



Purchasing Department

Purchasing Department
P.O. Box 9534
Baton Rouge, LA 70813
Phone: (225) 771-4580
Fax: (225) 771-2026

Addendum Number 2

June 30, 2025

CUSTODIAL SERVICES-LABORATORY SCHOOL

Southern University and A&M College
Baton Rouge, Louisiana 70813

Request for Proposal # 10339 3:00 PM July 21, 2025

Note: Deadline date to submit bid changed to July 21, 2025

The following modifications to the referenced project shall be incorporated into the original specifications and/or plans. Unless a change is specifically made by addendum, the specifications and/or plans as issued shall govern.

Bids shall be accepted in the Purchasing Department by above date and time

Note: Vendors are required to acknowledge receipt of this addendum and return it with the proposal.

Company _____

Signature _____

Attachments:

Attachment D-Cleaning Frequency

Attachment E-Detailed Cleaning Frequency

Floor Plan

Mandatory pre-bid conference & Site Visit sign-in sheets

NOTE: THIS PROPOSAL IS ONLY OPEN TO VENDORS THAT ATTENDED THE MANDATORY PRE-BID CONFERENCE AND SITE VISIT ON JUNE 12, 2025.

Inquiries/Addenda are posted on LaPAC at

It is the responsibility of the vendor to check LAPAC for addenda.

<https://www.cfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>

Linda Antoine, Director of Purchasing

Date 6/30/25

Return this page with proposal

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT D-CLEANING FREQUENCY)

Cleaning Frequency Schedule

	Daily	Weekly	Monthly	Quarterly	Semi Annual	As Needed/Requested
Trash	x					
Restrooms	x					
Classrooms	x					
Common Areas	x					
Offices	x					
Spray Buff		x				
Strip/Wax				x		x
Carpet Extraction				x		x
Windows/Blinds				x		x
Gym Floor				x		

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Entries and Lobbies: Cleaning Frequency Schedule

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

	Frequency
Empty Trash Cans (Replace torn or obviously soiled trash can liners)	D
Police outside area to remove litter	D
Clean and wipe furniture	D
Sweep and wipe door sill	D
Clean and squeegee interior/exterior glass doors and entry	D
Clean off mats around doors	D
Sweep ceilings and walls	S
Wash and squeegee floor level exterior windows	S
Pressure wash walkways (Remove gum, pest nestings, etc.)	S
Remove fingerprints and grime from wall switches, doors, frames, handles, and push plates	D
Clean, sanitize, and polish water fountains (leave no oily films)	D
Clean glass display cases	W
Spray buff or apply renovator and polish with high speed buffer/burnisher (including corners and edges)	W
Damp clean baseboards	W
Low dust all horizontal surfaces to hand height (70")	D
Brush down walls and vents	W

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Scrub and finish hard surface floors with two coats of floor finish	ANR
Shampoo and extract all carpeted areas	Q
Strip floors and apply four (4) coats of approved floor finish	Q
Mop up water, wet mop or otherwise vacuum spillage	W

Classrooms

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

	Frequency
Empty Trash Cans (Replace torn or obviously soiled trash can liners)	D
Replace torn and obviously soiled trash can liners	D
Vacuum and spot clean carpeted floors (including corners and edges)	D
Straighten Desks and Chairs	D
Dust and spot clean all furniture	D
Damp clean countertops, desks, sinks, and cabinets	D
Clean marker boards, white boards,	D
Empty Pencil Sharpener	D
Spot clean to hand height (70") glass doors and/or glass partitions	D

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Remove fingerprints and grime from wall switches, doors, door frames, handles and push plates	D
Damp clean window ledges	W
Clean air supply, return, and exhaust vents	M
Clean window blinds	Q
Spray buff and/or apply renovator and polish with high speed buffer/burnisher all hard surface floors	M
High dust all horizontal surfaces above hand height, including shelves, moldings, and ledges	D
Damp clean baseboards	D
Remove dust and cobwebs from ceiling area and corners	M
Shampoo upholstered furniture	AN
Strip floors and apply four (4) coats of approved floor finish (including corners and edges)	Q
Mop up water, wet mop or otherwise vacuum spillage	AN
Clean window treatments	Q
Shampoo and extract carpet	Q
Dust artificial plants	Q

