



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
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ADDENDUM NO. 2 ISSUED MARCH 11, 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 after issuance of Addendum No. 1 on March 7, 2025:

- Q1 Can you clarify if I need to provide my own form of proposal? Or do I need to use the sample price sheet already attached to this RFP.
- R1 You should follow the instructions contained within the RFP and the pricing schedule provided is a sample only and you may develop one of your own.
- Q2 We wanted some confirmation on our bid submission for the janitorial work at the Airport. We are submitting a FORM 1A EBE Participation Questionnaire. The bid documents also explain how to fill out form 1 though it isn't provided. Can we fill out a blank form 1 from another bid packet? Additionally do we need to include form 2 (also not provided) if we have a participant listed form 1 or do we put N/A on the form? Is form 3 required or provided as a sample only?
- R2 A following blank forms are being provided: Form 1 – EBE Responsiveness Form; Form 1 EBE Responsiveness Form Continuation Page 1; Form 1 EBE Responsiveness Form Continuation Page 2 and Form 2 Good Faith Efforts are being added to the RFP by means of this addendum. Please include forms 1 and 2. Secondly, Form 3 is informational as monthly reports will be required of consultants, contractors.
- Q3 It appears that Form 1 is missing in the RFP, which happens to be a required form for the SEDBE participation. Would it be possible to post an addendum with this form?
- R3 Yes.

The following revisions are being made to the solicitation:

BID OPENING DATE as written.

REVISE BID OPENING DATE to reflect March 20, 2025 at 2:00 PM CST.

Addendum No. 1 issued 3.11.25

Addendum No. 1 issued March 11, 2025
Page 2

The following forms are being added to the SEDBE inclusion portion of the RFP for completion by proposers:

Form 1 EBE Responsiveness Form;
Form 1 EBE Responsiveness Form Continuation Page 1;
Form 1 EBE Responsiveness Form Continuation Page 2
and Form 2 Good Faith Efforts.

The forms are attached for completion and inclusion in the proposal submission.

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

**Form 1
EBE Responsiveness Form**

EBRP Project Title: _____ Project No.: _____

EBE Contract Goal: _____%

A	B	C	D	E	F
FIRM ROLE <i>(Prime, sub-contractor, manufacturer, supplier, etc.)</i>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	% VALUE OF WORK / PURCHASES*	EBE or non-EBE
				%	
				%	
				%	
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				%	
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				%	
				%	

TOTAL VALUE OF PARTICIPATION FROM CONTINUATION PAGES:

**Supplier / Manufacturer / Purchase / Dealer work is counted at 60% participation toward EBE goal.*

	%	%
Enter Total Bid Amount	Total Must Equal 100%	Total EBE Participation
\$	%	%

TOTAL VALUE OF PARTICIPATION:

⊗ If Total EBE participation is less than the goal, refer to the Good Faith Efforts section of the instructions and attach a Form 2 and all other necessary documentation. Firms must be EBE certified with an authorized agent of the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division to count participation towards the goal.

The undersigned prime firm will enter into a formal written agreement with the subcontractors identified herein for work and/or goods and services as shown in this schedule, conditioned upon the execution of a contract with the City of Baton Rouge and Parish of East Baton Rouge. The undersigned agrees to be contractually bound to maintain the level of EBE participation set forth above. Failure to comply with this agreement constitutes breach of contract.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Form 1 EBE Responsiveness Form Continuation Page 1

A	B	C	D	E	F
FIRM ROLE <i>(Prime, sub-contractor, manufacturer, supplier, etc.)</i>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	% VALUE OF WORK / PURCHASES*	EBE or non-EBE
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* Supplier / Manufacturer / Purchase / Dealer work is counted at 60% participation toward EBE goal.

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 1:

Total % Value of Work Purchases	Total EBE Participation
%	%

Form 1
EBE Responsiveness Form
Continuation Page 2

A	B	C	D	E	F
FIRM ROLE <i>(Prime, subcontractor, manufacturer, supplier, etc.)</i>	FIRM NAME AND ADDRESS	PRINCIPAL CONTACT NAME AND PHONE NUMBER	WORK TO BE SUBCONTRACTED / GOODS / SERVICES TO BE PURCHASED	% VALUE OF WORK / PURCHASES*	EBE or non-EBE
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* Supplier / Manufacturer / Purchase / Dealer work is counted at 60% participation toward EBE goal.

TOTAL VALUE OF PARTICIPATION FOR CONTINUATION PAGE 2:

Total % Value of Work Purchases	Total EBE Participation
%	%

**Form 2
Good Faith Efforts**

If the Respondent cannot fully meet the EBE goal of this Contract, the Respondent shall complete Form 2 and attach documentation demonstrating the Respondent's good faith efforts. It is up to City of Baton Rouge and Parish of East Baton Rouge Purchasing Division to make a fair and reasonable judgment whether a Respondent that did not meet the contract goal made adequate good faith efforts.

I, _____, certify that on the date(s) below I invited the following proposed EBE subcontractor(s) to respond or propose work items to be performed on:

PROJECT NAME: _____

PROJECT NO: _____

Date of Request	Name and Address of EBE Firm	Transmittal Type	Work Items Sought	Describe Response and/or Follow-up

I do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct, and that I am authorized on behalf of this firm to make this affidavit.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

☐ Sporting documentation of Good Faith Efforts is attached (required).