



Office of the Mayor-President
Purchasing Division

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ADDENDUM NO. 1 ISSUED MARCH 7, 2025
RFP 2025-02-0910 – Janitorial Services for the
Baton Rouge Metropolitan Airport

Your reference is directed to the above-referenced RFP scheduled to open on March 13, 2025 at 2:00 PM CST.

This RFP is being issued to respond to questions received during the Inquiry Period as follows:

- Q1 I'm reaching out for some clarification regarding Solicitation No: 2025-02-0910. Could you please confirm if there is a requirement for the contractor to be ACDBE certified in the state of Louisiana?
- R1 **No.**
- Q2 On page 20 (2.4) **Deliverables**, there is reference to "The deliverables listed in Attachment A are the minimum desired from the successful Proposer". Any monetary deduction would have a negative effect on the Contractor. My questions are:
- The Solicitation identifies the Scope of Work and Frequencies that the bidder is to consider in the preparation of its bid. If the contractor is providing the minimum desired service outcomes according to industry standards as outlined in the Solicitation Scope of Work and Frequencies, will a monetary deduction be assessed against the contractor?
- R2 **The Agency (Airport) expects the Vendor to perform the required work as outlined the Scope of Work and all terms contained within the proposal. If standards are not met under these agreed upon terms during the contract period, monetary deductions can be assessed according to the terms of the agreement.**
- Q3 On page 27 **Performance of Service**, there is reference to "Should the performance fall below the levels specified in this document, the Contractor will receive written notice as to such defects and a prorated fee will be deducted from the monthly invoice." Any monetary deduction would have a negative effect on the Contractor. My questions are:

- a. This is a Janitorial Service Contract and all services rendered can be corrected in most instances the next business day by the next shift, or in a very short time frame. Will the contractor be given a reasonable opportunity and time frame to proceed diligently in good faith and cure the service failure according to industry standards before a monetary deduction would be taken at the time of service failure or in the future?
- R3 The Agency (Airport) makes reasonable attempts to correct any issues with the Vendor in a timely manner and allow the Vendor to remedy the situation. Each situation is different in its requirements for corrective action. As such, there is no pre-set time before specific resolutions are decided upon.
- Q4 On page 29 **Special Notice**, there is reference to “and make monetary deductions based on the value of the defective area to reflect the reduced value of the services performed.” Any monetary deduction would have a negative effect on the Contractor. My questions are:
 - a. This is a Janitorial Service Contract and all services rendered can be corrected in most instances the next business day, the next shift, or in a very short time frame. Will the contractor be given a reasonable opportunity and time frame to proceed diligently in good faith and cure the defective area before a monetary deduction would be taken?
- R4 See answer R3
- Q5 On page 31 **The Contractor will furnish the following:** Paragraph 1. “If the Contractor does not provide proper equipment, the Contractor will deemed to be in default. Then Paragraph 2, “Contractor shall supply all calibrated cleaning equipment.” My questions are:
 - a. 1a lists two vacuum cleaners (one per floor), all other items are supplies,, tools and or materials and not equipment that needs calibration, please clarify what equipment other than the two vacuum cleaners the Janitorial Service Contractor will supply if any.
 - b. Is the Janitorial Service Contractor to supply any floor care machines i.e. walk behind auto scrubber, propane burnisher, swing machine, air mover, dehumidifiers, or carpet extractor?

- R5 a. The Vendor is required to provide all necessary equipment to complete all tasks under the Scope of Work and any additional specifications contained in this agreement. Please see the complete specifications to determine what equipment a Vendor may need to complete all tasks in the agreement.
- b. This agreement does not require the Vendor to supply any specific floor care machines except the vacuum cleaners listed. The Vendor may choose to add other equipment at their discretion. (i.e. a small shop vacuum).
- Q6 On page 34 **Daily (Seven Days per Week):** 1(a) "Spot clean all carpeted areas for stains, spots, etc." Then on page 39 Remove Spots from Carpets: reads in part "Using a lateral scrubbing motion scrub the shampoo into the spot" – "After scrubbing, blot the spot with the clean cloth or sponge. After cleaning, the carpet should be free from visible spots and stains and the area should be vacuumed." Page 34 and Page 39 processes are at odds with each other. My question is:
- a. Carpet cleaning involves floor care processes and this is a Janitorial Service bid without floor care. Is carpet cleaning, scrubbing, shampooing, and or carpet extraction a part of this Janitorial Service contract?
- R6 Yes, this proposal does include some floor care elements as described in the document. The focus of this part is "spot treatment and spill mitigation". This is to minimize any issues with the flooring, but does not require extraction equipment.
- Q7 On page 42 **Wet Cleaning/Scrubbing Non-Carpeted Floors:** There is reference to "Where applicable, a riding or walk-behind auto scrubber may be used. The neutral detergent solution should be applied to the entire floor and the floor shall then be scrubbed." My questions is:
- a. This RFP identifies a Janitorial Services scope of work without a floor care scope of work. The equipment identified above is used for a floor care scope of work, and is not listed on page 31 (a) under "The Contractor will furnish the following." Is auto-scrubbing a part of this Janitorial Service Contract?
- R7 It states the equipment in question MAY be used, but not required under the scope of This proposal. As such, it is not a required piece of equipment.
- Q8 Can you please provide the sign in sheet from this morning pre-bid.
- R8 The Mandatory sign in sheet is an attachment to this addenda.
- Q9 Who is the incumbent?
- R9 The current vendor is Genesis 360