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Offices

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

	Frequency
Empty Trash Cans (Replace torn or obviously soiled trash can liners)	D
Replace torn and obviously soiled trash can liners	D
Vacuum and spot clean carpeted floors (including corners and edges)	D
Dust mop and damp mop carpeted floors (including corners and edges)	D
Dust and spot clean all furniture	D
Damp clean countertops, desks, sinks, and cabinets	D
Wipe telephone receiver with disinfectant	D
Remove all stains from carpeted areas	D
Spot clean and spray buff/burnish all hard surface floors (including corners and edges)	D
Vacuum and brush clean upholstered chairs and damp wipe vinyl and leather	D
Damp clean exposed desk tops and countertops	D
High dust all furniture which is not obstructed by paperwork	D
Dust and damp clean baseboards	D
Spot clean walls and glass partitions	D
Remove fingerprints and grime from walls switches, doors, door frames, handles, and push plates	D

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

High dust all horizontal surfaces above hand height (70") including shelves, molding, and leges	D
Remove dust and cobwebs from ceiling area	D
Clean air supply, return, and exhaust vents	D
Scrub and refinish hard floor surfaces	S
Dust and clean artificial plants	M
Dust and clean light fixtures if necessary	M
Strip, seal, and refinish surface floors with four (4) coats of floor finish	AN
Shampoo upholstered furniture and clean vinyl furniture	AN
Clean window treatments	AN

Stairs and Landings

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

	Frequency
Dust mop and damp mop hard surface floors	D
Vacuum and spot clean all carpeted areas (including all corners and edges)	D
Dust stairway handrails	D
Wet mop spillage as necessary	D
Spot sweep steps and landings	D

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Remove stains from carpet	Q
Damp mop all hard floors	D
Spot clean walls and exit doors	D
Remove fingerprints and grime from wall switches, doors, door frames, handles, and push plates	D
Damp clean hand rails, ledges, and sills	D
Clean air supply, return, and exhaust vents	M
Shampoo and extract all carpeted areas	Q

Restrooms, Locker Rooms, Showers

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

	Frequency
Empty and damp clean trash and sanitary receptacles and replace liners	D
Thoroughly clean and disinfect all surfaces, floors, lavatory fixtures, toilets, and urinals	D
Spot clean all walls, removing sports, stains, and splashes	D
Remove all graffiti	D
Refill soap, paper towel, and toilet paper dispensers	D
Polish all metal fixtures and surfaces, leaving no oily residue or film	D
Clean all mirrors	D

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

Vacuum and spot clean carpet	D
Report all items needing repair	D
Sweep, mop, and disinfect floor	D
Damp wipe and dry all chrome	D
Spot clean and sanitize exterior of all soap, paper towel, and toilet paper dispensers	D
Remove fingerprints and grime from all switches, doors, push plates, etc.	D
Clean and disinfect countertops	D
Low dust all horizontal surfaces to handle height (70")	D
Clean all urinals and commodes with non-corrosive solutions	D
Descale fixtures with non-corrosive solutions	D
Pour Mop water out appropriately	D
Wash and disinfect all toilet partitions	W
Wash walls front top to bottom including shower and toilet areas	M
High dust all horizontal surfaces above hand height (70") including shelves, moldings, and ledges	W
Service the sanitary bins and replace soiled bags in the women's restrooms	D
Dust and clean light fixtures if necessary	D
Clean air supply return and exhaust vents	D
Scrub floor and apply coat of approves floor finish if necessary	Q

ADDENDUM # 1 CUSTODIAL SERVICES (ATTACHMENT E-DETAILED CLEANING FREQUENCY)

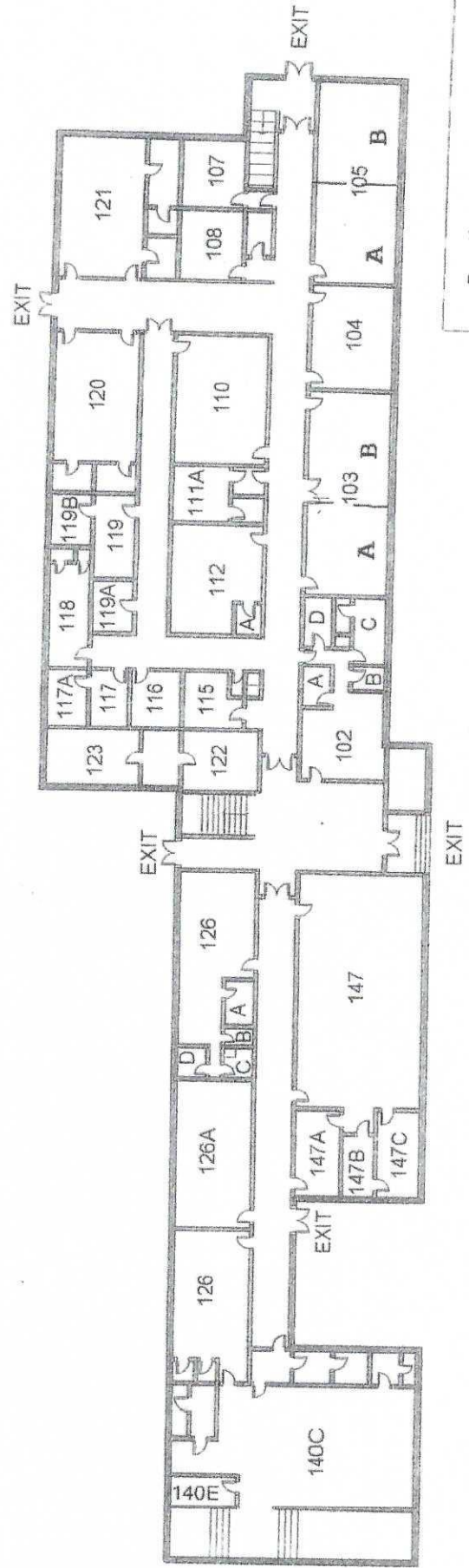
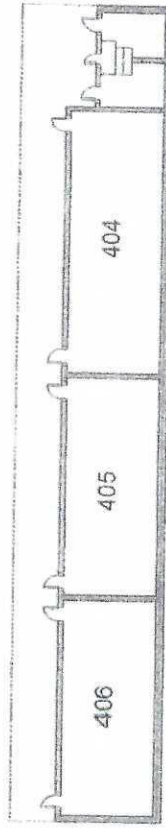
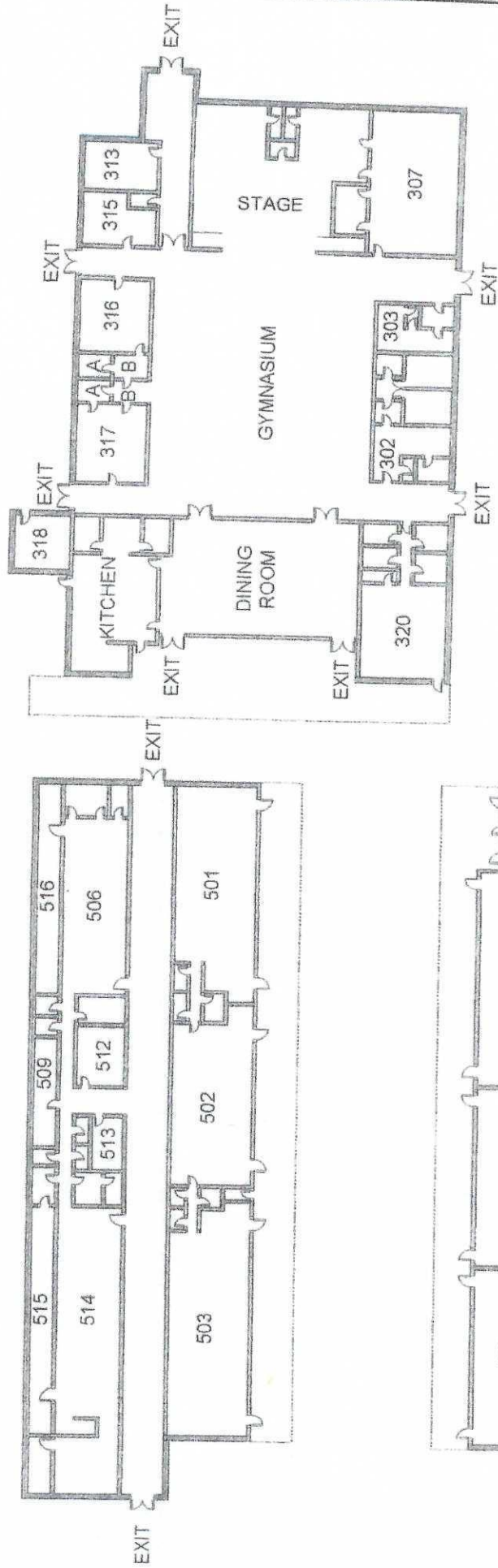
Disinfect all tile surfaces	M
Strip floor and apply 4 coats of approved floor finish	Q

