All Vinyl Covered and Painted Walls and Acrylic Barriers: Spot clean and remove marks.
- 8.2.2 Restrooms:
- 8.2.3 Walls, Doors and Partitions: Spot clean and remove graffiti.
- 8.2.4 Spot clean doors; vacuum vents; clean and polish hardware and kickplates.
- 8.2.5 Chairs and Furniture: Dust, spot clean.
- 8.2.6 Vinyl floors: Dust and damp mop.
- 8.3 Weekly
- 8.3.1 Doors: Spot clean; polish hardware and kick plates.
- 8.3.2 Trash Receptacles: Clean interior and exterior with soap and water. Wipe dry.
- 8.3.3 Windows: Spot clean interiors. Wipe sills clean.
- 8.3.4 Restrooms:
- 8.3.5 Ceramic Walls and Floors: Scrub, rinse and dry. Remove discoloration from tile and grout. Remove scrub marks from baseboards.
- 8.4 Monthly
- 8.4.1 All Signs: Dust and spot clean.
- 8.4.2 Restrooms:
- 8.4.3 Ceramic Tile Walls and Floors: Scrub, rinse and dry, removing grout and discoloration from tile and grout. Remove scuff marks from baseboards. Include a mild solution of Muriatic Acid.
- 8.4.4 Ceilings and Vents: Vacuum.
- 8.4.5 Trash Receptacles: Wash and polish.
- 8.4.6 A/C Vents and Lights: Dust. Damp wipe with disinfectant when needed.
- 8.5 Annually
- 8.5.1 Walls and Acoustic Ceilings: Vacuum.
- 8.5.2 Windows, glass doors, frames, sills, skylights: Wash inside and out.

**9.0 ADMINISTRATIVE OFFICES, LOBBY, CONFERENCE ROOMS, KITCHEN, BUILDING A – THRID FLOOR**

**9.1 M/W/F or as needed**

- 9.1.1 Trash Receptacles: Empty and wipe clean.
- 9.1.2 Restrooms:
- 9.1.3 Ceramic Tile Floors: Damp mop.
- 9.1.4 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 9.1.5 Shelves, Chrome and Stainless Steel Fixtures: Clean, remove water marks and polish.
- 9.1.6 Mirrors, Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.
- 9.1.7 Trash Receptacles: Empty and clean.
- 9.1.8 Entire Area:
- 9.1.9 Remove trash and debris, placing it in the dumpster.
- 9.1.10 Carpet: Pick up and remove surface litter. Remove stains and gum with appropriate cleaner immediately.
- 9.1.11 Vacuum using industrial power vacuum and plug burns. Remove stains and gum with appropriate cleaner immediately.
- 9.1.12 Vinyl Flooring: Dust and damp mop.
- 9.1.13 Drinking Fountain: Clean top, front and sides.
- 9.1.14 Chairs and Furniture: Dust and spot clean.

**9.2 Weekly**

- 9.2.1 Doors: Spot clean, polish hardware and kickplates.
- 9.2.2 Trash Receptacles: Clean interior and exterior with soap and water.
- 9.2.3 Restrooms:
- 9.2.4 Ceramic Walls and Floors: Scrub, rinse and dry. Remove discoloration from the tile and grout. Remove scuff marks from baseboards.

**9.3 Monthly**

- 9.3.1 All Signs: Dust and spot clean.
- 9.3.2 Restrooms:
- 9.3.3 Ceramic Tile Walls and Floors: Scrub, rinse and dry, removing grout and discoloration from tile and grout. Remove scuff marks from baseboards. Include a mild solution of Muriatic Acid.
- 9.3.4 Ceilings and Vents: Vacuum.
- 9.3.5 Windows: Spot clean interiors. Wipe sills clean.
- 9.3.6 Trash Receptacles: Wash and polish.
- 9.3.7 Carpet: Shampoo heavy traffic areas using Ultra-Chem Program or equal.
- 9.3.8 A/C Vents and Lights: Dust. Damp wipe with disinfectant.
- 9.3.9 Clean all upholstered furniture and fabric partitions.

**9.4 Annually**

- 9.4.1 Walls and Acoustic Ceiling: Vacuum.
- 9.4.2 Windows, Glass Doors, Frames, Sills, Skylights: Wash inside and out.

**10.0 OFFICE AND STORAGE AREAS – CONCOURSES B & C – 1<sup>ST</sup> FLOOR**

**10.1 One (1) Time Daily, or as needed**

- 10.1.1 Trash Receptacles: Empty and wipe clean.
- 10.1.2 Restrooms:
- 10.1.3 Ceramic Tile Floors: Damp mop.
- 10.1.4 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 10.1.5 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: Clean, remove water marks and polish.
- 10.1.6 Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.
- 10.1.7 Ceiling Vents: Vacuum as needed.
- 10.1.8 Entire Area:
- 10.1.9 Remove trash and debris, placing it in the dumpster.
- 10.1.10 Terrazzo Flooring: Clean and damp mop.
- 10.1.11 A/C Vents: Vacuum vents and surrounding area, as needed.

**10.2 Annually**

- 10.2.1 Windows, Glass Doors, Frames, Sills, Skylights: Wash inside and out.

**11.0 CONCOURSES, TSA OFFICE AND CROSSBRIDGES – BUILDING B & C – SECOND FLOOR**

**11.1 Three (3) Times Daily, Seven (7) Days a Week, or as needed**

- 11.1.1 Trash Receptacles: Empty and wipe and clean each time emptied.
- 11.1.2 Restrooms:

- 11.1.3 Ceramic Tile Floors: Damp mop.
- 11.1.4 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 11.1.5 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: clean, remove water marks and polish.
- 11.1.6 Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.
- 11.1.7 Trash Receptacles: Empty and clean.
- 11.1.8 Carpet: Pick up and remove surface litter.
- 11.1.9 Entire Area: Remove trash and debris, placing it in the dumpster.
- 11.2 Two (2) Times Daily, Seven (7) Days a Week
- 11.2.1 Drinking Fountains: Clean top, front and sides.
- 11.2.2 Carpet: Vacuum using industrial power vacuum. Remove stains and gum with appropriate cleaner immediately.
- 11.2.3 Spot clean windows, counters and partitions.
- 11.3 Daily, Seven (7) Days per Week
- 11.3.1 All Vinyl Covered and Painted Walls: Spot clean and remove marks.
- 11.3.2 Windows: Spot clean interior and wipe and clean.
- 11.3.3 Restrooms:
- 11.3.4 Walls, Doors, and Partitions: Spot clean and remove graffiti.
- 11.3.5 Vacuum vents, clean hardware.
- 11.4 Weekly
- 11.4.1 Trash Receptacles: Clean interior and exterior with soap and water, then wipe dry.
- 11.4.2 Doors: Spot clean, polish hardware and kickplates.
- 11.4.3 A/C Vents and Lights: Vacuum.
- 11.4.4 Restrooms:
- 11.4.5 Tile Walls and Floors: Scrub, rinse and dry. Remove tile discoloration and grout, remove scuff marks from baseboards.
- 11.4.6 Ceilings and Vents: Vacuum.
- 11.4.7 Inside Tile Walls: Spot clean.
- 11.4.8 Trash Receptacles: Clean interior and exterior with soap and water. Wipe dry.
- 11.5 Monthly
- 11.5.1 All Signs: dust and spot clean.
- 11.5.2 Carpet: Shampoo entire area using ULTRA-Chem system or equivalent.
- 11.5.3 A/C Vents and Lights: Dust, damp wipe with disinfectant.
- 11.6 Annually
- 11.6.1 Windows, Glass Doors, Frames, Sills, Skylights: Wash inside and out.
- 11.6.2 Carpet: Hot water extraction.
- 12.0 **TERMINAL – BAGGAGE CLAIM – TICKET LOBBY – CAR RENTAL**
- 12.1 Three (3) Times Daily, Seven (7) Days a Week, or as needed
- 12.1.1 Terrazzo Floors: Dust and spot mop.
- 12.1.2 Escalators – Metal Pads: Remove gum and debris.
- 12.1.3 Escalators – Metal Surfaces: Wipe clean.
- 12.1.4 Elevators: Pick up litter, sweep and damp mop floors.
- 12.1.5 Elevators – Cab Walls and Ceilings: Dust and spot clean.
- 12.1.6 Restrooms:
- 12.1.7 Terrazzo Floors: Damp mop.
- 12.1.8 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 12.1.9 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: Clean and remove water marks and polish.
- 12.1.10 Towel Cabinets, Tissue Holders: Clean and refill.
- 12.1.11 Sanitary Napkin Receptacles: Empty, clean and disinfect.
- 12.1.12 Trash Receptacles: Empty and clean.
- 12.1.13 Entrance Doors: Spot clean.
- 12.1.14 Master Windows: Spot clean.
- 12.1.15 Entire Area: Remove trash and debris, placing it in the dumpster.
- 12.2 Twice Daily, Seven (7) Days a Week
- 12.2.1 Automatic Door Pad: Pick up dirt and trash.
- 12.2.2 Terrazzo Floors: Pick up litter, sweep and damp mop to remove dirt, spillage and gum.
- 12.2.3 Drinking Fountains: Clean top, front and sides.
- 12.2.4 Telephone Booths and Lockers: Dust and spot clean.
- 12.2.5 Outside Smoking Areas: Empty and clean ashtrays, pick up trash around smoking areas.
- 12.2.6 Outside Sidewalks: Sweep.

