



REQUEST FOR PROPOSAL

*To provide janitorial services for
JEDCO's Administrative Offices, Business Innovation Center and
JEDCO Conference Center*

RFP Number: 170807

Notice is hereby given that the Board of Commissioners of the Jefferson Parish Economic Development Commission (JEDCO) will receive proposals at JEDCO's Administration Building, at the Reception Desk located in the lobby of the building, at 700 Churchill Parkway in Avondale on September 7, 2017 at or before the hour of 2:00 p.m. for janitorial maintenance and services. All contractors must submit sealed proposals to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform janitorial maintenance and services.

A mandatory pre-proposal conference is scheduled for interested contractors on August 22, 2017 starting promptly at 10:00 a.m. in the JEDCO Executive Board Room, 700 Churchill Parkway, Avondale, LA 70094. All contractors are required to tour the site at that time. Inquiries for specific information will not be entertained prior to the aforementioned tours. Contractors must attend the mandatory site walk through to submit a proposal.

The Board of Commissioners reserves the right to reject any and all proposals, to modify the terms of this RFP either before or after the deadline for submission of proposals, negotiate with one or more of the contractors, to call for additional proposals, or to refrain from accepting any proposals. The service agreement that JEDCO expects to award shall in no event become effective until an award of contract is approved by resolution of JEDCO's Board of Commissioners.

JEDCO's policy in awarding this service agreement will be based primarily on the most qualified contractor and the monthly/annual or specialty services fees proposed. JEDCO will carefully investigate each contractor's background and experience in the operation of like facilities.

RFP packages may be picked up at the JEDCO Administration Building, 700 Churchill Parkway, Avondale or by contacting Scott Rojas at (504) 875-3916 or srojas@jedco.org. RFP packages will be available on JEDCO's web site at <http://www.jedco.org/public-notifications/> from August 1, 2017 to August 22, 2017.