



**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

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**ADDENDUM NO. 2 ISSUED SEPTEMBER 19, 2025**  
**RFP 2025-09-7810 – JANITORIAL SERVICES FOR THE 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 respond to questions received during the inquiry period for this RFP as well as questions asked during the non-mandatory pre-proposal conference held September 12, 2025 at 9:00 AM.**

**Q1** 1) Where is form 1?

**R1** Form 1 has been attached to this addendum.

**Q2** 2) Do we fill out form 1,2, and 3?

**R2** The City strongly encourages SEDBE participation; vendor will not be penalized if they do not fill out forms 1, 2 and 3 but we encourage each to provide a good faith effort in utilizing such certified entities.

**Q3** Continue  
Question

3) Can propane equipment be used in the 19th judicial district court building?

**R3** Yes

**Q4** Continue  
Question

4) what can't be on the background check?

**R4** There is no standard of what is acceptable, vendors are required to submit background checks for each person that will be servicing the building. The Agency will approve who can service the facility.

**Q5** Continue  
Question

5) them if they take boundaries proposals

**R5** N/A, question not understood.

- Q6 1)1.1.1 purpose stated: Solicitation NO. 2025-09-7810 RFP is for Labor only. on page 35 it indicates “the contractor shall provide all supervision, labor, insurance, cleaning materials, solvents, waxes supplies”, etc. On page 40 Supplies and Equipment stated: The Contractor shall provide: 1. all supplies and material, 2. All cleaning equipment. Which statement labor only or the contractor shall provide is the correct statement for this Solicitation NO. 2025-09-7810 RFP? please provide clarification?
- R6 This will be a labor and materials contract and it is not labor only. Updated Page 1 Correcting Page 1, 1.1. Purpose attached.
- Q7 2) On page 6 – G: Financial Proposal, please explain how this relates to this specific contract when the Schedule of Bid Items breaks down the cost as a contractor please provide clarification?
- R7 Cost sheet provided, vendor to provide all cost related items. In this section, it is requesting for any items not inclusive that may be required.
- Q8 3) On page 8 – What should not be included in a redacted copy?
- R8 Vendor to determine.
- Q9 4) On page 24 under **2.5.3 Technical** it states that “references for at least 3 public libraries from whom similar or larger scope services are currently being provided” Include a contact person and telephone number for each reference. Please clarify regarding libraries? On page 37 it stats 2 references from facilities of similar services. please provide clarification
- R9 Please find attached updated Page 24 removing reference to libraries.
- Q10 5) On Page 6 - **H: Sample Vendor Contract**, if the City is not providing the supplies, why are you requesting a sample vendor contract?
- R10 The City-Parish expects to use its own contractor, however,we are interested in a copy of the vendor’s contract for consideration.
- Q11 6) On Page 5, it states the Proposal Format for the RFP and lists a financial proposal. Are you asking what my vendors would be charging me as the contractor for anything I needed to purchase to do the job? Would this not be part of the Bid Sheet? Or are you asking what we are getting the pricing for from our vendor, and to see what profit margin we are building into the job?
- R11 Itemized financial cost. “Cost sheet”.

Q12 7) On Page 23, 2.5.1 Financial, is it a duplicate of page 5? It appears that there is a lot of redundancy in this proposal. Can you be more specific about what is expected in one format vs. different formats throughout the document?

R12 Same information provided in both formats.

Q13 \_\_\_++ is pleased to submit the below clarifying questions in regard to the Janitorial Services opportunity to serve the 19th Judicial District Courthouse Building.

1. Please confirm the current number of staff completing day-time janitorial services.

R13 Varies, each vendor shall have enough personnel to perform daily scope of services as needed

Q14 2. Please confirm the current number of staff completing evening/ night-time janitorial services.

R14 Varies, each vendor shall have enough personnel to perform daily scope of services as needed

Q15 3. What is the current contract value?

R15 \$89,056.13 with supplies

Q16 4. Please provide 3 month historical consumable costs.

R16 Unknown

Q17 5. Please clarify the expected scope and frequency of interior window cleaning, including windows and glass panes throughout the courthouse building. If spot cleaning is desired, please further define this expectation (squeegee versus cloth removal of fingerprints, etc.).

R17 The frequency is noted in cleaning schedule. We will not dictate vendors means and method of cleaning.

Q18 6. Please confirm parking is available for contractor staff and provide associated costs, if any.

R18 Parking is not provided. There is street level parking or vendors personnel may utilize the Parking Garage. Contact the Parking Garage for cost.