12.3 Daily, Seven (7) Days a Week

- 12.3.1 Outside Trash Receptacles: Empty and spot clean.
- 12.3.2 Walls and Partitions: Spot clean.
- 12.3.3 Terrazzo Floors: Spray and buff.
- 12.3.4 All Benches: Wipe with damp cloth.
- 12.3.5 Trash Receptacles: Empty. Wipe clean each time emptied.
- 12.3.6 Stairway, Landing Treads and Risers: Pick up litter and damp mop to remove dirt and gum.
- 12.3.7 Restrooms:
- 12.3.8 Walls, Doors and Partitions: Spot clean and remove graffiti.
- 12.3.9 Spot clean doors, dust vents, clean and polish hardware and kickplates.
- 12.3.10 Entire Area: Remove all trash and debris placing it in the dumpster.

12.4 Three (3) Times Weekly

- 12.4.1 All Window Sills, Ledges and Railings: Wipe clean.
- 12.4.2 Restroom Soap Dispensers: Clean and refill.
- 12.4.3 Railings and Ledges: Dust.

12.5 Weekly

- 12.5.1 Outside Sidewalks: Wash down and remove gum.
- 12.5.2 Entrance Doors: Wash glass, polish metal.
- 12.5.3 Trash Receptacles: Clean interior and exterior with soap and water. Wipe dry.
- 12.5.4 Airline Ticket Counters: Clean front only.
- 12.5.5 Stairway, Landings, Tread and Risers: Pick up litter and damp mop to remove dirt, trash and gum.
- 12.5.6 Escalator Treads: Sweep or vacuum.
- 12.5.7 Escalators – Metal Surfaces: Clean with metal cleaner and polish.
- 12.5.8 Restrooms – Ceiling Vents: Vacuum.
- 12.5.9 Restrooms – Trash Receptacles: Wash and polish.
- 12.5.10 A/C Vents: Vacuum vents and surrounding area.

12.6 Every Other Week

- 12.6.1 Windows: Wash interior and exterior, 2 panes up from the floor.

12.7 Monthly

- 12.7.1 Painted Plaster Walls and Columns: Dust and spot clean.
- 12.7.2 Lights – All Types: Vacuum or spot clean.
- 12.7.3 Outside Trash Receptacles: Wash inside and outside.
- 12.7.4 Exterior front curb: Power wash surfaces.
- 12.7.5 All Signs: Dust and spot clean.
- 12.7.6 Utility Closets: Remove all trash, sweep and damp mop.

12.8 Quarterly

- 12.8.1 Terrazzo Floors: Scrubbed and buffed.

12.9 Annually

- 12.9.1 Terrazzo Floors: Polished according to manufacture specification per director of SAA maintenance.
- 12.9.2 A/C Vents and Lights: Dust, damp wipe with disinfectant.
- 12.9.3 Windows, Glass Doors, Frames, Sills, Skylights: Wash inside and out.

13.0 **FAA TOWER**

13.1 Daily (7) Days a Week, or as needed

- 13.1.1 Trash Receptacles: Empty and wipe clean. Replace liner from Contractor's stock.
- 13.1.2 Furniture: Dust with treated cloth.
- 13.1.3 Windows: Spot clean.
- 13.1.4 Vinyl Tile Floors: Dust mop with chemically treated mop and damp mop.
- 13.1.5 Walls, Doors, and Partitions: Spot clean.
- 13.1.6 Carpet: Vacuum.
- 13.1.7 Window Sills and Ledges: Dust and wipe clean.
- 13.1.8 Electronic Counters: Clean with vacuum cleaners.
- 13.1.9 Glass Doors: Spot clean.
- 13.1.10 Restrooms:
- 13.1.11 Ceramic Tile Floors: Damp mop.
- 13.1.12 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 13.1.13 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: Clean and remove water marks and polish.
- 13.1.14 Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.

- 13.1.15 Counters: Clean with vacuum cleaner.
- 13.1.16 Entire Area: Remove trash and debris, placing it in the dumpster.

### 13.2 Two-Week Intervals

- 13.2.1 Windows: Wash interior and exterior as needed.
- 13.2.2 Vinyl Tile Floors: Wet mop and buff.
- 13.2.3 Blinds: Dust
- 13.2.4 Stairs and Handrails: Sweep and dust.
- 13.2.5 Storage Areas: Sweep and mop.

### 13.3 Monthly

- 13.3.1 A/C Vents and Light Fixtures: Dust

### 13.4 Semi-Annually

- 13.4.1 Carpet: Shampoo
- 13.4.2 Windows in All Areas: Wash inside and out.

## 14.0 **6129 AMELIA EARHART SUITES A & B**

### 14.1 Daily (5) Days a Week

- 14.1.1 Trash Receptacles: Empty and wipe clean. Replace liner from Contractor's stock.
- 14.1.2 Furniture: dust with treated cloth.
- 14.1.3 Windows: Spot clean.
- 14.1.4 Vinyl Tile Floors: Dust mop with chemically treated mop and damp mop.
- 14.1.5 Walls, Doors, and Partitions: Spot clean.
- 14.1.6 Carpet: Vacuum.
- 14.1.7 Window Sills and Ledges: Dust and wipe clean.
- 14.1.8 Glass Doors: Spot clean.
- 14.1.9 Restrooms:
- 14.1.10 Ceramic Tile Floors: Damp mop.
- 14.1.11 Sinks, Urinals and Toilets: Clean inside and outside surfaces, using a CDC-approved disinfectant.
- 14.1.12 Mirrors, Shelves, Chrome and Stainless Steel Fixtures: Clean and remove water marks and polish.
- 14.1.13 Towel Dispensers, Tissue Holders, Soap Dispensers: Clean and refill.
- 14.1.14 Counters: clean with vacuum cleaner.
- 14.1.15 Entire Area: Remove trash and debris, placing it in the dumpster.

### 14.2 Two-Week Intervals

- 14.2.1 Windows: Wash interior and exterior as needed.
- 14.2.2 Vinyl Tile Floors: Wet mop and buff.
- 14.2.3 Blinds: Dust.
- 14.2.4 Storage Areas: Clean floors, as needed.

