



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

Shawn Hoover
Director of Purchasing

225/389-3259 FAX 225/389-4841
purchasinginfo@brgov.com

ADDENDUM NO. 3 ISSUED MARCH 14, 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 20, 2025 at 2:00 PM CST.

This RFP is being issued to respond to a question received after issuance of Addendum No. 2 on March 11, 2025:

- Q1 We mailed the bid documents days ago. How can we go about the required forms now provided in this addendum? Can we mail them to you separately?
- R1 **As stated below, 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.**

Ensure that you include the signed and dated Addenda(s) issued after you delivered your proposal.

- Q2 Thank you for your notification about Addendum No. 2 being issued today. Our proposal was already been picked up by UPS earlier this afternoon, prior to receiving the addendum. How would you like us to proceed in submitting the additional forms included in the addendum?

R2 **refer to R1 above.**

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
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Addendum No. 3 issued 3.14.25