Q19 7. Please confirm the vendor is responsible for labor, equipment, supplies/ tools, cleaning chemicals and consumables (paper towels, toilet tissue, plastic liners, waxed sanitary bags, urinal cakes, hand soap). The purpose in 1.1 Background states labor only, however the specifications on pg. 34 outline full-service with a notation the Agency is responsible for paper/ plastic.

R19 Labor and material.

Q20 8. Please provide floor plans.

R20 For security reasons, floor plans will not be provided.

Q21 9. Can a calendar of special events that would require additional janitorial services be provided? If not, what is the usual frequency and scope required?

R21 Unknown.

Q22 10. Are the Federal Contract Terms and Conditions applicable to this RFP contract?

R22 No, however, sign and date the form provided as appropriate.

Q23 11. Please provide further detail regarding the Cybersecurity Training Requirement as outlined on pg. 30, Attachment A, Scope of Services such as length of time, and frequency training is offered.

R23 Please comply with requirement as written per the LA R.S. 42:1267.

**REFER TO PAGE 1, 1.1. Purpose as written.**

**REMOVE and REPLACE PAGE 1 in its entirety with ATTACHED PAGE 1.**

**The reference to labor only has been removed.**

**REFER TO PAGE 24 as written.**

**REMOVE AND REPLACE PAGE 24 with ATTACHED PAGE 24.**

**REFER TO PAGES 100-104 IN RFP.**

**REMOVE AND REPLACE PAGES 100-104 with SEDBE Forms provided in this Addendum.**

**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

REQUEST FOR PROPOSAL FOR  
JANITORIAL SERVICES FOR 19<sup>TH</sup> JDC BUILDING

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

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**1.1 Background**

The 19<sup>th</sup> Judicial District Court is one of Louisiana's 43 judicial districts and has original jurisdiction of all civil and criminal matters in East Baton Rouge Parish. There are 15 elected judges (Division A through Division O) in the 19<sup>th</sup> Judicial District. There are also four commissioners for the 19<sup>th</sup> Judicial District whom are selected by the judges of the 19<sup>th</sup> Judicial District.

The courthouse is nestled in the heart of Baton Rouge, Louisiana. Situated within the vibrant and culturally rich capital city, the 19<sup>th</sup> JDC courthouse stands as a pillar of justice and a symbol of the law.

Upon entering the Courthouse you will be required to go through a metal detector. The following items are prohibited: firearms; knives; camera, video cameras, tape recorders, work tools, chemical spray; cigarette lighters; vape devices as well as food and drinks.

**Purpose**

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals, as permitted by the City of Baton Rouge, Parish of East Baton Rouge's governing statutes, ordinances, resolutions, and policies, from bona fide, qualified proposers interested in providing janitorial services for our patrons and staff.

**1.1.2 Goals and Objectives**

The goals of this project is to obtain the best janitorial services possible under the guidelines set forth in this RFP.

**Form 1**  
**SEDB Responsiveness Form**

**TWO APPARENT LOW BIDDERS SHOULD SUBMIT WITHIN 10 BUSINESS DAYS OF BID OPENING DATE AND TIME**

EBRP Project Title: \_\_\_\_\_ Project  
No: \_\_\_\_\_

SEDB Contract Goal: \_\_\_\_\_ %

| <b>A</b>                                                                        | <b>B</b>                     | <b>C</b>                                       | <b>D</b>                                                      | <b>E</b>                         | <b>F</b>                |
|---------------------------------------------------------------------------------|------------------------------|------------------------------------------------|---------------------------------------------------------------|----------------------------------|-------------------------|
| <b>FIRM ROLE</b><br><i>(Prime, sub-contractor, manufacturer, supplier, etc)</i> | <b>FIRM NAME AND ADDRESS</b> | <b>PRINCIPAL CONTACT NAME AND PHONE NUMBER</b> | <b>WORK TO BE SUBCONTRACTED/GOODS/SERVICE TO BE PURCHASED</b> | <b>%VALUE OF WORK/PURCHASES*</b> | <b>SEDB OR NON-SEDB</b> |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |
|                                                                                 |                              |                                                |                                                               | %                                |                         |

**TOTAL VALUE OF PARTICIPATION FROM CONTINUATION PAGES:**

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

If total SEDB participation is less than the goal, refer to the Good Faith Efforts section of the instruction and attach a Form 2 and all other necessary documentation.