### 14.3 Monthly

- 14.3.1 A/C Vents and Light Fixtures: Dust, damp wipe with disinfectant cleaner.

### 14.4 Semi-Annually

- 14.4.1 Carpet: Shampoo
- 14.4.2 Windows in All Areas: Wash inside and out.

## 15.0 **TSA OFFICE – CONCOURSE B – SECOND FLOOR**

### 15.1 Daily (7) Days a Week

- 15.1.1 Trash Receptacles: Empty and wipe clean. Replace liner from Contractor's stock.
- 15.1.2 Windows: Spot clean.
- 15.1.3 Vinyl Tile Floors: Damp mop.
- 15.1.4 Walls, Doors and Partitions: Spot clean.
- 15.1.5 Window Sills and Ledges: Dust and wipe clean.
- 15.1.6 Stairway, Landing Treads and Risers: Pick up litter and damp mop to remove dirt and gum.
- 15.1.7 Entire Area: Remove trash and debris, placing it in the dumpster.

### 15.2 Weekly

- 15.2.1 Carpet: Vacuum

### 15.3 Monthly

- 15.3.1 A/C Vents and Light Fixtures: dust, damp wipe with disinfectant cleaner.

**PART IV- EVALUATION CRITERIA**

RFP#: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title of RFP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

		POINT RANGE	POINTS ASSIGNED
1*	Cost effectiveness and reasonableness of Offerors proposed fee.	0-30	
2	Qualifications of personnel and proposer's ability to commit a capable staff and support for a project of this size.	0-25	
3	Experience – proposer's experience providing janitorial services at airports or equivalent.	0-25	
4	Proposed training and safety plan (i.e. training in the use of equipment, handling of chemicals, safety incident report, basic security)	0-10	
5	Offerors commitment to meet Fair Share Requirements.	0-10	

**TOTAL POINTS: 100 Points**

\*The points for cost shall be furnished by the Purchasing Agent, based upon the standard formula as listed below: Fee schedules, including total life cycle costs (when applicable), will be scored by applying the maximum number of points permissible to the responsible firm submitting the lowest responsive fee. All other Offerors are prorated points, by determining the percentage of differential between the low Offerors responsive total and cost and each of the other Offerors total cost, and then applying the percentage of differential accordingly.

PART V

**PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT**  
**Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.**

1.0 SUBMISSION REQUIREMENTS & CHECKLIST

1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

- 1.1.1  A Table of Contents - clearly identify the material, by section and page number.
- 1.1.2  A Letter of Transmittal - **limit to four printed pages.**
- 1.1.3  Provide number of years in business, office location, email address, and financial stability of company.
- 1.1.4  Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
- 1.1.5  Identify your proposals principal strengths and weaknesses.
- 1.1.6  Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
- 1.1.7  State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
- 1.1.8  Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

\*\*\*\*\*

- 1.2  Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3  Submit Training and Safety Plan using the format of **Exhibit B.**
- 1.4  Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5  Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6  Provide cost proposal using the format of **Exhibit E.**
- 1.7  Provide completed Fair Share forms which includes the amount and percentage of commitment.
- 1.8  **Submit Appendix #3 - FELONY CONVICTION STATEMENT.**
- 1.9  Submit the Business Application.
- 1.10  List any exceptions to this RFP (and/or the enclosed City's Standard Agreement).
- 1.11  Provide list of sub consultants and state years of experience of your firm and each sub consultant for this type of work.
- 1.12  Other information and materials which the Offeror wishes to submit in support of this proposal, qualification, etc.



# CITY OF SHREVEPORT

## Section 40-Fair Share Requirements (Revised 11-10-2020)

Applies to IFB, RFP, RFS, and RFQ Documents except when a Commodity Purchase or if for the Airport.

### 1.0 DEFINITIONS

1.1 **Bid**-shall mean bid for IFBs, proposal for RFPs, and quote for RFQs.

1.2 **Contractor**-shall mean prime contractor for IFBs, RFPs, and RFQs. For RFSs, **Contractor** shall mean Prime Consultant.

1.3 **Offeror**-shall mean a person who submits an RFP.

1.4 **Subcontractor**-shall mean subcontractor for IFBs, and RFQs. For RFSs, Subcontractor shall mean Sub consultant.

1.5 **FSC**-is Fair Share Certified (specific to City-Funded Projects and included in the Fair Share computation). **Fair Share Certification applications may be obtained as follows:**

1.6 Contact Jeanetta Scott... 318-673-5060

1.6.1 Fair Share Office

1.6.2 505 Travis Street, Suite 260

1.6.3 Shreveport, LA 71101

1.6.4 FSC Application Affidavits maybe downloaded at:

[http://www.shreveportla.gov/fair\\_share/FairShareAPP](http://www.shreveportla.gov/fair_share/FairShareAPP)

1.7 **DBE-is** Disadvantaged Business Enterprise (specific to Federally-funded Projects - generally FAA, DOTD or FTA projects).

1.8 **S/DBE-is** Small Disadvantaged Business Enterprise (again, specific to Federally-Funded Projects - a group that is defined by the Government as "presumptively disadvantaged" by provisions of CFR 49). DBE **applications may be obtained as follows:** <http://www8.dotd.louisiana.gov/UCP/UCPdownloads.aspx>

1.9 MBE-is Minority Business Enterprise. The designation of MBE is obtained through the submission of a Vendor's Application that can be obtained through the Purchasing Office. Vendor Applications may be downloaded at: <http://www.shreveportla.gov/bid/section800.htm>

### 2.0 PURPOSE OF THE PROGRAM

2.1 The City of Shreveport has implemented this program to ensure that their **construction and service** contracts provide employment and growth opportunities for small disadvantaged businesses.

2.2 Therefore, when the goal has not been met, prime contractors are required to submit proof showing that good faith efforts have been made to contract with FSC, S/DBE or DBE subcontractors.

2.3 All efforts must be documented.

2.4 Direct commodity purchases made by the City are exempt from the program.

### 3.0 FAIR SHARE CONTRACT CLAUSES

3.1 The following Fair Share Contract Clauses and Good Faith Effort Requirements are only a small part of the Fair Share Program.

3.1.1 The Fair Share Program full text and forms that will be needed are posted in the Purchasing Office, or available upon request, or available on our web site at [www.shreveportla.gov](http://www.shreveportla.gov), and are incorporated by reference in all solicitation documents with the same force and effect as if set forth in full text.

3.1.2 ANY DEVIATIONS FROM THE FAIR SHARE REQUIREMENTS LISTED HEREIN MUST BE CLEARLY IDENTIFIED WITH EACH SOLICITATION RESPONSE.

3.1.3 PLEASE CALL THE FAIR SHARE OFFICE AT (318) 673-5060 OR THE PURCHASING DIVISION AT (318) 673-5450 IF YOU HAVE ANY QUESTIONS.