- Q10 What is the current contract value?
- R10 The contract value for the year 2024 was \$508,000 annually.
- Q11 If we are certified MBE/SBE/DBE company w/NMSDC, will this satisfy the 25% requirement?
- R11 Your company must be SEDBE certified with the City of Baton Rouge/Parish of East Baton Rouge.
- Q12 Who covers badging costs? Is it an annual renewal requirement?
- R12 The Vendor (Contractor) is responsible for ALL badging costs, including annual renewal for EACH badge.
- Q13 What is the average turnaround time for badging?
- R13 The typical time to obtain a badge is TWO (2) weeks, but may take longer if any issues arise.
- Q14 What are the Airport's current policies surrounding escorting privileges?
- R14 All personnel working on the premises must be badged. This includes managers or owners that will be making routine inspections of their crews or the facilities. 1 out of every 4 employees may have escort privileges applied to their badge credentials if needed at the discretion of the airport. It must be understood that the airport operator is the sole decider on who can maintain a SIDA badge or have escort access. This is a privilege provided at the airport's pleasure, not a right and can be withdrawn at any time by airport personnel. Example: If the company has 8 employees badged, 2 may have escort privileges if the airport approves.
- Q15 Confirming that the Airport's current staffing matrix is 3 cleaning crew and 1 shift supervisor for each individual shift? 12 daily headcount minus the project manager.
- R15 The proposal requires a MINIMUM of FOUR (4) staff (3 custodians and 1 working supervisor) to be onsite between the hours of 6:00 a.m. – 12:00 a.m.(midnight). This is SEVEN (7) days a week, no exceptions. How the Vendor chooses to set their shift schedules is up to them as long as the minimum staffing is maintained for the entire EIGHTEEN (18) hours per work day.
- Q16 Confirming that the airport requires the janitorial contractor to clean glass up to 12 ft. Anything over 12 ft is not required?
- R16 Correct.

Q17 Can the Airport provide a detailed floor-type breakdown (e.g., terrazzo, carpet, porcelain) for each area of the airport?

R17 The ESTIMATED numbers are: Terrazzo= 37,500; Carpet= 46,000; Tile= 12,000
All are measured in square feet.

Q18 Is there a living wage requirement?

R18 Not that the airport dictates. State and Federal wage laws must be followed.

Q19 Is there a separate contractor for Carpet and Hard-floor maintenance?

R19 Yes

Q20 Is there an office space provided?

R20 No, there is a break room provided.

Q21 What is the current machinery inventory held by the incumbent vendor?

R21 This is listed in the proposal for the required equipment.

Q22 How many total concourses are there?

R22 Two (2)

Q23 Who is responsible for furnishing dispensers and batteries for dispensers?

R23 The Agency (Airport) provides these.

Q24 I am formally requesting a copy of the bid tabulation from the most recent solicitation for janitorial services at the Baton Rouge Metropolitan Airport.

To ensure full compliance with Louisiana's transparency and public access requirements, I kindly request the following information:

- A copy of the final bid tabulation, including all participating vendors and their submitted pricing.
- The awarded vendor's name, contract term, and total contract value.
- Any amendments, addenda, or modifications made to the awarded contract, if applicable.

If these records are available electronically, I would appreciate receiving them via email. Otherwise, please advise on the appropriate method to obtain them, including any applicable fees for the reproduction as permitted under La. R.S. 44:32.

R24 An emergency contract was initiated for the most recent solicitation.

The awarded vendor's name is Genesis 360, contract term 3.1.25-6.30.25, total contract value: \$198,000.