Firms must be SEDB certified with authorized agent of the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division to count towards the goal.

|                               |                              |                                 |
|-------------------------------|------------------------------|---------------------------------|
|                               | %                            | %                               |
| <b>Enter Total Bid Amount</b> | <b>Total Must Equal 100%</b> | <b>Total SEDB Participation</b> |
| <b>\$</b>                     | %                            | %                               |

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 SEDB participation set forth above. Failure to comply with this agreement constitutes breach of contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Form 1**  
**SEDB Responsiveness Form Continuation Page 1**  
**TWO APPARENT LOW BIDDERS SHOULD SUBMIT WITHIN 10 BUSINESS DAYS**  
**OF BID OPENING DATE AND TIME**

| A                                                                        | B                     | C                                       | D                                                      | E                         | F                |
|--------------------------------------------------------------------------|-----------------------|-----------------------------------------|--------------------------------------------------------|---------------------------|------------------|
| FIRM ROLE<br><i>(Prime, sub-contractor, manufacturer, supplier, etc)</i> | FIRM NAME AND ADDRESS | PRINCIPAL CONTACT NAME AND PHONE NUMBER | WORK TO BE SUBCONTRACTED/GOODS/SERVICE TO BE PURCHASED | %VALUE OF WORK/PURCHASES* | SEDB OR NON-SEDB |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |

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

**TOTAL VALUE OF PARTICIPATION FROM CONTINUATION PAGE 1:**

| Total % Value of Work Purchases | Total SEDB Participation |
|---------------------------------|--------------------------|
| %                               | %                        |

**Form 1 SEDB Responsiveness Form Continuation Page 2**  
**TWO APPARENT LOW BIDDERS SHOULD SUBMIT WITHIN 10 BUSINESS DAYS**  
**OF BID OPENING DATE AND TIME**

| A                                                                        | B                     | C                                       | D                                                      | E                         | F                |
|--------------------------------------------------------------------------|-----------------------|-----------------------------------------|--------------------------------------------------------|---------------------------|------------------|
| FIRM ROLE<br><i>(Prime, sub-contractor, manufacturer, supplier, etc)</i> | FIRM NAME AND ADDRESS | PRINCIPAL CONTACT NAME AND PHONE NUMBER | WORK TO BE SUBCONTRACTED/GOODS/SERVICE TO BE PURCHASED | %VALUE OF WORK/PURCHASES* | SEDB OR NON-SEDB |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |
|                                                                          |                       |                                         |                                                        | %                         |                  |

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

**TOTAL VALUE OF PARTICIPATION FROM CONTINUATION PAGE 2:**

| Total % Value of Work Purchases | Total SEDB Participation |
|---------------------------------|--------------------------|
| %                               | %                        |

**Form 1A**  
**Required Participation Questionnaire**

**TWO APPARENT LOW BIDDERS SHOULD SUBMIT WITHIN 10 BUSINESS DAYS OF BID OPENING DATE AND TIME**

**INSTRUCTIONS:** A fully completed Form 1A "Required Participation Questionnaire" must be submitted for the prime firm, each subcontractor, and any other tier or subcontractor, as a condition of responsiveness. This information is to be collected and documented for all City of Baton Rouge and Parish of East Baton Rouge. All items requested on the form are required, if an item is not applicable, respondents shall enter N/A. Each prime firm participating as a joint venture shall complete a separate form and indicate (Item 9) that the response is a joint venture.

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1. Project name, project number and date of submittal:                                                 | 2. Official name of firm:<br><br><br><br><br><br><br><br><br><br>Indicate if prime or subcontractor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3. Address of office to perform work: |
| 4. Name of parent company, if any:                                                                     | 5. Location of headquarters (city):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6. Age of firm:                       |
| 7. Name, title, and telephone number of principal contact:                                             | 8. Indicate Any Special Status:<br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> small business<br/> <input type="checkbox"/> Women-owned business<br/> <input type="checkbox"/> Minority-owned business         </div> <div> <input type="checkbox"/> SBA certified<br/> <input type="checkbox"/> LAUCP DBE certified<br/> <input type="checkbox"/> SEDB certified with CITY-PARISH<br/> <br/>           *A firm participating as a SEDB must be certified by the City of Baton Rouge and Parish of East Baton Rouge SEDBE Program by the date of submittal. Current letter of certification shall be attached.         </div> </div> |                                       |
| 9. Is this submittal a joint venture (JV)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | 10. Summary of firm's annual revenues (please insert index number from below):<br>Last Year: _____ 2 Years ago: _____ 3 Years ago: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| If so, has the JV worked together before?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | Ranges of annual revenues received:<br><br><u>Index:</u><br><div style="display: flex; justify-content: space-between;"> <div>           1. less than \$500,000<br/>           2. \$500,000-\$1,000,000<br/>           3. \$1,000,000 - \$2,000,000         </div> <div>           4. \$2,000,000-\$4,000,000<br/>           5. \$5,000,000-\$6,000,000<br/>           6. \$6,000,000 or greater         </div> </div>                                                                                                                                                                                                                                                                   |                                       |