3.2 Prompt Payment Clause

- 3.2.1 The City of Shreveport will, after acceptance of goods or services and the receipt of a proper invoice from the contractor, process request for payment, said payment to be paid within thirty (30) days.
- 3.2.2 Prime contractors shall then be required to ensure payment is made to any designated small or disadvantaged business (subcontractors), within fifteen (15) business days of receipt of payment to the prime contractor from the City.
- 3.2.3 Upon satisfactory completion of a contract, the City and/or prime contractor will ensure that any retainage payments are returned within thirty (30) business days.
- 3.2.4 Failure to comply with the terms of this requirement may be grounds for termination of the contract by the City.
- 3.3 **Affirmative Action Clause**
- 3.3.1 The contractor, sub recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
- 3.3.2 The contractor shall carry out applicable requirements of the appropriate funding guidelines for each contract. Failure by the contractor to carry out these requirements is a material breach of the contract which may result in the termination of this contract or such other remedy as the City deems appropriate.
- 3.4 **Participation of Small Disadvantaged Business Concerns**
- 3.4.1 It is the policy of the City of Shreveport that all prime contractors and service providers utilize qualifying small disadvantaged business concerns.
- 3.4.2 The City has set a goal of 25% for participation of these said business concerns in all City-let contracts and/or purchases.
- 3.4.3 Specific goals are set on federally funded contracts as determined by the regulating federal agency and language to that effect shall be included in those contracts.
- 3.4.4 Failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action.
- 3.4.4.1 Assurance of utilization of FSC, S/DBE, and DBE subcontractors is given through FSC FORM 4, Letter of Intent.
- 3.5 **Subcontractor Payment Certification**
- 3.5.1 Every contract by the City for the performance of work will contain a provision requiring the prime contractor to certify in writing that all subcontractors and suppliers have been paid for work and materials from previous progress payments received (less any retainage) by the prime contractor prior to receipt of any further progress payments.
- 3.5.2 In the event a contractor is unable to pay subcontractors or suppliers until it has received a progress payment from the City, the prime contractor shall pay all subcontractors or suppliers funds due, from said progress payments within forty-eight hours of receipt of payment from the City.
- 3.5.3 During the contract and upon completion of the contract, the City may request documentation to certify payments to subcontractors or suppliers. This provision in no way creates any contractual relationship between any subcontractor and the City or any liability on the City for the contractor's failure to make timely payment to the subcontractor.
- 3.6 **Fair Share Certified (FSC), S/DBE or DBE PARTICIPATION-GOOD FAITH EFFORT REQUIREMENTS**
- 3.7 **PRE-BID EFFORTS REQUIRED REGARDING S/DBEs or DBEs**
- 3.8 Bidders are **required** to contact, and make good faith efforts to contract with City and Louisiana Unified Certification Program (LAUCP) Certified FSC, S/DBE or DBE firms for each division of work identified in these documents which will be performed by a subcontractor.
- 3.9 A list of FSC, S/DBE or DBE contractors specializing in the divisions of work identified for subcontracting on this project can be found at the following Web Sites...City Projects: <http://www.shreveportla.gov/141/Online-Database> Federal Projects: <http://www8.dotd.louisiana.gov/ucp/>
- 3.10 These requirements are contractual obligations and are included in all contracts.
- 3.11 Failure to comply may result in a finding of breach of the contract, disqualification of the bidder to bid on future contracts, or a claim for damages.

3.12 Who to contact

- 3.12.1 For each division of work identified in these documents that will be performed by a subcontractor, Bidders must contact:
- 3.12.2 Every FSC, S/DBE or DBE firm that attended the pre-bid meeting (if one was held) which specializes in a division of work that will be subcontracted, and
- 3.12.3 In addition to the above, a minimum of five (5) other FSC, S/DBE or DBE firms.
- 3.12.4 If there are less than 5 firms listed for a particular division of work, all of the subcontractors in that division must be contacted.

3.13 When to contact

- 3.13.1 All Bidders must provide project information to FSC, S/DBE, or DBE firms in sufficient time to permit the firm to have an equal opportunity to compete for work that the successful bidder will subcontract together with the date and time that subcontractor's bids are due.
- 3.13.2 The first documented contact with each FSC, S/DBE, or DBE firm must be at least seven (7) working days before bid opening.

3.14 How to contact

- 3.14.1 First contact: Bidders shall contact FSC, S/DBE or DBE subcontractors by letter or fax to advise them of potential subcontracting opportunities.
- 3.14.2 Follow-up: Bidders shall follow up with telephone calls to each FSC, S/DBE, or DBE firm contacted to determine if a bid will be submitted or if further information is required.
- 3.14.3 A firm need not be contacted if that firm responds to the first contact with a statement that the firm will not bid on this project.

3.15 What information must be provided

- 3.15.1 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**

4.0 **ADDITION/REPLACEMENT OF SUBCONTRACTORS AFTER SUBMISSION**

- 4.1.1 The successful bidder will not be permitted to add or replace a subcontractor without the consent of the DBE Compliance Manager and/or the Fair Share Office and the Originating Department.
- 4.1.2 If any subcontractor is added or replaced after the contract award, the contractor shall make good faith efforts to contract with another FSC, S/DBE, or DBE for the work to be performed by that subcontractor.
- 4.1.3 Documentation of these efforts is required, and must be submitted to the Purchasing Agent and the Fair Share Office **on FSC FORM 2.**

5.0 **DOCUMENTATION OF GOOD FAITH EFFORTS**

5.1 **FAIR SHARE DOCUMENTS TO BE SUBMITTED BY THE APPARENT LOWEST CONSTRUCTION/SERVICE PROVIDER BIDDER.**

- 5.1.1 **COMPLIANCE AGREEMENT-FSC FORM 1.** Submit completed **FSC FORM 1.**
- 5.1.2 **UTILIZATION/CONTRACT TRACKING-FSC FORM 2.** Submit **FSC FORM 2** showing all subcontractors/all sub-subcontractors to be used on this contract and use for any changes also. **Note:** Construction Bidders, including 100% Fair Share/DBE, must turn in this form showing all subcontractors to be used on this contract.
- 5.1.3 **PROJECT CONTACT SHEET-FSC FORM 3.** Submit **FSC FORM 3** showing a completed log of contacts with FSC, S/DBE, or DBE firms.
- 5.1.4 **LETTER OF INTENT-FSC FORM 4.** Submit a signed **FSC FORM 4**, Letter of Intent indicating FSC, S/DBE and DBE Subcontractors and Sub-Subcontractors along with the scope of work to be performed and price/cost of goods or services to be performed by the Subcontractor. There must be a separate Letter of Intent for each FSC, S/DBE or DBE Subcontractor or Sub-subcontractor. This **letter of Intent** must be submitted within 72 hours of the bidder being designated as "the apparent lowest construction/service provider bidder", or his/her bid **will** be declared non-responsive.

- 5.1.5 Failure to submit these documents shall make a bid non-responsive and the apparent lowest bidder ineligible to receive an award of the contract.
- 5.1.6 The Purchasing Agent and/or the DBE Compliance Manager and/or the Fair Share Office shall have the right to seek clarification to assure good faith effort compliance.
- 6.0 **DOCUMENTS TO BE SUBMITTED AFTER CONTRACT AWARD.**
- 6.1.1 **MONTHLY SUBCONTRACTOR PAYMENT UTILIZATION REPORT-FSC FORM 5:** All subcontractors (including FSC, S/DBE, or DBE firms) and second tier subcontractors shall be reported on the FSC **FORM 5** as well as contract amounts and payments.
- 6.1.2 **Copy of letter or fax sent to FSC, S/DBE, or DBE firms:** *When requested, provide one copy of the letter or fax sent to FSC, S/DBE or DBE firms to solicit bids for this project. If more than one form of letter or fax was sent, submit a copy of each form sent.*
- 6.2 **Optional Good Faith Efforts**
- 6.2.1 Contractors should consider efforts such as:
- 6.2.2 Did the contractor advertise in general circulation, trade association, and small disadvantaged-focus media concerning subcontracting opportunities?
- 6.2.3 Did the contractor provide written notice to a reasonable number of specific FSC, S/DBEs, or DBEs that interest in the contract was being solicited, in sufficient time to allow the FSCs, S/DBEs, or DBEs to participate effectively? (NOTE: It is recommended that certified mail be used to provide documentation).
- 6.2.4 Did the contractor follow up initial solicitations of interest by contacting FSC, S/DBEs or DBEs to determine certainty whether the FSCs, S/DBEs or DBEs were interested?
- 6.2.5 Did the contractor select portions of the work to be performed by FSCs, S/DBEs, or DBEs, including, where appropriate, breaking down contracts into economically feasible units to facilitate participation?
- 6.2.6 Did the contractor provide interested FSCs, S/DBEs, or DBEs with adequate information about the plans, specifications, and requirements of the contract?
- 6.2.7 Did the contractor negotiate in good faith with interested FSCs, S/DBEs, or DBEs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities?
- 6.2.8 Did the contractor make efforts to assist interested FSCs, S/DBEs, or DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor?
- 6.2.9 Did the contractor effectively utilize the services of available community organizations; contractors' groups; local, state, and federal business assistance offices; and other organizations that provide assistance in the recruitment and placement of FSCs, S/DBEs, or DBEs?

