



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
P.O. Box 1471
Baton Rouge, Louisiana 70821

Paul Narcisse
Director of Purchasing

225/389-3259 FAX 225/389-4841
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ADDENDUM NO. 1 ISSUED SEPTEMBER 10, 2024
RFP 2024-04-7731 – ENVIRONMENTAL SERVICES FACILITY –
FACILITIES MANAGEMENT SERVICES

Your reference is directed to the above-referenced RFP which has a Bid Opening on September 19, 2024 at 2:00 PM.

During the inquiry period, the following questions were received and the response is provided beneath each question:

Question 1: Could you please tell me what type of contractor you are looking for and if possible send me the scope on the following?

Response 1: **The Engineer over the project indicated that was a “bid room request” and the requester was directed to the Scope of Work in the RFP.**

Question 2: It was mentioned during the Prebid that plans of the building can be made available. Will this be a download link?

Response 2: **Yes, the download link is as follows:**

Below is a hyperlink to access the document:

<https://sftp.br1a.gov:444/login>

Login: PurchVendor3

Password: PurchVendor3

The documents are within a folder entitled Facilities Management RFP Facility Drawings.

Question 3: Can you please provide additional information on the items below?
Janitorial - Clarification on how many day porters are being requested? Do you provide consumables or does the contractor? For floor maintenance pricing, could you provide square footage of each floor type?
Window Cleaning- frequency requirements for interior and exterior?

Fire protection system- How many links are in the fire suppression system?
Do you have engineered drawings for fire suppression system?

Crain Maintenance- Is this a production Critical Crane? How often is it utilized? Daily/weekly/monthly?

Can we get a breakdown of scopes or a detailed pricing sheet?
Does the client expect markup percentages for reactive maintenance services to be part of the pricing proposal?

Response 3: *Janitorial - The vendor shall employ staff sufficient in number to ensure the regular and uninterrupted operation of the building*

Consumables – See new Page 23 for specifics.

Floor Maintenance Pricing – Please refer to drawings provided in Response 2.

Window Cleaning: Both sides of all glass that functions as exterior walls should be washed twice per year.

Fire protection system: Please refer to drawings provided in Response 2.

Crain Maintenance – The crane is used daily. The crane specifications are contained within the RFP.

Breakdown of Scopes or a detailed pricing sheet? The scopes are defined in the RFP package.

Client expect Markup Percentages for Reactive Maintenance Services to be part of the pricing proposal – These services would be negotiated separately from the property management services.

A mandatory pre-proposal conference was held on August 28, 2024 at 10:00 AM at the Environmental Services Building and a copy of the sign in sheet is attached.

The following updates are being made to the RFP and the updates on the pages are in *italics*:

Refer to Page 7 as written.

Remove Page 7 in its entirety and replace with the attached Page 7. Revision made to Solicitation No.

Refer to Page 23 as written.

Remove Page 23 in its entirety and replaced with the attachment Page 23.

Attachments -

- Mandatory Pre-Proposal Meeting Sign In Sheet
- Revised Page 7
- Revised Page 23

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

If you have already submitted your bid and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to the 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.

Signature

Date

Company

SIGN IN SHEET for Mandatory Pre-Proposal Conference

RFP 2024-04-7731

ENVIRONMENTAL SERVICES FACILITY - FACILITIES MANAGEMENT SERVICES

NOTE: ALL REPRESENTATIVES MUST SIGN IN TO DOCUMENT THEIR ATTENDANCE AT THIS MANDATORY PRE-PROPOSAL CONFERENCE

Date: August 28, 2024 Start Time: 10:00 AM End Time: 11:20 AM

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
1 James Lachney	ACE Facility Support, LLC	504 722 1746	James.Lachney@constructors.com	
2 Doctor James	DR JAWI Technical Services @ Gwinet.com	225 663 0079		
3 Courtney Davis	Bart's Office	504-666-9001	Courtney@barts-office.com	
4 Bobby Wootley	School and Office Solutions	225-253-1463	Robert.b.wootley@gmail.com	
5 Obie Walth	JACOBS	225-200-2473	obie.walth@jacobs.com	
6 Paul Wata	DES WUE	225 222 8011	Paul.Wata@wue.com	
7	Aracel P. Padron	225 423 9504	Aracel.Padron@wue.com	
8 Larnold H Caldwell	CECS	213 877 0400	LArnold.H.Caldwell@gmail.com	
9 Matthew Hurst	HEC	225 907 0527	mcanthur.Hec@gmail.com	
10 DARRIN BEARD	DES	225 389 7852	dbeard@btk.gov	

SIGN IN SHEET for Mandatory Pre-Proposal Conference
RFP 2024-04-7731

ENVIRONMENTAL SERVICES FACILITY – FACILITIES MANAGEMENT SERVICES

NOTE: ALL REPRESENTATIVES MUST SIGN IN TO DOCUMENT THEIR ATTENDANCE AT THIS MANDATORY PRE-PROPOSAL CONFERENCE

Date: August 28, 2024 Start Time: 10:00 AM End Time: 11:20 AM

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
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SIGN IN SHEET for Mandatory Pre-Proposal Conference

RFP 2024-04-7731

ENVIRONMENTAL SERVICES FACILITY – FACILITIES MANAGEMENT SERVICES

NOTE: ALL REPRESENTATIVES MUST SIGN IN TO DOCUMENT THEIR ATTENDANCE AT THIS MANDATORY PRE-PROPOSAL CONFERENCE

Date: August 28, 2024 Start Time: 10:00 AM End Time: 11:20 AM

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
21 Robert Miller	Retiree	225 603 4450	mlmiller@retireeonline.com	
22 Mrs. Viji Iyengar	MLC	(504) 715 8115	swiflygr@proconstruction@gmail	
Elizabeth H. Miller	Purchasing Division	(225) 9136-	emiller@brk.com	
24 Matt Bisset	DES	225-610-8186	mbisset@shk.com	
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- A. Discussions- For the purposes of this RFP presentation, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

1.3 Schedule of Events

<i>Item</i>	<i>Anticipated Schedule</i>
1. RFP emailed to prospective proposers	August 14, 2024
2. Mandatory Pre-Proposal Conference	August 29, 2024 @ 10:00 AM CST
3. Deadline to receive written inquiries	September 5, 2024 5:00 PM CST
4. Deadline to answer written inquiries	September 12, 2024 5:00 PM CST
5. Proposal Opening Date (deadline for submitting proposals)	September 19, 2024 at 2:00 PM CST
6. Oral discussions with proposers	To be scheduled if necessary
7. Notice of Intent to Award to be mailed	To be scheduled (approx 2-4 weeks after # 5-6)
8. Contract Initiation	Upon Issuance of #7

NOTE: The City-Parish reserves the right to deviate from these dates.

1.4 Proposal Submittal

This RFP is available in PDF format or in printed form by submitting a written request to the RFP Contact. (See Section 1.7.2 for this RFP contact)

All proposals shall be received by Purchasing **no later than the date and time shown in the Schedule of Events.**

Important - Clearly mark outside of envelope, box or package with the following information and format:

X Proposal Name: **ENVIRONMENTAL SERVICES FACILITY,
FACILITIES MANAGEMENT SERVICES**

X Solicitation No. **2024-04-7731**

X Proposal Opening Date & Time : **September 19, 2024 2:00 PM CST**

Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location.

Proposals may be delivered by hand or courier service to our physical location at:

City of Baton Rouge/Parish of East Baton Rouge
Purchasing Division
222 Saint Louis Street, Room 826
Baton Rouge, LA 70802

Facility Maintenance Requirements

Vendor must supply all tools and equipment for building and operations maintenance, and landscaping maintenance that may be necessary to complete contracted services. Vendor will replace or repair equipment as necessary.

Vendor must supply all cleaning supplies and equipment. Vendor must supply all custodial equipment to include but not limited to vacuums, floor machines, mops, buckets, ringer, etc. Vendor will replace or repair equipment as necessary.

The vendor **shall** employ staff sufficient in number to ensure the regular and uninterrupted operation of the building for a twelve (12) month work year as required by the following:

The contractor shall provide the expendable products, including, but not limited to, to be stocked in various dispensers:

a) Paper towels for restroom dispensers; b) Toilet tissue - 2 ply septic safe; c) Toilet seat covers; d) Hand soap – Soap must match existing dispensers. (All Types); e) Hand Sanitizer containing at least 60% alcohol to be used in existing dispensers; f) Air fresheners; g) Urinal screens or cakes; and h) Trashcan liners for all wastebaskets throughout the building (various sizes, as needed).

Note: Purell hand sanitizer is preferred by agency and should be part of the supplies provided by the Contractor if available.

Note: Contractor will monitor the supply levels and reorder as needed. At no time should there be less than a 2 day supply at site.

Cleaning/Janitorial:

Includes routine cleaning of the ESF and Offices:

Daily (staffed 7:30 am to 3:30 pm M-F; night and weekend call-outs will be billed under the Emergency Call-out Rate)

- Floors and Door Mat maintenance
- Remove garbage/recyclables. All garbage/recyclables containers **shall** be emptied, new liners **shall** be provided, and the outside of these containers **shall** be cleaned. The inside and outside of these containers **shall** be cleaned as needed so that dirt, stains, and streaks are removed and if odors are apparent.
- All garbage/recyclables **shall** be placed in bags and placed in dumpsters.
- Wash and sanitize the kitchen/break room floor areas with a germicidal disinfectant
- All tabletops and chairs in eating areas **shall** be washed, disinfected and spot cleaned. This task includes spot washing table pedestals and legs and chair legs to remove dirt, dust, scuff marks, spots, and spills.
- Spot cleaning remove spills, hand prints, footprints, smudges, and graffiti
- Cleaning both sides of glass in entrance areas
- Spot clean glass in interior partitions, and vision panels in doors and display case
- Cleaning of rest rooms, locker rooms and showers
 - All toilets, toilet seats, urinals, urinal screens and lavatories **shall** be cleaned using a germicidal cleaner.
 - Rest room walls, shower stalls, and toilet stalls **shall** be spot cleaned with a germicidal cleaner.
 - Towel dispensers, toilet paper, toilet seat covers, and soap dispensers **shall** be restocked
 - Plumbing **shall** be checked for stoppages or leaks. Operational problems must be reported immediately.
- Drinking fountains **shall** be cleaned with a disinfectant solution and then polished.
- Window treatments (shades, blinds, etc.) **shall** be adjusted so that all are evenly opened and extended.
- Conference tables in all areas of the facility **shall** be spot cleaned
- Inspect the vestibules, the lobby exterior, and the outside grounds and pick up and dispose of any debris.