GYM Floor and Bleachers

(D) Daily, (W) Weekly, (B) Bi-Weekly (M) Monthly, (Q) Quarterly, (S) Semi Annual, (ANR) As Needed/Requested

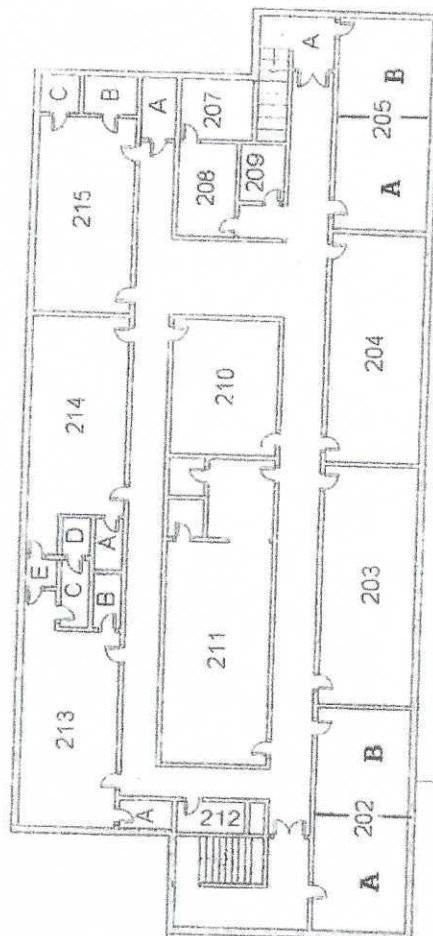
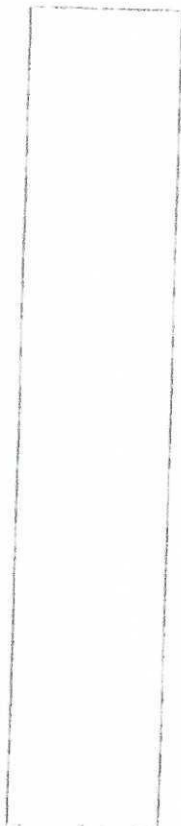
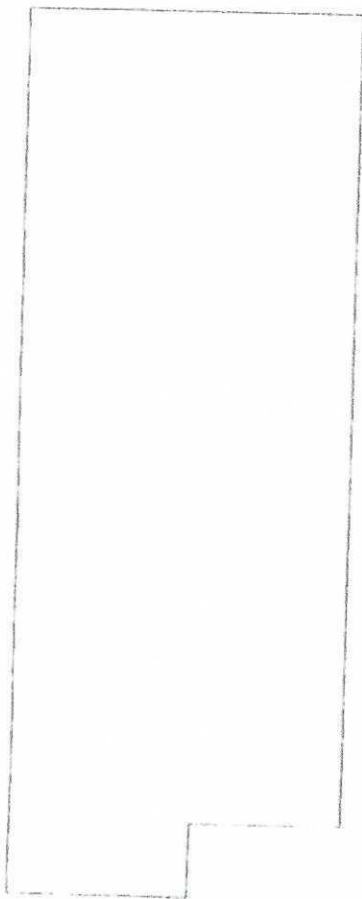
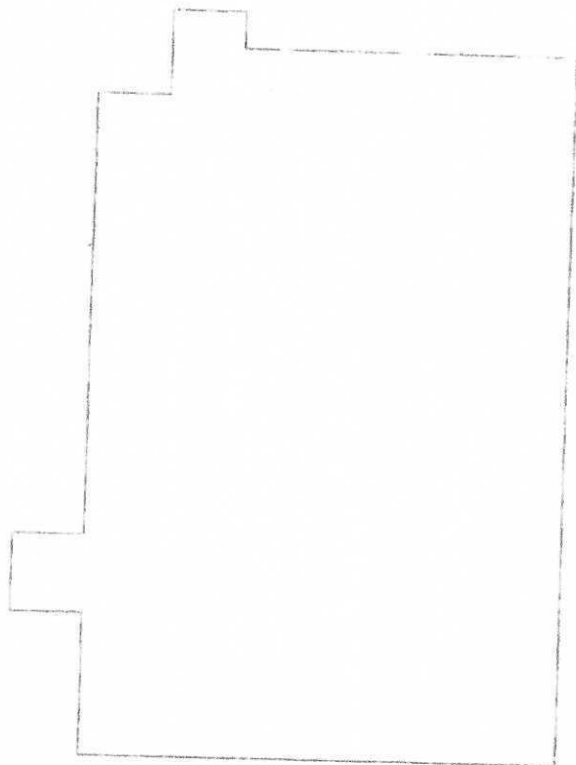
	Frequency
Pick up and dispose of all trash	D
Remove chewing gum	D
Dust mop floor with clean, properly treated mop	D
Spot clean soiled areas using a waterless suitable for wood floors	D
Remove rubber burns and floor marks with a solvent dampened cloth	W
Tack or damp mop floor with solvent cleaner (replace "wet floor" signs as appropriate)	W
Vacuum floor mats	D
Clean and mop bleachers	D