---

END

**City of Shreveport**  
**COMPLIANCE AGREEMENT-FSC FORM 1**

Bid Number: \_\_\_\_\_ (Revised 9-10-07)

**By signing this document, the bidder hereby certifies, understands, and affirms that:**

- 1.0 It has not discriminated against any FSC, S/DBE, or DBE firms in awarding subcontracts for this project.
- 2.0 The good faith efforts requirements are contractual obligations that must be fulfilled whether or not listed on these forms.
- 3.0 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**
- 4.0 Failure to provide information may result in a loss of the bidder's bid bond.
- 5.0 Replacement of a subcontractor during contract performance without: a) obtaining the prior written consent of the DBE Compliance Manager and/or the Fair Share Office and the originating department; and b) subsequent good faith efforts in selection of a replacement; is prohibited and a breach of contract. **See UTILIZATION/CONTRACT TRACKING-FSC FORM 2 AS REQUIRED FOR ALL SUBS/SUB of SUBS.**
- 6.0 Consideration was given to waiving bonding requirements for FSC, S/DBE, or DBE subcontractors.

**And, Executes this Compliance Agreement as:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Owner or Representative                      Title                      Date

Print Name: \_\_\_\_\_

# City of Shreveport

## UTILIZATION/CONTRACT TRACKING-FSC FORM 2

**This multipurpose form is used to list all types of subs and changes to their status for Fair Share and Contract Tracking Reporting. (Revised 1/20/2021)**

1. IFB/RFP/RFS/RFQ # (Circle 1) \_\_\_\_\_ 2. Project Name \_\_\_\_\_  
 3. Prime Contractor \_\_\_\_\_ 4. Bid Amount of Total Project (\$) \_\_\_\_\_  
 5. Prime Contractor's Federal Tax ID # \_\_\_\_\_ Change Order? Yes or No C/O # \_\_\_\_\_

<b>List all Subcontractors (copy as needed)</b>	Status – Circle all that apply	Type of work to be performed	Subcontracted Amount \$ + or (--)
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		

Prime Contractor's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Mgr. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Fair Share Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Shreveport

## PROJECT CONTACT SHEET-FSC FORM 3

(Revised 8-30-07)

Name of Project: \_\_\_\_\_ Bid Number: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidders should record their contacts with potential FSC or DBE subcontractors through use of this log. Additional forms may be copied if needed.

Name of Subcontractor	Type of Contact(s)	Date & Time of Contact	Person making/receiving call or other communications	Contact made? Yes/No	Quote received Amount (\$)	Quote accepted Or rejected?	Comments



**Bid # \_\_\_\_\_ PROJECT# \_\_\_\_\_ FSC FORM 4**

**Fair Share / Disadvantaged Business Enterprise Compliance Management**

**LETTER OF INTENT TO PERFORM AS A PRIME CONTRACTOR AND  
UTILIZE A SUBCONTRACTOR/SUBCONSULTANT**

[NOTE: Pursuant to the City of Shreveport's Fair Share Program for Equal Business Opportunity, established by Ordinance No. 105, 1999, 7-27-99, DBE firms participating in the Program must have current certification status prior to award of a contract where they are counted towards subcontracting participation. If the City of Shreveport determines that a firm is not an eligible DBE firm, that firm is advised to immediately submit a completed certification application to the State of Louisiana, Department of Transportation and Development, LAUCP Section, P.O. Box 94245, Baton Rouge, LA 70804-9245 for consideration on subsequent projects.

1. Name of Project \_\_\_\_\_

2. Name of offeror/prime contractor \_\_\_\_\_

3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply", "install" or "perform particular services"):

\_\_\_\_\_ at the price of \$ \_\_\_\_\_

\_\_\_\_\_  
(Name of DBE/FSC Firm) (Date)

\_\_\_\_\_  
Circle one (Owner/Authorized Agent of DBE/FSC firm) Type or Print Name (Signature of Owner or Authorized Agent of DBE /FSC Firm)

\_\_\_\_\_  
(Phone Number) (Fax Number)

**AFFIDAVIT OF PRIME CONTRACTOR**

I HEREBY DECLARE AND AFFIRM that I, \_\_\_\_\_ am the duly authorized representative of  
(Circle one-Owner/Authorized Agent)

\_\_\_\_\_ and that I have personally reviewed the material and  
**Name of Prime Contractor**

facts set forth in this Letter of Intent to Perform. To the best of my knowledge, information, and belief, the facts in this form are true, and no material facts have been omitted.

Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a **DBE** or **FSC** in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

\_\_\_\_\_  
Circle One (Owner/ Authorized Agent) Type or Print Name (Name of Prime Contractor company/firm -Print or Type)

\_\_\_\_\_  
(Signature of Owner or Authorized Agent) (Date)

\_\_\_\_\_  
(Phone Number) (Fax Number) (Revised 8-30-07)



## SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT – FORM 5

(Revised 6/20/2020)

Contract Number:		Prime Contract Amount:	
Progress Report Number:		Report Period Dates:	To:
Prime Contractor:		Project Name:	

(1) Subcontractor Name	(2) Class	(3) Work Description	(4) Original Subcontract Amount	(5) Approved Changes	(6) Revised Subcontract Amount (4+5)	(7) Current Period Work Completed	(8) Total Work Completed to Date <small>(Previous Total to Date+(7))</small>	(9) Remaining Subcontract Amount (8-6)
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							

<p>This worksheet assumes a 5% retainage.</p> <p>Changes to Contract: Replacement, substitution, or addition to FSC, S/DBE or DBE firms must be handled in conformance with the contract documents.</p> <p><b>IT IS HEREBY CERTIFIED THAT THE ABOVE LISTED FIRMS HAVE BEEN FULLY UTILIZED BY OUR COMPANY IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.</b></p> <p>Printed Name of Authorized Contractor Representative: _____</p> <p>Authorized Signature of Contractor Representative: _____</p> <p>Date: _____</p> <p><small>Instructions: Document must be typed or printed Legibly. Unreadable information will require resubmittal and may cause delays in processing. Submit with request for progress payment and send a copy to: DBE Compliance Manager and/or the City of Shreveport's Fair Share Office, P.O. Box 31109, Shreveport, LA 71130.</small></p>	<p><b>Notary Public Use Only:</b></p> <p>State of _____</p> <p>Parish / County of _____</p> <p>Subscribed and sworn to (or affirmed) before me this _____ day of _____ in the year of _____</p> <p>Signature of Notary Public: _____</p>
---	--

# INSTRUCTIONS FOR COMPLETING FSC FORM 5 SUBCONTRACTOR PAYMENT AND UTILIZATION

(Revised 6/20/2020)

## 1.0 FORM 5 GENERAL INSTRUCTIONS

- 1.1 All form 5 reports must be notarized before submittal. Notarization section is found in lower right corner of form.
- 1.2 All form 5 reports should be electronically. Only the Signature Block and Notary Block require handwritten input.
- 1.3 If the Form 5 Report is handwritten, it must be legibly printed. Any forms with illegible handwriting will be rejected and require resubmittal in acceptable print and could result in delays in processing applications for payment.
- 1.4 When entering current period and cumulative paid amounts into Form 5, enter the amount paid less retainage. It is assumed that 5% retainage has been held out of the payment. Including the retainage amount will result in an overstatement in payments and require all Payment Application Form 5's to be corrected and to be resubmitted. This will hold any current Payment Applications from being processed until satisfactory resolution.