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: \_\_\_\_\_

- A. Not rejecting SEDBs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal. Another practice considered an insufficient good faith effort is the rejection of the SEDB because its quotation for the work was not the lowest received. However, nothing in this paragraph shall be construed to require the Contractor to accept unreasonable quotes in order to satisfy contract goals.
- B. Contractor's inability to find a replacement SEDB at the original price is not alone sufficient to support a finding that good faith efforts have been made to replace the original SEDB. The fact that the contractor has the ability and/or desire to perform the contract work with its own forces does not relieve the contractor of the obligation to make good faith efforts to find a replacement SEDB, and it is not a sound basis for rejecting a prospective replacement SEDB's reasonable quote.
- C. Making efforts to assist interested SEDBs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- D. Making efforts to assist interested SEDBs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- E. Effectively using the services of available minority/women/veteran community organizations; minority/women/veteran contractors' groups; local, State, and Federal minority/women/veteran business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of SEDBs.

**Form 2**  
**Good Faith Efforts**

**TWO APPARENT LOW BIDDERS SHOULD SUBMIT WITHIN  
10 BUSINESS DAYS OF BID OPENING DATE AND TIME**

If the Respondent cannot fully meet the SEDB goal of the 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 SEDB subcontractor (s) to respond or propose work items to be performed on:

PROJECT NAME: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

| Date of Request | Name and Address of SEDB 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: \_\_\_\_\_

☐ Supporting documentation of Good Faith Efforts attached (required)

**Form 3**  
**City of Baton Rouge and Parish of East Baton Rouge**  
**Contractor or Consultant Monthly SEDBE Report**

INSTRUCTIONS: This report covers the previous estimate period and shall be submitted to the Project Manager Representative or Project Inspector with the current month's pay estimate. The prime firm shall prepare one form for each SEDB firm participating in the project. Questions should be directed to the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division through assigned project manager. **Signatures from SEDB firms who received payment during the report period are required.** No signature is required if no payments were made to the SEDB firm during the reporting period. **If actual SEDB item of work is different than that approved at the time of award, the Substitution Form must be completed (if you have not already done so).**

**PRIME CONTRACTOR INFORMATION:**

|                          |                          |                              |                 |
|--------------------------|--------------------------|------------------------------|-----------------|
| Prime Firm Name          |                          | Phone Number                 |                 |
| Project Name             |                          |                              |                 |
| City Parish Project No.  |                          | State Project No.            |                 |
| Project Start Date       |                          | Est. Project Completion Date |                 |
| Original Contract Amount | Change Orders (count)    | Current Contract Value       | SEDB Commitment |
| \$                       |                          | \$                           | %               |
| Invoice Number           | Report Period Begin Date | Report Period End Date       |                 |

**SUBCONTRACTOR INFORMATION:**

|                                                   |                                              |                           |
|---------------------------------------------------|----------------------------------------------|---------------------------|
| SEDB Subcontractor                                |                                              |                           |
| SEDB Contact:                                     |                                              | SEDB Phone Number         |
| Original Subcontract Amount                       | Original Commitment to Firm                  | Current Subcontract Value |
| S                                                 | %                                            | \$                        |
| Amount Paid to Sub This Period                    | Amount Paid to Sub to Date                   |                           |
| \$                                                | \$                                           |                           |
| Scheduled Date of Sub Services (or state ongoing) | Estimated Date of Completion of Sub Services |                           |
| Item Number/Description of Work Performed by Sub  |                                              |                           |

**By signing below, I attest that the information provided is complete and accurate, and true to the best of my knowledge.**

Prime Firm's Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subcontractor's Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**I certify that the contracting records and on-site performance of the SEDB has been monitored. If actual SEDB item of work is different than that approved at the time of award, the Substitution Form must be completed.**

Project Manager Representative/Inspector's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ **EBRP Project Manager or SEDBE Liaison Officer (SEDBELO) has reviewed this form.** SEDBELO's or Authorized Owner's Representative's Signature

Date: \_\_\_\_\_

## **City of Baton Rouge and Parish of East Baton Rouge Guidance for Removal and/or Substitution of a SEDB Firm**

**Prime contractor must receive prior written consent from the City -Parish before terminating a SEDB subcontractor listed in response to the City-Parish Purchasing Division solicitation (or an approved substitute SEDB firm). This includes, but is not limited to, instances in which a prime contractor seeks to perform work originally designated for a SEDB subcontractor with its own forces or those of an affiliate, a non-SEDB firm, or with another SEDB firm. All requests must be accompanied by documentation of good faith efforts to maintain the SEDB commitment percentage on the total contract value.**

The City-Parish Purchasing-SEDBE Division may provide written consent only if it agrees that the prime contractor has Good Cause to terminate the SEDB firm. Good Cause includes the following circumstances:

1. The listed SEDB subcontractor fails or refuses to execute a written contract;
2. The listed SEDB subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided, however, that good cause does not exist if the failure or refusal of the SEDB subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
3. The listed SEDB subcontractor fails or refuses to meet the prime contractor's reasonable, nondiscriminatory bond requirements.
4. The listed SEDB subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
5. The listed SEDB subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings or applicable state law;
6. The City-Parish Purchasing Division has determined that the listed SEDB subcontractor is not a responsible contractor;
7. The listed SEDB subcontractor voluntarily withdraws from the project and provides to the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division written notice of its withdrawal;
8. The listed SEDB is ineligible to receive SEDB credit for the type of work required;
9. A SEDB owner dies or becomes disabled with the result that the listed SEDB contractor is unable to complete its work on the contract;
10. Other documented good cause that the City-Parish Purchasing Division determines compels the termination of the SEDB subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a SEDB it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the SEDB contractor was engaged or so that the prime contractor can substitute another SEDB or non- SEDB contractor after contract award.
11. Before transmitting to the City-Parish Purchasing Division its request to terminate and/or substitute a SEDB subcontractor, the prime contractor must give notice in writing to the SEDB subcontractor, with a copy to the City-Parish Purchasing Division, of its intent to request to terminate and/or substitute, and the reason for the request.
12. The prime contractor must give the SEDB five days to respond to the prime contractor's notice and advise the City-Parish Purchasing Division and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the City-Parish Purchasing Division should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the City-Parish Purchasing Division may provide a response period shorter than five days.
13. In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for SEDB firms put forward by offerors in negotiated procurements.
14. After Good Cause is demonstrated by the Contractor and approved by the Purchasing Division, the contractor must make good faith efforts to replace a SEDB that is terminated with another certified SEDB, to the extent needed to meet the contract goal.
15. In this situation, we will require the prime contractor to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the contractor fails or refuses to comply in the time the City-Parish Purchasing-SEDBE Division specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

**City of Baton Rouge and Parish of East Baton Rouge  
Request for Removal and/or Substitution of a SEDB  
Firm**

|                                          |                       |                                      |
|------------------------------------------|-----------------------|--------------------------------------|
| <b>Project Name</b>                      |                       |                                      |
| City Parish Project No.                  | State Project No.     | SEDB Commitment                      |
| <b>Prime Firm Name</b>                   |                       | Phone Number                         |
| <b>Original Contract Amount</b>          | Change Orders (Count) | <b>Current Contract Value</b>        |
| <b>Subcontractor to be removed</b>       |                       |                                      |
| <b>Proposed substitute subcontractor</b> |                       |                                      |
| <b>Value of current subcontract</b>      |                       | <b>Value of proposed subcontract</b> |

**Reason for removal or substitution (state in detail, attach supporting documentation if necessary):**

Describe the good faith efforts made/ in progress to maintain SEDB participation in order to continue to meet the SEDBE commitment:

**Prime's Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Type or Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## 2 CFR Requirement Small Minority and Women's Businesses

Subrecipients **must** include small, minority and women's owned business in their solicitations for procurement. Email the businesses below for every procurement transaction with federal funds and maintain a copy of the email in the project files.

[Asian Chamber of Commerce Louisiana](#)  
[Hispanic Chamber of Commerce Louisiana](#)  
[Southern Region Minority Supplier Development Council](#)  
[Strategic Action Council](#)  
[Vietnamese Initiatives in Economic Training](#)  
[Urban League of Louisiana](#)  
[Women's Business and Enterprise Council](#)  
[Louisiana Chamber of Commerce Foundation](#)  
[National Association of Women Business Owners](#)

Subrecipients **must** ensure that the clause below to take affirmative steps to include small, minority, and women's owned business is in their contracts with their prime contractors.

Contracting With Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

- a) Any party to this Contract, when expending any Federal funds received under this Agreement, **must** take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps are required for the hiring of any subcontractors under this Contract.
- b) Affirmative steps **must** include:
  - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
  - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.