

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: October 15, 2025 11:00 AM CST
TITLE: A25-0415 – Pest Control Services		RETURN BID TO: PURCHASING DIVISION
FILE NO: 25-000415	Mailing Address: PO Box 1471 Baton Rouge, LA 70821	
AD DATES: 09.22.25 & 09.29.25	Physical Address: 222 St. Louis Street 8 th Floor – Room 826 Baton Rouge, LA 70802	
SHIP TO ADDRESS: Various City Parish Departments	Contact Regarding Inquiries: Purchasing Analyst : Shabnin Shahrin Telephone Number: 225-389-3259 x 3262 Email: shabnins@brla.gov	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	
<p>QUESTIONS TO BE COMPLETED BY VENDOR:</p> <p>1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.</p> <p>2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.</p> <p>3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)</p>		

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30
ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the inquiry period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **NO FAXED OR EMAIL BIDS WILL BE ACCEPTED.**
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City-Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
16. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
17. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
18. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
19. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
20. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES____NO____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

23. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
24. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
25. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

Note: Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

Important! - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

REQUIREMENTS FOR THIS BID

- All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. **Bidders must submit product label, material safety data sheet and EPA registry number with bid.** This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the contract to be canceled.
- Contractor, and any sub-contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in connection with work hereunder.
- Contractor shall indemnify City-Parish against any and all liens for which City-Parish owned property may become liable as a result of Contractors work hereunder.
- Before issuance of final payment, the Contractor may be required to submit evidence satisfactory to the City-Parish that all payrolls, material bills, and other indebtedness connected with the work have been paid or otherwise satisfied.
- All material and workmanship, as applicable, shall be guaranteed for a minimum of one (1) year, unless provided otherwise by the specification or proposal form. Such guarantee shall include all labor and materials needed to replace any defective workmanship or materials within the guarantee period.
- The City-Parish reserves the right to add or delete a location. In the event a bid location is deleted from the contract, monthly billing will be pro-rated accordingly.
- Before this contract is acceptable and complete, successful bidder shall clean up and remove from the premise all debris resulting from his work, and shall see to it that all the items furnished are left in good order, clean and properly installed.
- Bids: unless otherwise specified, a lump sum bid is requested for the work in the specifications.
- Permits, Licenses, Laws and Taxes: The contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana.
- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees or agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City-Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City-Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- Contractor shall furnish insurance as required on the attached sheet.

ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **Request for Proof of Licenses, Insurance, or any other Documentation:** Proof of vendor/employee(s) certification or any other documentation must be provided, upon request. Vendor must provide said documentation to the Purchasing Division within seven (7) days of request. Failure to timely provide requested documentation shall cause the vendor's bid to be deemed non-responsive.

- **Force Majeure:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the Agency to make the payments required under the terms hereof, or to comply with the terms, conditions and requirements of this contract hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.
- **Non-Performance:** If the Company fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger the performance of this contract in accordance with its terms, and either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the city may authorize in writing), after receipt of notice from the City specifying such failure; or Continuing non-performance of the Proposer in terms of specifications shall be a basis for the termination of the contract by the City. The City shall not pay for work, equipment or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance; or

In the event the City terminates this Contract in whole or in part, as above provided, the City may procure, upon such terms and in such manner as the City may deem appropriate, items purchased similar to those terminated, and the Company shall be liable for any excess costs for such similar items, provided that the Company shall continue the performance of this contract to the extent not terminated under the provisions of this paragraph.

- **Ethics:** Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

Bid Opening:

Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:

Join by phone:

+1-408-418-9388 United States Toll
Access code: 263 373 080 (followed by the # button)

Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):

United States Toll (Boston) +1-617-315-0704
United States Toll (Chicago) +1-312-535-8110
United States Toll (Dallas) +1-469-210-7159
United States Toll (Denver) +1-720-650-7664
United States Toll (Jacksonville) +1-904-900-2303
United States Toll (Los Angeles) +1-213-306-3065

This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time and date.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. General Liability Insurance

General Liability insurance, endorsed to provide coverage for explosion, collapse and underground damage hazards to property of others; Contractual Liability, Products and Completed Operations (for a minimum of two year after acceptance of the Work), **Additional Insured and Waiver of Subrogation in favor of Contractor and Owner.**

	Limits
General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Payments	\$5,000

B. Automobile Liability Insurance

Automobile Liability insurance which shall include coverage for all owned, non-owned and hired and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and

Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

C. Worker Compensation and Employers Liability Insurance

Subcontractor agrees to comply with Workers Compensation laws of the state where the Work is performed, and to maintain a Workers Compensation and Employers Liability policy. **The policy shall include a Waiver of Subrogation endorsement in favor of the Contractor and Owner. Full statutory liability for State of Louisiana with Employer's Liability Coverage.**

Workers Compensation	Statutory
Employer's Liability	\$1,000,000 Each Accident (Minimum)
	\$1,000,000 Disease Each Employee