## 2.0 FORM 5 SPECIFIC INSTRUCTIONS

- 2.1 CONTRACT NUMBER: Enter the contract number for this project as assigned by the City Purchasing Division.
- 2.2 PROGRESS REPORT NO: Enter Report number 1 for the first report submitted and subsequent numbers for reports submitted thereafter. Note, this should be the same as the invoice or payment application number.
- 2.3 PRIME CONTRACTOR: Enter Full Company Name as stated on contract with City of Shreveport.
- 2.4 PRIME CONTRACT AMOUNT: Enter the current Prime Contract Amount including any Approved Change orders.
- 2.5 REPORT PERIOD DATES: Enter the beginning and ending dates corresponding to the progress payment period. Example: 6/1/2020 thru 6/30/2020. Report periods should be sequential and not overlap.
- 2.6 PROJECT NAME: Enter the full project name as indicated on the contract documents.
- 2.7 SUBCONTRACTOR NAME: Enter the names of all subcontractors having performed work or paid on this project during the reporting period.
- 2.8 CLASSIFICATION: Select the appropriate FSC, S/DBE, or DBE status of each contractor listed in item 2.7. Note: Designations should be consistent with how firms were certified by LAUCP or the City of Shreveport at the time of contract award. Only one designation may be used for credit and will be applied accordingly. Non-certified firms should not have a designation selected.
- 2.9 LIST SECOND TIER SUBCONTRACTORS.
- 2.10 WORK DESCRIPTION: Enter a brief description of the work subcontractors are performing. Example: Landscaping, electrical supplier, electrical contractor, remove and replace inlets, furnish, and install catch basins, etc.
- 2.11 ORIGINAL CONTRACT AMOUNT: Enter the original contract dollar amount for each subcontract at time of award.
- 2.12 APPROVED CHANGES: Enter the cumulative dollar value of any changes for each subcontract. If no changes then enter "0". Note: reductions in subcontractor amounts should be shown as negative with parentheses. Example negative amount (\$3,133.85). Additionally, please provide an explanation of any changes.
- 2.13 CURRENT APPROVED SUBCONTRACT AMOUNT: This amount should be the total dollar value current contract amount (Column 4) plus or minus approved changes (column 5).

- 2.14 CURRENT PERIOD CONTRACTOR WORK COMPLETED: Enter the amount paid to the subcontractor during the current reporting period. If the reporting period is June 1, 2020 thru June 30, 2020 and you paid your subcontractor during that period, that is the amount you enter in this section. ONLY the current period amount paid to the subcontractor. Note: If you do not have any payments made to the subcontractor in the current period, you must enter "0".
- 2.15 CUMULATIVE ACTUAL SUBCONTRACTOR WORK COMPLETED TO DATE: Add the Cumulative amount paid to the subcontractor from the previous reporting period form 5 (Previous month Payment Application) to the current period amount paid to the subcontractor from the current form 5 (Current Payment Application). The total of the two is entered here. This should be the total amount paid to subcontractor including the current period.
- 2.16 REMAINING SUBCONTRACTOR AMOUNT: This is a calculated field in form 5. This calculation is the sum of the revised contract amount (Column 6) minus total work completed (Column 8). If filling form 5 out manually please fill in based on the calculation listed above.
- 2.17 PRINTED NAME OF AUTHORIZED CONTRACTOR REPRESENTATIVE: Enter the printed name of responsible party having signature authority and acting as contractor representative on behalf of the contractor. Note: This can be entered electronically.
- 2.18 AUTHORIZED SIGNATURE OF CONTRACTOR REPRESENTATIVE: This signature line must be physically signed by the person having signature authority and acting representative on behalf of the Contractor. Note: This signature must match the printed name.
- 2.19 DATE: Enter the date in which form 5 was signed by the contractor authorized representative.
- 2.20 NOTARY PUBLIC: Contract must have this section completed by a licensed Notary Public before submittal.
- 2.21 RETENTION: Form 5 assumes 5% retention has been withheld from subcontractor payments.
- 

END



RFP NO. \_\_\_\_\_

EXHIBIT A

PAGE \_\_\_\_\_ of \_\_\_\_\_

**NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK**

(Proposals should respond to the Scope of Work point by point by numeric reference.)

RFP NO. \_\_\_\_\_

EXHIBIT B

PAGE \_\_\_\_\_ of \_\_\_\_\_

**TRAINING AND SAFETY PLAN**

The Offeror should briefly describe the proposed training and safety plan. Training in the use of equipment, handling of chemicals, safety incident report, and basic security. This form should be completed, in addition to the Offerors narrative description of its proposed plan of action.

**1.0 OFFERORS EXPERIENCE**

- 1.1 Contract Title: \_\_\_\_\_
- 1.1.1 Contract Period: From \_\_\_\_\_ To \_\_\_\_\_
- 1.1.2 Geographic Area Served: \_\_\_\_\_
- 1.1.3 Scope of Work: \_\_\_\_\_
- 1.1.4 References: \_\_\_\_\_
- 1.1.5 Contracting Office: \_\_\_\_\_
- 1.1.5.1 Title: \_\_\_\_\_
- 1.1.5.2 Address: \_\_\_\_\_
- 1.1.5.3 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 1.1.5.4 Telephone # (s): \_\_\_\_\_

**2.0 OFFERORS EXPERIENCE**

- 2.1 Contract Title: \_\_\_\_\_
- 2.1.1 Contract Period: From \_\_\_\_\_ To \_\_\_\_\_
- 2.1.2 Geographic Area Served: \_\_\_\_\_
- 2.1.3 Scope of Work: \_\_\_\_\_
- 2.1.4 References: \_\_\_\_\_
- 2.1.5 Contracting Office: \_\_\_\_\_
- 2.1.5.1 Title: \_\_\_\_\_
- 2.1.5.2 Address: \_\_\_\_\_
- 2.1.5.3 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 2.1.5.4 Telephone # (s): \_\_\_\_\_

**3.0 OFFERORS EXPERIENCE**

- 3.1 Contract Title: \_\_\_\_\_
- 3.1.1 Contract Period: From \_\_\_\_\_ To \_\_\_\_\_
- 3.1.2 Geographic Area Served: \_\_\_\_\_
- 3.1.3 Scope of Work: \_\_\_\_\_
- 3.1.4 References: \_\_\_\_\_
- 3.1.5 Contracting Office: \_\_\_\_\_
- 3.1.5.1 Title: \_\_\_\_\_
- 3.1.5.2 Address: \_\_\_\_\_
- 3.1.5.3 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3.1.5.4 Telephone # (s): \_\_\_\_\_

**4.0 OFFERORS EXPERIENCE**

- 4.1 Contract Title: \_\_\_\_\_
- 4.1.1 Contract Period: From \_\_\_\_\_ To \_\_\_\_\_
- 4.1.2 Geographic Area Served: \_\_\_\_\_
- 4.1.3 Scope of Work: \_\_\_\_\_
- 4.1.4 References: \_\_\_\_\_
- 4.1.5 Contracting Office: \_\_\_\_\_
- 4.1.5.1 Title: \_\_\_\_\_
- 4.1.5.2 Address: \_\_\_\_\_
- 4.1.5.3 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 4.1.5.4 Telephone # (s): \_\_\_\_\_