Q25 What is the current contract amount?

R25 See R10.

Q26 Do you have a dumpster to dispose of all the garbage or is the contractor responsible for providing one?

R26 Yes, the Agency (Airport) provides dumpsters onsite.

Q27 Is attachment B-1 the price sheet? If yes, Please provide clarity on filling up the "Task/Milestone"

R27 It is an example.

Q28 Is the price to be based on 12 months?

R28 Yes, annual cost.

Q 29 Is there a location for a washer/dryer to launder microfiber? If not, would be airport be able to put one in?

R29 No, there is not a location, nor will the Agency (Airport) provide one.

Q30 What are the current wages for the incumbent staff so that we may consider that in our pricing?

R30 Unknown.

Q31 What is the general turnaround time for SIDA badge from application to receiving the badge?

R31 See R13.

Q32 Is the current janitorial staff represented by a labor union?

R32 Unknown.

Q33 What is the cost of employee parking?

R33 Airport Employee parking pass (lot access) is \$66.00 annually.

Q34 How many workers need to be on site working each day?

R34 See R15.

Q35 Who is currently performing the janitorial services?

R35 Genesis 360.

Q36 Please confirm that cleaning chemicals are to be provided by BTR and not the successful vendor.

R36 Yes, the Agency (Airport) provides all chemicals.

Q37 Please confirm that there is no mandated living or prevailing wage for janitorial positions at BTR.

R37 Not that the airport dictates. State and Federal wage laws must be followed.

Q 38 It was mentioned during the site walk that windows up to 12' are the vendor partner's responsibility. Is this interior and exterior?

R38 Yes, interior and exterior up to 12'.

Q39 Please confirm that the cleaning of the passenger boarding bridges is the responsibility of the vendor partner.

R39 Yes, cleaning the passenger boarding bridges is required by the Vendor.

Q40 Can you please provide the monthly amount for employee parking?

R40 See R33.

Q41 Is pressure washing of exterior sidewalk areas part of the scope?

R41 No.

Q42 It was mentioned on the site walk that communication with cleaners is sometimes a challenge. Would radios be acceptable or are cell phones the preferred method?

R42 The proposal requires a single point of contact (i.e. supervisor PHONE) to be maintained for direct communication between the Agency (Airport) and the onsite supervisor, when needed. As such a cell phone is required and this number is to be provided to the Agency (Airport). If the Vendor chooses to use radios for their staff to communicate, that can be allowed, but only the staff communication, not for contact with the Agency (Airport).

Q43 The City-Parish has a 20-page limit for the proposal. It mentioned that the resume and experience examples do not count towards the page restriction. Could you clarify if these items count towards the page restriction:

- a. Cover page
- b. Table of Contents
- c. cover letter
- d. Tabs
- e. Staffing List
- f. Transition plan (3-4 pages)
- g. Org chart
- h. MBE/SBE/WBE plan
- i. MBE/SBE/WBE published notifications
- j. MBE/SBE/WBE certifications

R43 No.

Q44 For items that do not count towards the page restriction, may we move it to the end in an 'Appendices' section?

R44 No issue with that.

Q45 In the Staffing Plan, it asks "Describe the level of experience of the management team" but in the Expertise and Qualifications, it's asking for resumes summarizing qualifications and experience of the team members. Can we respond to both requirements in the Expertise and Qualifications?

R45 Respond in both areas.

Q46 For the one redacted copy, may we submit it electronically in the USB?

R46 No.

Q47 The RFP states an MBE/SBE/WBE participation goal of 25% on page 23. However, the technical criteria on the same page does not mention MBE/SBE/WBE participation. Could you please clarify?

- i) Is the 25% participation goal mandatory?
- ii) Are additional points awarded for meeting exceeding this goal?

R47 i) No.
iii) No.

Q48 If we already have a federally certified MBE partner that we would like to utilize for this project, do we still need to reach out to three M/W/SBE partners as a show of good faith? We want to be clear on what the requirements are for this portion of the RFP.

R48 Yes, vendors must be SEDBE certified with the City of Baton Rouge, Parish of East Baton Rouge.

Attachment –

- Sign in Sheets for Mandatory Pre-Bid Conference held February 27, 2025

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

If you have already submitted your proposal and this addendum causes you to revise your original proposal, 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 proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature






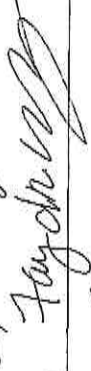



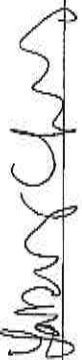
Date

Company

SIGN IN SHEET FOR MANDATORY PRE-BID CONFERENCE
RFP Solicitation No. 2025-02-0910 – Janitorial Services for the Baton Rouge Metropolitan Airport
Date: February 27, 2025 Start Time: 9:00 AM End Time: 10:00 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 Alfred Bell | BELL'S JANITORIAL LLC | 225-288-0107 | alfredbell71@yahoo.com | alfred bell |
| 2 Scott Sanders | Enman Enterprises, LLC dBA Jani-King of Baton Rouge | 225-337-5711 | SSanders@janiking.com | Scott Sanders |
| 3 DICKIE STRAHAN | CLEANFORCE LLC | 504-200-9990 | jennifer@cleanforcellc.com | Dickie Strahan |
| 4 Patricia Brown | KMTQC LLC | (225) 410-3708 | pbrown@KMTQC.com | Patricia Brown |
| 5 Jennifer Stewart | Flagship Aviation | (512) 903-1107 | jsteward@flagshipinc.com | Jennifer Stewart |
| 6 David DeFuria | Status Building Solutions | 504-447-6451 | ddefuria@statusbldg.com | David DeFuria |
| 7 Victoria Van | Status Building Solutions | 225-405-4229 | shingleja@H.NET | Victoria Van |
| 8 Mabely Robinson | Clean and Protect Global Solutions | 504-296-7351 | procurement@cleanandprotect.co | Mabely Robinson |
| 9 Lori Foreman | Purchasing | 225-389-3269 ext 268 | Hummer@Pb.com | Lori Foreman |

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Date: February 27, 2025 Start Time: 9:00 AM End Time: 10:45 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 Omar Jimenez | OUE Janitorial Inc | 225-663-0154 | OUE Janitorial Services @ janitorial.com |  |
| 11 Lily Delarosa | LN Pro Services LLC | 347-444-8472 | info@lnproservicesllc.com |  |
| 13 Trevor Shipes | American Facility Services | 770-379-3501 | tships@amfacility.com |  |
| 14 Jarrod Lamb | Florida Cleaning Systems Inc dba fcs Facility Services | 407-782-3831 | jambo@fcsfacilityservices.com |  |
| 15 Lisa Royal | TOTAL CLEANING HE DON OMEY | 504-417-2300 | lisa@omey.com |  |
| 16 Faydra Morris | MSC Janitorial | (225) 241-6053 | MSC-janitorial@yahoo.com |  |
| 17 Richard Lienhop | Streets Building Solutions | (225) 316-3349 | rliehnp@streetssolutions.com |  |
| 18 Andrew Queen | Unicare Building Maintenance | 469-481-5152 | andrew@unicare-maintenance.com |  |
| 19 Ronald Firmin | Firm TruLink DBA Firm Enterprises Unlimited | 504-623-4860 | Firm-enterprises@yahoo.com |  |
| 20 Larby Landry | Germ Slayers Cleaning and Maintenance Solutions | 504-618-2406 | hell@slayer.sofarms.com |  |

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| REPRESENTATIVE NAME (Please Print Clearly) | Company Name (Please Print Clearly) | Phone Number (Please Print Clearly) | Email Address (Please Print Clearly) | REPRESENTATIVE NAME (Signature) |
|---|--|--|---|------------------------------------|
| 21 Janice Maxie | Janice Janitorial | 225 317-1307 | janice.maxie@b@gmail.com | Janice Maxie |
| 22 Cheryl Campbell | Unlimited Cleaners | 337-412-4881 | unlim:td@cleaners337@gmail.com | Cheryl Campbell |
| 23 Patrick Fieldin | VES1 CleanTech | 225-975-0041 | patrick.fieldin@ves.com | Patrick Fieldin |
| 24 Kimberly Butler | JKD Enterprises | 225-610-0580 | jkbent74@gmail.com | Kimberly Butler |
| 25 Ashley Shultis | Service Management Systems | 615-393-3410 | ashultis@smsclean.com | Ashley Shultis |
| 26 David Shultis | Service Management Systems | 615-478-9735 | dshultis@smsclean.com | David Shultis |
| 27 Cynthia Matthews | AXE INDUSTRIAL MANAGEMENT SERVICES | 225 715-0553 | info@axe.net:mat.com | Cynthia Matthews |
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| 29 David Gordon | BTR APPAR | 225-353-0333 | dgordon@btrapp.com | David Gordon |