D. Excess Umbrella Liability Coverage

Excess/Umbrella Liability insurance shall be follow form the primary coverages and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and

Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

**City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
222 St. Louis Street
8th Floor Room 826
Baton Rouge, LA 70802**

INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. ***Without exception, all questions MUST be in writing and received by 5:00 pm on the Inquiry Deadline date of October 3, 2025.*** No inquiries will be entertained thereafter. Inquiries are to be directed as follows:

Hand Delivered or by Courier:

Shabnin Shahrin, Purchasing Analyst II
City-Parish Purchasing Department
222 St. Louis Street, Room 826
Baton Rouge, LA 70821

By email:

shabnins@brla.gov

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE METRO AIRPORT (ITEMS 0001 – 0011)					
0001	TERMINAL BUILDING EXCLUDING RESTAURANT 9430 JACKIE COCHRAN DRIVE, BATON ROUGE, LA 70807	140,000	Square Feet	\$ _____	\$ _____
0002	ARFF CFR BUILDING 9430 JACKIE COCHRAN DRIVE BATON ROUGE, LA 70807	6,000	Square Feet	\$ _____	\$ _____
0003	AIR CARGO BUILDING 9316 JACKIE COCHRAN DRIVE BATON ROUGE, LA 70807	6,925	Square Feet	\$ _____	\$ _____
0004	TAXI OFFICES 9430 JACKIE COCHRAN DRIVE BATON ROUGE, LA 70807	449	Square Feet	\$ _____	\$ _____
0005	TERMINAL ANNEX (OFFICE SPACE) 9430 JACKIE COCHRAN DRIVE BATON ROUGE, LA 70807	10,429	Square Feet	\$ _____	\$ _____
0006	TERMINAL MAINTENANCE 9430 JACKIE COCHRAN DRIVE BUILDING, BATON ROUGE, LA 70807	1,300	Square Feet	\$ _____	\$ _____
0007	AIRFIELD MAINTENACE BUILDING 9141 J.D. HAIR AVE BATON ROUGE, LA 70807	5,700	Square Feet	\$ _____	\$ _____
0008	AIRFIELD STORAGE BUILDING 9141 J.D. HAIR AVE BATON ROUGE, LA 70807	3,000	Square Feet	\$ _____	\$ _____
0009	DHH BLDG 8453 VETERANS BLVD BATON ROUGE, LA 70807	13,346	Square Feet	\$ _____	\$ _____
0010	TSA BLDG 9191 PLANK RD BATON ROUGE, LA 70811	8,749	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE METRO AIRPORT (ITEMS 0001 – 0011)					
0011	MULTIPLEX BUILDING 4400 AIRPARK BLVD. BATON ROUGE, LA 70807	22,044	Square Feet	\$ _____	\$ _____
EAST BATON ROUGE LIBRARY SYSTEM (ITEMS 0012- 0026)					
0012	BAKER BRANCH 3501 GROOM ROAD BAKER, LA 70714	18,592	Square Feet	\$ _____	\$ _____
0013	NEW OUTREACH AND RECYCLES READS 3434 NORTH BLVD BATON ROUGE LA 70806	25,235	Square Feet	\$ _____	\$ _____
0014	CARVER BRANCH 720 TERRACE AVENUE BATON ROUGE LA, 70802	12,078	Square Feet	\$ _____	\$ _____
0015	RIVER CENTER BRANCH 250 NORTH BLVD. BATON ROUGE, LA 70802	45,500	Square Feet	\$ _____	\$ _____
0016	MAIN LIBRARY 7711 GOODWOOD BLVD. BATON ROUGE, LA 70806	126,000	Square Feet	\$ _____	\$ _____
0017	BLUEBONNET REGIONAL BRANCH 9200 BLUEBONNET BLVD. BATON ROUGE, LA 70810	37,607	Square Feet	\$ _____	\$ _____
0018	DELMONT GARDENS BRANCH 3351 LORRAINE STREET BATON ROUGE, LA 70805	19,267	Square Feet	\$ _____	\$ _____
0019	JONES CREEK BRANCH 6222 JONES CREEK ROAD BATON ROUGE, LA 70817	34,750	Square Feet	\$ _____	\$ _____
0020	SCOTLANDVILLE BRANCH 7373 SCENIC HIGHWAY BATO ROUGE, LA 70807	17,985	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
EAST BATON ROUGE LIBRARY SYSTEM (ITEMS 0012- 0026)					
0021	FAIRWOOD BRANCH 12910 OLD HAMMOND HWY BATON ROUGE, LA 70816	15,800	Square Feet	\$ _____	\$ _____
0022	EDEN PARK BRANCH 5131 GREENWELL SPRINGS ROAD BATON ROUGE, LA 70806	14,000	Square Feet	\$ _____	\$ _____
0023	GREENWELL SPRINGS REGIONAL BRANCH 11300 GREENWELL SPRINGS ROAD BATON ROUGE, LA 70814	26,672	Square Feet	\$ _____	\$ _____
0024	ZACHARY BRANCH 1900 CHURCH STREET ZACHARY, LA 70791	17,869	Square Feet	\$ _____	\$ _____
0025	CENTRAL BRANCH 11260 JOOR ROAD BATON ROUGE LA, 70818	18,263	Square Feet	\$ _____	\$ _____
0026	PRIDE-CHANEYVILLE BRANCH 13600 PRIDE-PORT HUDSON RD. ZACHARY LA, 70791	11,127	Square Feet	\$ _____	\$ _____
BATON ROUGE POLICE DEPARTMENT (ITEMS 0027 – 0046)					
0027	POLICE INTELLIGENCE DIVISION 223 FERNWOOD DRIVE, SUITE B & C BATON ROUGE LA, 70806	2,000	Square Feet	\$ _____	\$ _____
0028	POLICE ANNEX 100 WEST THOMAS ROAD BATON ROUGE LA, 70807	3,750	Square Feet	\$ _____	\$ _____
0029	PISTOL RANGE 999 WEST IRENE ROAD, ZACHARY, LA 70791	2,450	Square Feet	\$ _____	\$ _____
0030	1ST DISTRICT 4545 PLANK ROAD BATON ROUGE LA, 70805	8,800	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE POLICE DEPARTMENT (ITEMS 0027 – 0046)					
0031	K-9 TRAINING (TO INCLUDE STORAGE BLDG) 2727 GENERAL BEN DAVIS BATON ROUGE LA, 70807	2,800	Square Feet	\$ _____	\$ _____
0032	2ND DISTRICT 2265 HIGHLAND ROAD BATON ROUGE LA, 70802	2,300	Square Feet	\$ _____	\$ _____
0033	CARRE MALL TRAFFIC OFFICE 7261 FLORIDA BLVD. BATON ROUGE, LA 70806	2,336	Square Feet	\$ _____	\$ _____
0034	MISDEMEANOR FOLLOW-UP 4778 GUS YOUNG AVENUE BATON ROUGE, LA 70802 (Building is currently not occupied- Vendor will need to call Building Maintenance at 225-389-3168 prior to arrival)	1,200	Square Feet	\$ _____	\$ _____
0035	4TH DISTRICT 8227 SCENIC HWY BATON ROUGE, LA 70807	3,366	Square Feet	\$ _____	\$ _____
0036	DOWNTOWN BIKE OFFICE (EVERY OTHER MONTH) 201 3RD STREET ,SUITE A BATON ROUGE, LA 70801	900	Square Feet	\$ _____	\$ _____
0037	AIR SUPPORT UNIT HANGER (EVERY OTHER MONTH) 4475 BLANCHE NOYES BATON ROUGE, LA 70807	750	Square Feet	\$ _____	\$ _____
0038	EVIDENCE BLDG. 2905 EVANGELINE ST. BATON ROUGE, LA 70805	2,000	Square Feet	\$ _____	\$ _____
0039	CRIME SCENE FACILITY (2 – STORY BLDG.) 2905 EVANGELINE ST. BATON ROUGE, LA 70805	10,000	Square Feet	\$ _____	\$ _____
0040	POLICE HEADQUARTERS (BLDG. H-3) 1ST FLOOR 9000 AIRLINE HWY. BATON ROUGE, LA 70815	11,406	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE POLICE DEPARTMENT (ITEMS 0027 – 0046)					
0041	POLICE HEADQUARTERS (BLDG. H-3) 2ND FLOOR 9000 AIRLINE HWY. BATON ROUGE, LA 70815	24,329	Square Feet	\$ _____	\$ _____
0042	POLICE HEADQUARTERS (BLDG. H-3) 3RD FLOOR 9000 AIRLINE HWY. BATON ROUGE, LA 70815	24,329	Square Feet	\$ _____	\$ _____
0043	POLICE HEADQUARTERS (BLDG. H-3) 4TH FLOOR 9000 AIRLINE HWY. BATON ROUGE, LA 70815	24,329	Square Feet	\$ _____	\$ _____
0044	POLICE HEADQUARTERS (BLDG. H-3) 5TH FLOOR 9000 AIRLINE HWY. BATON ROUGE, LA 70815	12,500	Square Feet	\$ _____	\$ _____
0045	TRAINING ACADEMY (BLDG. H-2) 9000 AIRLINE HWY. BATON ROUGE, LA 70815	19,035	Square Feet	\$ _____	\$ _____
0046	SUPPLY WAREHOUSE, BICYCLE OFFICE AND CRIME CAMERA OFFICE (BLDG. S-2) 9000 AIRLINE HWY. BATON ROUGE, LA 70815	12,754	Square Feet	\$ _____	\$ _____
EMERGENCY MEDICAL SERVICES (ITEMS 0047 - 0060)					
0047	SOUTHDOWNS SUBSTATION EM7 4025 PERKINS ROAD BATON ROUGE, LA 70808	1,100	Square Feet	\$ _____	\$ _____
0048	HARDING SUBSTATION – EMS 3801A HARDING BLVD. BATON ROUGE, LA 70807	23,045	Square Feet	\$ _____	\$ _____
0049	EMS SECTION ONLY – EM9 11010 COURSEY BLVD. BATON ROUGE, LA 70816	1,193	Square Feet	\$ _____	\$ _____
0050	EM3 11644 SULLIVAN ROAD BATON ROUGE, LA 70818	1,000	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
EMERGENCY MEDICAL SERVICES (ITEMS 0047 - 0060)					
0051	EM11 8140 YMCA PLAZA DRIVE BATON ROUGE, LA 70810	3,100	Square Feet	\$ _____	\$ _____
0052	EMS HEADQUARTERS (1ST & 2ND Floors) 3801 HARDING BLVD. BATON ROUGE, LA 70810	32,587	Square Feet	\$ _____	\$ _____
0053	EMS WAREHOUSE (OFFICE ONLY NOT WAREHOUSE) 3801B HARDING BLVD. BATON ROUGE, LA 70810	2,050	Square Feet	\$ _____	\$ _____
0054	EM-6 3024 FLORIDA BLVD BATON ROUGE, LA 70802	1,587	Square Feet	\$ _____	\$ _____
0055	EM – 13 6252 LAVEY LANE BAKER, LA 70714	1,400	Square Feet	\$ _____	\$ _____
0056	EM – 14 5758 CLAYCUT BATON ROUGE, LA 70806	1,295	Square Feet	\$ _____	\$ _____
0057	EM – 15 3142(B) EVANGELINE STREET BATON ROUGE, LA 70805	1,050	Square Feet	\$ _____	\$ _____
0058	EMS RADIO SHOP (ADMINISTRATIVE OFFICES & BAY AREA) 9412 JACKIE COCHRAN BATON ROUGE, LA 70807	9,534	Square Feet	\$ _____	\$ _____
0059	EMERGENCY MEDICAL SERVICES STATION 8 5650 CARPENTER RD, ZACHARY, LA 70791	3000	Square Feet	\$ _____	\$ _____
0060	EMERGENCY MEDICAL SERVICES STATION 12 14523 OLD HAMMOND HWY BATON ROUGE, LA 70816	2,945	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
HEAD START CENTERS (ITEMS 0061 – 0071)					
0061	CHILDREN'S WORL HEAD START CENTER 7200 MAPLEWOOD DRIVE BATON ROUGE, LA 70812	5,200	Square Feet	\$ _____	\$ _____
0062	DISCOVERY HEAD START CENTER 9700 SCENIC HIGHWAY BATON ROUGE, LA 70807	3,000	Square Feet	\$ _____	\$ _____
0063	FREEMAN-MATTHEWS HEAD START 1383 NAPOLEON STREET BATON ROUGE, LA 70802	12,500	Square Feet	\$ _____	\$ _____
0064	NEW HORIZON HEAD START CENTER – INCLUDES KITCHEN (monthly price for two sprayings) 1111 NORTH 28TH STREET BATON ROUGE, LA 70802	8,353	Square Feet	\$ _____	\$ _____
0065	WONDERLAND HEAD START CENTER – INCLUDES KITCHEN (monthly price for two sprayings) 1500 OLEANDER STREET BATON ROUGE, LA 70802	8,353	Square Feet	\$ _____	\$ _____
0066	CHARLIE THOMAS MEMORIAL HEAD START CENTER – INCLUDES KITCHEN (monthly price for two sprayings) 8686 PECAN TREE DR. BATON ROUGE, LA 70810	8,300	Square Feet	\$ _____	\$ _____
0067	PROGRESS HEAD START CENTER – INCLUDES KITCHEN (monthly price for two sprayings) 1881 PROGRESS RD. BATON ROUGE, LA 70807	10,100	Square Feet	\$ _____	\$ _____
0068	PROGRESS (2) HEAD START CENTER – INCLUDES KITCHEN NEW BUILDING BEHIND OLD BUILDING (monthly price for two sprayings) 1881 PROGRESS RD. BATON ROUGE, LA 70807	12,500	Square Feet	\$ _____	\$ _____
0069	NEW HORIZON HEAD START ANNEX BUILDING (monthly price for two sprayings) 1111 NORTH 28TH ST. BATON ROUGE, LA 70802	5,200	Square Feet	\$ _____	\$ _____
0070	LABELLE AIRE HEAD START ANNEX BUILDING (monthly price for two sprayings) 1919 N. CHRISTY DR. BATON ROUGE, LA 70815	5,200	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
HEAD START CENTERS (ITEMS 0061 – 0071)					
0071	TE LABELLE AIRE HEAD START CENTER- INCLUDES KITCHEN (monthly price for two sprayings) 1919 N. CHRISTY DR. BATON ROUGE, LA 70815	8,320	Square Feet	\$ _____	\$ _____
BATON ROUGE FIRE DEPARTMENT (ITEMS 0072 – 0093)					
0072	FIRE ALARM HEADQUARTERS 8011 MERLE GUSTAFSON ST. BATON ROUGE, LA 70807	16,815	Square Feet	\$ _____	\$ _____
0073	MECHANIC SHOP OUTBUILDING 8011 MERLE GUSTAFSON ST. BATON ROUGE, LA 70807	480	Square Feet	\$ _____	\$ _____
0074	MAINTENANCE & SUPPLY OUTBUILDING 8011 MERLE GUSTAFSON ST. BATON ROUGE, LA 70807	480	Square Feet	\$ _____	\$ _____
0075	FIRE STATION #1 3024 FLORIDA ST. BATON ROUGE, LA 70802	1,500	Square Feet	\$ _____	\$ _____
0076	FIRE STATION #2 3333 CHOCTAW BATON ROUGE, LA 70805	4,138	Square Feet	\$ _____	\$ _____
0077	FIRE STATION #3 3142 EVANGELINE STREET BATON ROUGE, LA 70805	4,671	Square Feet	\$ _____	\$ _____
0078	FIRE STATION #4 6241 PRESCOTT ROAD BATON ROUGE, LA 70805	3,515	Square Feet	\$ _____	\$ _____
0079	FIRE STATION #5 3215 MONTERREY BLVD. BATON ROUGE, LA 70814	3,317	Square Feet	\$ _____	\$ _____
0080	FIRE STATION #6 5321 GREENWELL SPRINGS RD. BATON ROUGE, LA 70806	3,495	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE fire department (ITEMS 0072 – 0093)					
0081	FIRE STATION #7 5758 CLAYCUT BATON ROUGE, LA 70806	3,672	Square Feet	\$ _____	\$ _____
0082	FIRE STATION #8 150 S. WOODDALE BATON ROUGE, LA 70806	4,750	Square Feet	\$ _____	\$ _____
0083	FIRE STATION #9 4025 PERKINS LN BATON ROUGE, LA 70808	3,459	Square Feet	\$ _____	\$ _____
0084	FIRE STATION #10 7380 MENLO DRIVE BATON ROUGE, LA 70808	5,394	Square Feet	\$ _____	\$ _____
0085	FIRE STATION #11 3186 HIGHLAND ROAD BATON ROUGE, LA 70808	5,650	Square Feet	\$ _____	\$ _____
0086	FIRE STATION #12 555 GOVERNMENT BATON ROUGE, LA 70802	20,000	Square Feet	\$ _____	\$ _____
0087	FIRE STATION #13 835 SHARP ROAD BATON ROUGE, LA 70802	5,394	Square Feet	\$ _____	\$ _____
0088	FIRE STATION #14 4121 HARDING BLVD BATON ROUGE, LA 70807	5,394	Square Feet	\$ _____	\$ _____
0089	FIRE STATION #15 3150 BRIGHTSIDE LANE BATON ROUGE, LA 7082	3,317	Square Feet	\$ _____	\$ _____
0090	FIRE STATION#16 1200 ROSENWALD ROAD BATON ROUGE, LA 70807	3,800	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
BATON ROUGE FIRE DEPARTMENT (ITEMS 0072 – 0093)					
0091	FIRE STATION#17 14450 OLD HAMMOND HWY BATON ROUGE, LA 70816	4,670	Square Feet	\$ _____	\$ _____
0092	FIRE STATION#18 1993 FLANNERY ROAD BATON ROUGE, LA 70815	4,670	Square Feet	\$ _____	\$ _____
0093	FIRE STATION#19 11010 FLANNERY ROAD BATON ROUGE, LA 70814	5,349	Square Feet	\$ _____	\$ _____
DEPARTMENT OF PUBLIC WORKS (0094 – 0119)					
0094	TRAFFIC ENGINEERING 329 CHIPPEWA STREET BATON ROUGE, LA 70805	21,650	Square Feet	\$ _____	\$ _____
0095	SEWER SECTION 329 CHIPPEWA STREET BATON ROUGE, LA 70805	3,284	Square Feet	\$ _____	\$ _____
0096	OPERATIONS & MAINTENANCE 329 CHIPPEWA STREET BATON ROUGE, LA 70805	2,304	Square Feet	\$ _____	\$ _____
0097	WASTEWATER OPERATIONS OFFICE BUILDING, ENVIRONMENTAL DIVISION & WAREHOUSE 345 CHIPPEWA DRIVE BATON ROUGE, LA 70805	10,262	Square Feet	\$ _____	\$ _____
0098	FIELD ENGINEERING 329 CHIPPEWA ST BATON ROUGE, LA 70805	4,371	Square Feet	\$ _____	\$ _____
0099	EAST MAINTENANCE LOT OFFICE BUILDING 15202 S CHOCTAW EXT. BATON ROUGE, LA 70819	3,000	Square Feet	\$ _____	\$ _____
0100	OFFICE TRAILER 15202 S CHOCTAW EXT. BATON ROUGE, LA 70819	1,120	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
DEPARTMENT OF PUBLIC WORKS (0094 – 0119)					
0101	OFFICE TRAILER 15202 S CHOCTAW EXT. BATON ROUGE, LA 70819	3,940	Square Feet	\$ _____	\$ _____
0102	CENTRAL GARAGE SERVICE STATION 333 CHIPPEWA STREET BATON ROUGE, LA 70805	8,897	Square Feet	\$ _____	\$ _____
0103	INSPECTION 300 N 10TH STREET BATON ROUGE, LA 70802	2,000	Square Feet	\$ _____	\$ _____
0104	B & C SOUTH SUPERVISOR'S BUILDING 3075 VALLEY STREET BATON ROUGE, LA 70808	2,000	Square Feet	\$ _____	\$ _____
0105	STREET MAINTENANCE -SOUTH 3075 VALLEY STREET BATON ROUGE, LA 70808	1,536	Square Feet	\$ _____	\$ _____
0106	SERVICE STATION OFFICE 3075 VALLEY STREET BATON ROUGE, LA 70808	4,800	Square Feet	\$ _____	\$ _____
0107	THE SHOP 3075 VALLEY STREET BATON ROUGE, LA 70808	4,100	Square Feet	\$ _____	\$ _____
0108	ADMINISTRATION OFFICE AREA 2931 VALLEY STREET BATON ROUGE, LA 70808	3,000	Square Feet	\$ _____	\$ _____
0109	WAREHOUSE#4 3055 VALLEY STREET BATON ROUGE, LA 70808	1,890	Square Feet	\$ _____	\$ _____
0110	STREET MAINTENANCE NORTH LOT & ADMINISTRATION OFFICE BUILDING 3207 MAIN STREET BAKER, LA 70714	1,568	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
DEPARTMENT OF PUBLIC WORKS (0094 – 0119)					
0111	WEST PARKING GARAGE BUILDING MAINTENANCE AREA 444 ST. LOUIS STREET BATON ROUGE, LA 70802	14,540	Square Feet	\$ _____	\$ _____
0112	ARCHIVES 444 ST. LOUIS STREET BATON ROUGE, LA 70802	29,652	Square Feet	\$ _____	\$ _____
0113	19th JUDICIAL DISTRICT COURT 300 NORTH BLVD BATON ROUGE, LA 70802	318,000	Square Feet	\$ _____	\$ _____
0114	NORTH LANDFILL MAIN BUILDING 16001 SAMUELS ROAD ZACHARY, LA 70791	2,240	Square Feet	\$ _____	\$ _____
0115	SCALE HOUSE 16001 SAMUELS ROAD ZACHARY, LA 70791	760	Square Feet	\$ _____	\$ _____
0116	GARABAGE RECEPTACLE STORAGE WAREHOUSE 16001 SAMUELS ROAD ZACHARY, LA 70791	7,320	Square Feet	\$ _____	\$ _____
0117	GARABAGE RECEPTACLE STORAGE WAREHOUSE *TREAT FOR WASPS & SPIDERS; INCLUDING BLACK WIDOW & BROWN RECLUSE (SEMI-ANNUALLY)* 16001 SAMUELS ROAD, ZACHARY, LA 70791	7,320	Square Feet	\$ _____	\$ _____
0118	CITY PARISH MORGUE & THE CORONER'S OFFICE 4030 T.B. HERNDON AVENUE BATON ROUGE, LA 70807	8,893	Square Feet	\$ _____	\$ _____
0119	CITY PARISH PRISON MAINTENANCE 2859 LT GEN BEN DAVIS BATON ROUGE, LA 70807	760	Square Feet	\$ _____	\$ _____
WASTEWATER TREATMENT & DISPOSAL (0120 – 0126)					
0120	CENTRAL PLANT ADMINISTRATION BUILDING 2443 SOUTH RIVER ROAD PORT ALLEN, LA 70767	11,679	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
WASTEWATER TREATMENT & DISPOSAL (0120 – 0126)					
0121	BELT PRESS BUILDING 2443 SOUTH RIVER ROAD PORT ALLEN, LA 70767	8,778	Square Feet	\$ _____	\$ _____
0122	MACHINE SHOP 2443 SOUTH RIVER ROAD PORT ALLEN, LA 70767	3,000	Square Feet	\$ _____	\$ _____
0123	NORTH PLANT ADMINISTRATION BUILDING 50A WOODPECKER ST. BATON ROUGE, LA 70807	2,218	Square Feet	\$ _____	\$ _____
0124	NORTH PLANT MAINTENANCE BUILDING 50B WOODPECKER ST. BATON ROUGE, LA 70807	1,600	Square Feet	\$ _____	\$ _____
0125	SOUTH PLANT ADMINISTRATION BUILDING 2850 GARDERE LANE BATON ROUGE, LA 70820	3,927	Square Feet	\$ _____	\$ _____
0126	MAINTENANCE BUILDING 2850 GARDERE LANE BATON ROUGE, LA 70820	2,580	Square Feet	\$ _____	\$ _____
MISCELLANEOUS LOCATIONS (ITEMS 0127-0147)					
0127	ANIMAL CONTROL CENTER, SHELTER & OFFICE 2680 PROGRESS RD BATON ROUGE, LA 70807	2,580	Square Feet	\$ _____	\$ _____
0128	ALCOHOL & DRUG DETOX CENTER 216 S. FOSTER DR. BATON ROUGE, LA 70806	3,252	Square Feet	\$ _____	\$ _____
0129	BOGAN MUSEUM & ARTS CENTER 427 LAUREL STREET BATON ROUGE, LA 70801	8,050	Square Feet	\$ _____	\$ _____
0130	CITY COURT HOUSE 233 ST. LOUIS STREET BATON ROUGE, LA 70802	83,700	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
MISCELLANEOUS LOCATIONS (ITEMS 0127-0147)					
0131	ATTORNEY'S BLDG 300 LOUISIANA AVE. BATON ROUGE, LA 70802	23,508	Square Feet	\$ _____	\$ _____
0132	ADVANCED TRAFFIC MANAGEMENT BUILDING 3773 HARDING BLVD BATON ROUGE, LA 70802	46,797	Square Feet	\$ _____	\$ _____
0133	COMMUNICATIONS DISTRIC RADIO SHOP 329 CHIPPEWA STREET BATON ROUGE, LA 70805	4,070	Square Feet	\$ _____	\$ _____
0134	COUNTY AGENT, MUNICIPAL ANNEX 805 ST. LOUIS STREET BATON ROUGE, LA 70802	7,705	Square Feet	\$ _____	\$ _____
0135	E.B.R.P. JUVENILE COURT 8333 VETERANS MEMORIAL BLVD. BATON ROUGE, LA 70807	14,500	Square Feet	\$ _____	\$ _____
0136	INCLUDES: MODULAR BUILDING, DETENTION CONTROL CENTER, TRAINING TRAILER, WEST WING, JUVENILE ANNEX & EBCP JUVENILE COURT 8333 VETERANS MEMORIAL BLVD. BATON ROUGE, LA 70807	32,439	Square Feet	\$ _____	\$ _____
0137	GOVERNMENTAL BUILDING 222 ST. LOUIS STREET BATON ROUGE, LA 70802	288,378	Square Feet	\$ _____	\$ _____
0138	DIVISION OF HUMAN DEVELOPMENT & SERVICE MAIN BUILDING 4523 PLANK ROAD BATON ROUGE, LA 70805	30,326	Square Feet	\$ _____	\$ _____
0139	DIVISION OF HUMAN DEVELOPMENT & SERVICE OUTER OFFICE ACROSS BREEZEWAY 4523 PLANK ROAD BATON ROUGE, LA 70805	1,221	Square Feet	\$ _____	\$ _____
0140	LASC RIVERSIDE MUSEUM 100 SOUTH RIVER ROAD BATON ROUGE, LA 70802	50,300	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
MISCELLANEOUS LOCATIONS (ITEMS 0127-0147)					
0141	ARCHITECTURAL SERVICE BASEMENT & 2ND FLOOR, SEWER USER FEE (FINANCE) PLANNING COMMISSION, ENGINEERING, SEWER ENG., SUBDIVISIONS, FLOODS 1100 LAUREL STREET BATON ROUGE, LA 70802	6,323	Square Feet	\$ _____	\$ _____
0142	HUMAN RESOURCES & PLANNING 1755 FLORIDA BLVD BATON ROUGE, LA 70802	30,000	Square Feet	\$ _____	\$ _____
0143	CAPITOL REGION PLANNING COMMISSION 333 NORTH 19TH STREET BATON ROUGE, LA 70802	3,260	Square Feet	\$ _____	\$ _____
0144	OFFICE OF ALCOHOLIC BEVERAGE CONTROL AND GAMING ENFORCEMENT – 9048 AIRLINE HWY., STE 1-A, BATON ROUGE, LA, 70815	6,000	Square Feet	\$ _____	\$ _____
0145	E&I SHOP 1050 W. MCKINLEY STREET BATON ROUGE, LA 70802	3,306	Square Feet	\$ _____	\$ _____
0146	MOSQUITO ABATEMENT & RODENT CONTROL 10550 VETERANS MEMORIAL BLVD. BATON ROUGE, LA 70807	98,000	Square Feet	\$ _____	\$ _____
0147	NINETEENTH JDC BUILDING 300 NORTH BLVD. BATON ROUGE, LA 70801	317,769	Square Feet	\$ _____	\$ _____
COMMUNITY CENTERS (0148 – 0152)					
0148	JEWEL J. NEWMAN 2013 CENTRAL ROAD BATON ROUGE, LA, 70807	30,000	Square Feet	\$ _____	\$ _____
0149	CHANEYVILLE CENTER 13211 JACKSON ROAD BATON ROUGE, LA 70791	5,856	Square Feet	\$ _____	\$ _____
0150	CHARLES R. KELLY 3535 RILEY STREET BATON ROUGE, LA, 70805	5,053	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
COMMUNITY CENTERS (0148 – 0152)					
0151	MARTIN LUTHER KING COMMUNITY & HEALTH CENTER INCLUDING LIBRARY 4000 GUS YOUNG BATON ROUGE, LA, 70802	13,165	Square Feet	\$ _____	\$ _____
0152	LEO S BUTLER CENTER 950 E WASHINGTON STREET BATON ROUGE, LA, 70802	18,303	Square Feet	\$ _____	\$ _____
PRICING FOR ADDITIONAL AREAS (ITEMS 153 – 165)					
0153	EAST PARKING GARAGE 344 ST. LOUIS STREET (INCLUDING STAIRWELLS)	2,652	Square Feet	\$ _____	\$ _____
0154	WEST PARKING GARAGE 345 ST. LOUIS STREET (INCLUDING STAIRWELLS)	1,456	Square Feet	\$ _____	\$ _____
0155	DEPT OF MAINTENANCE 4445 PLANK ROAD	20,335	Square Feet	\$ _____	\$ _____
0156	DISTRICT ATTORNEY'S OFFICE 9048 AIRLINE HIGHWAY	6,000	Square Feet	\$ _____	\$ _____
0157	ADDITIONAL SITES NOT ON THE LIST 01-7399 SQAURE FEET	1 – 7,399	Square Feet	\$ _____	\$ _____
0158	ADDITIONAL SITES NOT ON THE LIST 7400-29,999 SQUARE FEET	7,400 - 29,999	Square Feet	\$ _____	\$ _____
0159	ADDITIONAL SITES NOT ON THE LIST 30,000-100,000 SQUARE FEET	30,000 - 100,000	Square Feet	\$ _____	\$ _____
0160	ADDITIONAL SITES NOT ON THE LIST 101,000-400,000 SQUARE FEET	101,000 - 400,000	Square Feet	\$ _____	\$ _____