**5.0 OFFERORS EXPERIENCE**

- 5.1 Contract Title: \_\_\_\_\_
- 5.1.1 Contract Period: From \_\_\_\_\_ To \_\_\_\_\_
- 5.1.2 Geographic Area Served: \_\_\_\_\_
- 5.1.3 Scope of Work: \_\_\_\_\_
- 5.1.4 References: \_\_\_\_\_
- 5.1.5 Contracting Office: \_\_\_\_\_
- 5.1.5.1 Title: \_\_\_\_\_
- 5.1.5.2 Address: \_\_\_\_\_
- 5.1.5.3 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 5.1.5.4 Telephone # (s): \_\_\_\_\_

**PERSONNEL STAFFING**

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
--------------	---------------------------------------

1.0 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

-----

2.0 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

-----

3.0 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

-----

4.0 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

-----

5.0 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)



QUANTITY	UNIT	OCCURRENCE	UNIT PRICE	TOTAL PRICE
<b>ADMINISTRATION OFFICES, CONFERENCE ROOMS, LOBBY, KITCHEN-BUILDING A-THIRD FLOOR</b>				
156	Days	3 Days/Week or as needed	\$	\$
52	Weeks	Weekly	\$	\$
12	Months	Monthly	\$	\$
1	Each	Annually	\$	\$
<b>ADMINISTRATION OFFICES, CONFERENCE ROOMS, LOBBY, KITCHEN-BUILDING "A" – THIRD FLOOR SUBTOTAL:</b>				\$
<b>OFFICE AND STORAGE AREAS – CONCOURSE B &amp; C – FIRST FLOOR</b>				
365	Ea.	Daily, 7 Days/Week or as needed	\$	\$
1	Ea.	Annually	\$	\$
<b>OFFICE AND STORAGE AREAS – CONCOURSES "B" &amp; "C" -1<sup>ST</sup> FLOOR SUBTOTAL:</b>				\$
<b>CONCOURSES, TSA OFFICES AND CROSSBRIDGES–BUILDING B &amp; C - SECOND FLOOR</b>				
1,095	Each	3 Times Daily, 7 Days/Week	\$	\$
730	Each	2 Times Daily, 7 Days/Week	\$	\$
365	Days	Daily, 7 Days/Week	\$	\$
52	Weeks	Weekly	\$	\$
12	Months	Monthly	\$	\$
1	Each	Annually	\$	\$
<b>CONCOURSE AND BRIDGES-BUILDING B &amp; C – SECOND FLOOR SUBTOTAL:</b>				\$
<b>MAINTENANCE OFFICES- BUILDING A -FIRST FLOOR</b>				
52	Weeks	Weekly	\$	\$
1	Each	Annually	\$	\$
<b>MAINTENANCE OFFICES- BUILDING A -FIRST FLOOR SUBTOTAL:</b>				\$
<b>CHECKPOINT LOBBY, PEDESTRIAN BRIDGE, ACC – BUILDING A- SECOND FLOOR</b>				
728	Each	2 Times Daily, 7 Days/Week	\$	\$
365	Days	Daily, 7 Days/Week	\$	\$
52	Weeks	Weekly	\$	\$
12	Months	Monthly	\$	\$
1	Each	Annually	\$	\$
<b>CHECKPOINT LOBBY, PEDESTRIAN BRIDGE, ACC – BUILDING A- SECOND FLOOR SUBTOTAL:</b>				\$

QUANTITY	UNIT	OCCURRENCE	UNIT PRICE	TOTAL PRICE
<b>TERMINAL -BAGGAGE CLAIM-TICKET LOBBY-CAR RENTAL</b>				
1,095	Each	3 Times Daily, 7 Days/Week	\$	\$
730	Each	2 Times Daily, 7 Days/Week	\$	\$
365	Days	Daily, 7 Days/Week	\$	\$
156	Each	3 Times Weekly	\$	\$
52	Weeks	Weekly	\$	\$
26	Weeks	Every Other Week	\$	\$
12	Monthly	Monthly	\$	\$
4	Each	Quarterly	\$	\$
1	Each	Annually	\$	\$
<b>TERMINAL -BAGGAGE CLAIM-TICKET LOBBY-CAR RENTAL SUBTOTAL:</b>				\$
<b>ENTRANCE AREA – NORTH SIDE – BUILDING A – FIRST FLOOR</b>				
156	Day	3 Days/Week or as needed	\$	\$
52	Weeks	Weekly	\$	\$
12	Months	Monthly	\$	\$
1	Each	Annually	\$	\$
<b>ENTRANCE AREA – NORTH SIDE – BUILDING A – FIRST FLOOR SUBTOTAL:</b>				\$
<b>TSA OFFICES - CONCOURSE B- SECOND FLOOR</b>				
365	Day	Daily, 7 Days/Week	\$	\$
52	Week	Weekly	\$	\$
12	Month	Monthly	\$	\$
<b>TSA OFFICES - CONCOURSE B- SECOND FLOOR SUBTOTAL:</b>				\$
<b>FAA TOWER AND OFFICES</b>				
365	Days	Daily, 7 Days/Week or as needed	\$	\$
26	Weeks	Two Week Intervals	\$	\$
12	Monthly	Monthly	\$	\$
2	Each	Semi-Annually	\$	\$
<b>FAA TOWER SUBTOTAL:</b>				\$

QUANTITY	UNIT	OCCURRENCE	UNIT PRICE	TOTAL PRICE
<b>6129 AMELIA EARHART SUITES A &amp; B</b>				
260	Days	Daily (5) Days a Week	\$	\$
26	Weeks	Two-Week Intervals	\$	\$
12	Monthly	Monthly	\$	\$
2	Each	Semi-Annually	\$	\$
<b>6129 Amelia Earhart Suites A &amp; B SUBTOTAL:</b>				\$
<b>GRAND TOTAL:</b>				\$

**OFFERORS CERTIFICATIONS**

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

YES \_\_\_\_\_ NO \_\_\_\_\_ (IF YES GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

- 1.0 In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned agrees:
- 1.1 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 1.2 To furnish all services, materials, and equipment necessary and incidental to perform the proposed project;
- 1.3 That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.
- 1.4 Acting on behalf of the Offeror, this is to attest that the undersigned is a duly authorized representative of the above captioned firm, corporation or business.
- 1.5 By signing this document, the Offeror understands and agrees that the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made.
- 1.6 If awarded a contract/purchase order, my company understands and agrees to provide the sub consultant information as listed in **GENERAL CONTRACT PROVISIONS (www.shreveportla.gov/bids/bids.htm)**, paragraph 16, **SUBCONTRACTOR TRACKING. I hereby certify that sub consultant(s) \_\_\_\_\_ (would/would not) be used.**
- 1.7 In accordance with the DBE Requirements of this RFP, the Offeror assures the City that he or she will meet or exceed the DBE Goal requirements. DBE goal for this project is ??%.

\_\_\_\_\_  
Signature Offerors Representative  
authorized to enter into contract with  
the City of Shreveport

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature (typed/printed)

\_\_\_\_\_  
State Contractors License Number

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Emergency Number(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Offerors Federal Employer I.D. Number

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*License # \_\_\_\_\_  
\*State Contractors License or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

**CITY OF SHREVEPORT  
OFFICE OF THE PURCHASING AGENT  
505 Travis Street, Suite 610  
SHREVEPORT, LOUISIANA 71101-3042**

SEALED PROPOSAL FOR:

RFP Number:                     RFP 21-827                    

Project Name:                     Janitorial Contract                    

Opening Date/Time:                     12/07/21                    

**Attention: Use this format on the outside of your container when responding with a paper proposal.  
We do not accept faxed responses for formal solicitations! Revised 12-15-11**

EXHIBIT F



AFFIDAVIT

ATTESTING THAT ENTITY OR PERSON DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND DOES NOT OWE OUTSTANDING DEBT TO CITY

\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\*

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of:

\_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:

\_\_\_\_\_ and with a current email address of:

\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_
Printed Name: \_\_\_\_\_
Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number  
\*\*\*\*\*

Mail original affidavit via U.S. mail to: or Deliver via other carrier or hand-delivery to:
Purchasing Division Purchasing Division
P.O. Box 31109 | Shreveport, LA 71130 505 Travis St., Suite 610 | Shreveport, LA 71101
Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.

