



**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

**Philip Gore**  
Interim Director of Purchasing

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

**ADDENDUM NO. 1 ISSUED SEPTEMBER 4, 2025**  
**RFP 2025-09-7810 – JANITORIAL SERVICES FOR 19<sup>TH</sup> JDC BUILDING**

**Your reference is directed to the above-referenced RFP scheduled to open on October 1, 2025, at 2:00 PM CST.**

**This addendum is being issued to provide the email address omitted on Page 11, Item 1.7.2 Proposer Inquiry Period:**

[RFPJanServ19thJDC@brla.gov](mailto:RFPJanServ19thJDC@brla.gov)

Item 1.7.2 Proposer Inquiry Period, Page 11 as written.

**REMOVE** Page 11 in its entirety and **REPLACE** with attached **REVISED** Page 11.

**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

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:  
City of Baton Rouge-Parish of East Baton Rouge  
Purchasing Division  
222 Saint Louis Street, Room 826, Baton Rouge, LA 70802

E-Mail: Phone: (225) 389-3259  
RFPJanServ19thJDC@brla.gov

#### **1.8 Errors and Omissions in Proposal**

The City of Baton Rouge-Parish of East Baton Rouge will not be liable for any errors in the proposal. The proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The City of Baton Rouge-Parish of East Baton Rouge reserves the right to make corrections or clarifications due to patent errors identified in proposals by the City of Baton Rouge-Parish of East Baton Rouge or the Proposer. At its option, the City of Baton Rouge-Parish of East Baton Rouge has the right to require clarification or additional information from the Proposer.

#### **1.9 Proposal Guarantee NOT REQUIRED FOR THIS RFP**

#### **1.10 Performance Bond NOT REQUIRED FOR THIS RFP**

#### **1.11 Changes, Addenda, Withdrawals**

The City of Baton Rouge-Parish of East Baton Rouge reserves the right to change the calendar of events or issue Addenda to the RFP at any time. The City of Baton Rouge-Parish of East Baton Rouge reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing before the proposal opening, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, and submitted in a sealed envelope marked as stated in Section 1.4. Such shall meet all requirements for the proposal.

#### **1.12 Withdrawal of Proposal**

A proposer may withdraw a proposal submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to Purchasing.