ADDENDUM #1 CUSTODIAL SERVICES (FLOOR PLAN)



1ST FLOOR

ADDENDUM # 1 CUSTODIAL SERVICES (FLOOR PLAN)



2ND FLOOR

Southern University Lab
Baton Rouge Schools
129 Swan Avenue, Baton Rouge, LA
Modified 01/14/2011

MANDATORY PRE-BID CONFERENCE & SITE-VISIT JUNE 12, 2025 @ 10:30 AM
SOUTHERN UNIVERSITY AND A&M COLLEGE- LABORATORY SCHOOL - CUSTODIAL SERVICES
PRE-BID & SITE LOCATION: LAB SCHOOL-129 SWAN STREET-BATON ROUGE

PLEASE PRINT CLEARLY IN THE APPROPRIATE AREAS (IN INK ONLY)

COMPANY	REPRESENTATIVE (PLEASE PRINT)	ADDRESS (BOX#, STREET, CITY, STATE, ZIP)	EMAIL ADDRESS	PHONE NO.
AXE National Management services	Diamond Matthews	9528 Homestead Dr. Baton Rouge, LA 70817	info@axenational.com	(225) 900-1498 (225) 715-8853
Source One Facilities Serv. LLC	Dayle Hernandez	3016 80TH STREET Metairie, LA 70002	bid@Source-oneLLC.com	504-915-1322
Enman Enterprises, LLC dba Jani King of Baton Rouge	Scott Sanders	13702 Goussier Blvd Baton Rouge, LA 70817	sanders@janiking.com gcr	225-337-5711
Emelli	Joe Hilton	7136 WASHINGTON AVE New Orleans, LA	AL AL@Emelli.com	504-442-6268
Budget Biz & More	Henry Blake	6764 Kenoir, Belle LA	hcmr@att.net	225-930-0303
4 AREA LLC	Eric Burks	15608 River Rd, Metairie LA	Eric.Burks@4AREA.com	504-473-7009
A Peculiar Touch	Tramaine Moten	11904 Fernmedus Ave Baton Rouge, LA 70816	apeculiar19@gmail.com	225-421-7470
Crescent Building Services	Rithi Wells	8931 Chef Manteau Hwy. New Orleans, LA 70127	rwells6741@aol.com	504-245-5500
Donna Manning Services LLC	DeAnna Davis-Carter	1181 ESPERANZA DR PORT Allen, LA 70059	deesservices@aol.com	225-588-5702

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COMPANY	REPRESENTATIVE (PLEASE PRINT)	ADDRESS (BOX#, STREET, CITY, STATE, ZIP)	EMAIL ADDRESS	PHONE NO.
HES FACILITIES	CHAS HARRIS	6985 WINDING WAY GERMANTOWN, TN 38139	charse@hes.com	901 378 6994
HES	Jim Austin	" " "	Jim. Austin@HES.com	504-512-4556
Robertson is manages mercer's professional cleaning services	Deetta A. Robertson Harry Roberts	1051 Lobdell Avenue Suite 201 B.R. Johnson 70806 1511 Exploide du generale LA 70737	loretta@billardsmanagement.org Harry R Harry@gmail.com	225-456-3737 337-342-5559 PH not in

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