\*\* Form Revised 02-08-2017 \*\*

# City of Shreveport

## FELONY CONVICTION/E-VERIFY AFFIDAVIT

This document must be furnished by the **lowest responsive Bidder** in a separate envelope, or by fax, or email not later than then 10 days after the quote opening. Failure to submit at the specified time may result in the quote being declared as non-responsive. **Do not submit with your RFQ document.**

RFP Number: 21-827

**By signing this document in accordance with La. R.S. 38:2227, the appearer, as a Quoter on the above project, does hereby attest that:**

1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

1.1 Public bribery (R.S. 14:118)

1.2 Extortion (R.S. 14:66)

1.3 Corrupt influencing (R.S. 14:120)

1.4 Money laundering (R.S. 14:23)

2.0 Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

2.1 Theft (R.S. 14:67)

2.2 Identity Theft (R.S. 14:67.16)

2.3 Theft of a business record (R.S.14:67.20)

2.4 False accounting (R.S. 14:70)

2.5 Issuing worthless checks (R.S. 14:71)

2.6 Bank fraud (R.S. 14:71.1)

2.7 Forgery (R.S. 14:72)

2.8 Contractors; misapplication of payments (R.S. 14:202)

2.9 Malfeasance in office (R.S. 14:134)

**3.0 By signing this document in accordance with La. R.S. 38:2212.10, the appearer, as a Quoter on the above project, does hereby attest that:**

3.1 The private employer is registered and participates in a status verification system (E-Verify) to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

3.2 The private employer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

3.3 The private employer shall require all subcontractors to submit to the employer a sworn affidavit verifying compliance with Paragraphs (3.1) and (3.2) of this Subsection.

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of bids and any and all delay costs due to the rebid or cancellation of the contract.

**And, executes this document as:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized Owner or Representative

Title

Date

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax to: 318-673-5408

OR Email to: [angela.mcnicoll@shreveportla.gov](mailto:angela.mcnicoll@shreveportla.gov)

(10-23-15)

**BUSINESS APPLICATION**  
**SHREVEPORT REGIONAL [ ] DOWNTOWN [ ] AIRPORT**

**I. ENTITY INFORMATION**

**A.** Name of Firm (exactly as you want it to appear in the Agreement):

\_\_\_\_\_

**B.** Principal Office Address:

\_\_\_\_\_

**C.** Telephone Number:

\_\_\_\_\_

**D.** E-Mail Address:

\_\_\_\_\_

**E.** Contact Person/Title:

\_\_\_\_\_

**F.** Form of Business Entity (check one and provide documentation):

( ) Corporation \_\_\_\_\_

( ) Partnership \_\_\_\_\_

( ) Joint Venture \_\_\_\_\_

( ) Individual (no additional page required)

**G.** Tax I. D. Number

**H.** License Number

**II. PARTNERSHIP STATEMENT**

If a Partnership, answer the following:

**A.** Date of Organization: \_\_\_\_\_

**B.** General Partnership ( )      Limited Partnership ( )

**C.** Partnership Agreement Recorded: Yes ( )      No ( )

\_\_\_\_\_  
Date                      Book                      Page                      County

D. Has the Partnership done business in Louisiana? Yes ( ) No ( )

If so, Date: \_\_\_\_\_ Location \_\_\_\_\_

E. Name, address and partnership share of each general partner:

<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
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F. If any partner is not an individual, a business entity must submit the following information: Date and state of organization, name and address of each individual partner, joint venture or majority shareholder.

G. Attach a certify copy of your partnership agreement or a statement signed by all partners setting forth the duties and obligations of each general partner with respect to the business of the partnership.

### III. CORPORATION STATEMENT

If a Corporation, answer the following:

A. When incorporated? \_\_\_\_\_

B. Where incorporated? \_\_\_\_\_

C. Is the corporation registered to do business in Louisiana?

1. Yes ( ) No ( ) If yes, when:

2. If Louisiana is not the state of incorporation, state name and address of registered Louisiana agent.

D. Attach Certificate of Authority (Pursuant to Article 8.05 of the Louisiana Business Corporation Act) to transact business in Louisiana.

E. The Corporation is held: Publicly ( ) Privately ( )

F. Furnish the name, title and address of each director and principal shareholder owning 10% or more of the corporation's issued stock.

### IV. JOINT VENTURE

If a Joint Venture, answer the following:

A. Date of Organization?

B. Is Joint Venture Agreement recorded? Yes ( ) No ( )



C. Has the Joint Venture done business in Louisiana?  
Yes ( ) No ( ) If so, date \_\_\_\_\_ Location \_\_\_\_\_

D. Name, address and percent participation or each Joint Venture:

**V. FINANCIAL INFORMATION**

**A. Financial Statement**

The proposer shall submit to the Shreveport Airport Authority a current fiscal year end Balance Sheet and Income Statement prepared in accordance with generally accepted accounting principles, together with a copy of the proposer's last annual report audited and certified by an independent Certified Public Accountant (Please attach).

**B. Surety Information**

Have you or any entity in which you have had an ownership interest ever had a bond or surety cancelled or forfeited? Yes ( ) No ( ). If yes, state name of bonding company, date, amount of bond and reason for such cancellation or forfeiture.

**C. Bankruptcy Information**

Have you or any entity in which you have had an ownership interest ever been declared bankrupt? Yes ( ) No ( ). If yes, state, date, court jurisdiction, amount of liabilities and amount of assets, type (i.e., Chapter 7, 11, etc.) and resolution or current status.

D. List three (3) current bank credit references. List the name of institution, type of account or credit, address, person to contact and phone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**VI. EXPERIENCE STATEMENT**

A. Indicate the number of years engaged in this type of business and briefly describe your experience.

B. List all businesses operated by you during the past five years and provide the name and number of a reference for contact purposes.

C. Please provide a detailed business plan and procedures of operations.

D. Number of Personnel  
Management: \_\_\_\_\_  
Supervisory: \_\_\_\_\_  
Operating: \_\_\_\_\_

**VII. INSURANCE**

Amount and types of insurance coverage to be obtained:

NAME OF INSURANCE PROVIDER: \_\_\_\_\_

<u>Type Insurance</u>	<u>Minimum amounts</u>	<u>Amount obtained</u>
General Liability	Each Incident \$1,000,000	_____
Auto Liability	Each Incident \$1,000,000	_____
Environmental Liability	Each Incident \$1,000,000	_____
Workers Compensation	Each Incident \$1,000,000	_____

General Commercial Liability or Comprehensive General Liability must list the City of Shreveport as an additional insured.

General Commercial Liability or Comprehensive General Liability and Workers' Compensation Policies must have a waiver or subrogation. The City of Shreveport/Shreveport Airport Authority is the Certificate Holder.

\*\*\*Workers Compensation is needed if you are operating a business from the hangar with an employee.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed or Typed Name

STATE OF \_\_\_\_\_

PARISH OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public  
in and for said state, personally came and appeared \_\_\_\_\_,  
Known to me to be the person who executed the foregoing document and acknowledged  
that the information contained is a true and accurate representation of  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC