

Office of the Mayor-President  
Purchasing Division



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

Paul Nareisse  
Director of Purchasing

225/389-3259 FAX 225/389-4841 [purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**ADDENDUM NO. 1 ISSUED DECEMBER 5, 2024**  
**A24-1110 – Floor Care – Baton Rouge Metropolitan Airport Terminal**

Your reference is directed to the above-referenced Invitation to Bid scheduled to open on December 12, 2024 at 11:00 AM CST.

This addendum is being issued to respond to questions received during the inquiry period for this Invitation to Bid:

- Q1 I am reaching out to kindly request if you have information regarding the previous vendor for the airport floor care services, including their pricing details. This information would be extremely helpful as we prepare to move forward.
- R1 Please submit a Public Records Request and be very specific about what you are requesting. (Public Records Request Procedure attached). The current contract has no bearing on the new contract since it is an entirely new bid. The only relevant information is what is in the new bid package for our consideration on awarding the new contract to a vendor.
- Q2 I hope this emails find you well. I wanted to know if the walk-through for the airport was mandatory or if it could be rescheduled. I see the date is November 26<sup>th</sup>.
- R2 The walk-through for the airport was mandatory and could not be rescheduled.
- Q3 I am reviewing the “floor care” contract for the BTR Airport and I see there is a mandatory site visit. Are subcontractors required to attend the meeting/walkthrough or are the prime contractors allowed to conduct a personal walkthrough after the meeting?
- R3 As per the terms of the bid package:  
Any vendor wishing to bid on the package is required to attend the MANDATORY prebid meeting AND the walkthrough of the facility. Subcontractor may attend, but are not required as the contract will be between the Airport and the primary vendor. This will be the ONLY available time to perform a site visit. After meeting walkthrough access is not allowed under the terms of the bid package.
- Q4 Is there an opportunity for another site visit?
- R4 No.

Q5 What is the official due date for the submission of proposals?

R5 As stated in the Invitation for Bid December 12, 2024 by no later than 11:00 AM CST.

Q6 What is the expected duration of the contract?

R6 Per Instructions to Bidders/Terms & Conditions for Annual Contracts – Refer to Items 3 and 4:

3. This proposal is to establish firm prices for materials supplies and services for the contract period to be determined. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.

4. The contract shall be firm through the one year period. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.

Attached, please find a copy of the Sign-In Sheet for the Mandatory Pre-Proposal and Site Visit held on November 26, 2024 at 9:00 AM CST. Only representatives of companies which attended the mandatory pre-proposal meeting will be eligible for award under this contract.

Attached, also, please find a copy of the Public Records Request policy.

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.

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Signature

Date

Company

**SIGN IN SHEET FOR MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT**  
**A24-1110 - Floor Care at the Baton Rouge Metropolitan Airport - Terminal Building**  
**Date: November 26, 2024 Start Time: 9:00 AM End Time: 9:15 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 <u>Alfred Bell</u>	<u>Bell's Janitorial LLC</u>	<u>225-388-8107</u>	<u>albell1171@yahoo.com</u>	<u>Alfred Bell</u>
2 <u>Latesha Terrell</u>	<u>Sunshine Lawn LLC</u>	<u>225-911-5885</u>	<u>Terrellatesha@gmail.com</u>	<u>L. Terrell</u>
3 <u>Lesha Thompson</u>	<u>Al.Hill Rem-n-Go</u>	<u>504-482-2040</u>	<u>Remn-go.com</u>	<u>Lesha Thompson</u>
4 <u>Creighton Stewart</u>	<u>31st Century Styles Towing</u>	<u>225-315-6861</u>	<u>31stcenturystyles.towing@gmail.com</u>	<u>Creighton Stewart</u>
5 <u>Drew Jam</u>	<u>OK Janitorial INC.</u>	<u>225-663-0159</u>	<u>OKJanitorial.com</u>	<u>Drew Jam</u>
6 <u>Kenyatta James</u>	<u>OK Janitorial Inc.</u>	<u>225-863-0159</u>	<u>OKJanitorialservices@gmail.com</u>	<u>Kenyatta James</u>
7 <u>Scott Sanders</u>	<u>Emmou Enterprises, LLC</u>	<u>225-337-5711</u>	<u>5 Sanders@jami.kingair.com</u>	<u>Scott Sanders</u>
8 <u>Keona Madison</u>	<u>KXM Enterprise LLC</u>	<u>901-284-2413</u>	<u>info@kxmenterprise.com</u>	<u>Keona Madison</u>
9 <u>Dei Foran</u>	<u>Quaking</u>	<u>226-389-8281</u>	<u>Dei@quaking.com</u>	<u>Dei Foran</u>
10 <u>David Gaden</u>	<u>BTR Airport</u>	<u>225-355-0333</u>	<u>dgaden@btr.com</u>	<u>David Gaden</u>

SIGN IN SHEET for MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT  
A24-1110- Floor Care for the Baton Rouge Metropolitan Airport – Terminal Building

Date: November 26, 2024 Start Time: 9:00 AM

End Time: 9:15 AM

	REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
10	<u>Raul Baez</u>	<u>Baton Rouge Airport</u>	<u>225-2051199</u>	<u>R.Baez@flybr.com</u>	<u>Raul Baez</u>
11	<u>Philip Cole</u>	<u>Puccasint</u>	<u>339-3259</u>	<u>ppcc@brta.gov</u>	<u>Philip Cole</u>
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## **PUBLIC RECORDS REQUEST PROCEDURE**

Public record requests submitted through [publicrecordsrequest@brla.gov](mailto:publicrecordsrequest@brla.gov) will no longer be processed.

To submit this request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for "City Records Request."

[https://brla.govga.us/WEBAPP/rs/\(S\(mze1mn155mjxtapkzz0lghjj\)\)/supporthome.aspx](https://brla.govga.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghjj))/supporthome.aspx)

If you have any questions, you may call the Public Records Section at 225-389-3114.