



**Office of the Mayor-President**

Purchasing Division  
City of Baton Rouge  
Parish of East Baton Rouge  
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P.O.Box 1471

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**Kris R. Goranson**  
Director of Purchasing

**ADDENDUM NO. 1**  
**November 24, 2021**

Your reference is directed to: **File Number: 21-00870**

Solicitation Number: **A21-0870 Electrical Repair and Maintenance  
Light Commercial Electrician**

scheduled to open: **December 2, 2021**

The following Addendum No. 1 – Questions & Answers will be made part of the above referenced solicitation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 21-00870

[dsstewart@brla.gov](mailto:dsstewart@brla.gov)  
225-389-3259 x 3264

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Signature

Date

Company

**Addendum No. 1 – Questions & Answers**  
**A21-0870 Electrical Repair and Maintenance Light Commercial Electrician**

- Question 1: Please provide an approximate quantity of buildings maintained by the City-Parish Government and included in the scope of work outlined by A21-0870.
- Answer 1: We maintain over 100 City owned buildings. In general we perform any and all electrical, data and fiber needs in a medium to heavy commercial environment.(outlined on page 10)
- Question 2: How many individual work orders are anticipated annually based on past experience on similar annual electrical maintenance contracts?
- Answer 2: To predict the amount of work orders will be impossible on average the electrical department 2000+ work orders annually
- Question 3: How are work orders dispatched, completed and closed out from the City-Parish? Any particular software?
- Answer 3: Work orders are distributed orally, verbally and written.
- Question 4: Please provide a scoring matrix, or other evaluation criteria, for proposals if factors other than pricing are considered in awarding Primary and / or 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate.
- Answer 4: The award will be based the sum of all Item Totals (Estimated Annual Usage x Price Per Hour)
- Question 5: Please clarify if the maximum response time is for overtime and / or emergency work only or for all work under that may be requested by this scope of work.
- Answer 5: The maximum time allotted to respond to the emergency's site location. No overtime will be paid during "Normal City Parish working hours". (page 10)
- Question 6: Please confirm that the *Electrical Staff and Experience* section (p. 12 of 16) is to be used to list references.
- Answer 6: Page 12 and 13 shall be utilized for submitting experience and references; additional pages can be submitted if needed.
- Question 7: Please clarify or provide additional direction for the *Equipment List* section (p. 13 of 16); no pricing is requested on the price sheet. Are we to provide a list of all company-owned tools available for use by technicians, or tools over a certain dollar value, etc.? This question is for company owned equipment such as Trencher, Bucket truck, man-lift, etc. but not limited to this list.
- Answer 7: Only a listing of equipment is needed; no pricing required, please be as comprehensive as possible.
- Question 8: Has there been a site visit already?
- Answer 8: This bid did not require a site visit.