SCHEDULE OF BID ITEMS

ITEM NO.	DESCRIPTION	Estimated Quantity	Unit of Measure	Unit Price	Total Price
PRICING FOR ADDITIONAL AREAS (ITEMS 153 – 165)					
0161	Price per Rodent Control – Bait Box (Rodent Control will be on an as needed basis at the request of the department)	1	Each	\$ _____	\$ _____
0162	Price for Rodent Control Services once per month	12	Month	\$ _____	\$ _____
0163	COUNCILMAN DUNN'S OFFICE 9048 AIRLINE HIGHWAY	2,100	Square Feet	\$ _____	\$ _____
0164	12422 Florida Boulevard	1,000	Square Feet	\$ _____	\$ _____
0165	2850 Gardere Lane	270	Square Feet	\$ _____	\$ _____

Specification

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

GENERAL: It is the intent of this proposal to establish prices for Pest Control Service for the interior and exterior of various City Parish buildings. Vendor shall provide all labor, materials, tools, equipment, supplies, chemicals and insurance to provide the services listed herein.

Required Licenses, Insurance, Bond and Permit: Prospective vendors must be insured and bonded. In addition, vendors must possess the Department of Agriculture (DOA), Structural Pest Control: LP1 - General Pest Control (phase) and LP2- Commercial Vertebrate Control (phase) licenses. Lastly, vendors must possess a Structural Pest Control place of business permit.

All the aforementioned licenses, permit, insurance and bonding should be submitted with the bid.

Request for Proof of Licenses, Permit, Insurance and Bonding:

Proof of vendor/employee(s) certification must be provided, upon request. Vendor must provide said documentation to the Purchasing Division within seven (7) days of request. Failure to timely provide requested documentation shall cause the vendor's bid to be deemed non-responsive.

Experience:

Prospective vendors must have 3 years continuous commercial experience providing services outlined in the bid of at least the same size and level of complexity as the scope of services outline in this bid.

DEFINITIONS: *Pests are defined as roaches (all types), mites, ants, silverfish, spiders, bees, wasps, hornets, gnats, flies, other pests, airborne or otherwise and all other paper destroying insects excluding termites. Control is defined as the periodic eradication of existing infestation within practical limits. All pest control work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.*

*Rodents are defined as mice, rats, squirrels, hamsters and all other mammals that fall into the rodent classification. Control is defined as the periodic eradication of existing infestation within practical limits. All rodent control work shall be performed in a safe manner and in accordance with the most modern and effective scientific rodent control procedures***Rodent Control (rodents will be treated only on an as needed basis at the request of the department****

All SDS sheets product labels, and EPA registry numbers for any and all insecticides and rodenticides must be submitted with the Bid.

All chemicals and treatments used must be in compliance with the Louisiana Structural Pest Control Law – Rules and Regulations for Pest Control Work in Louisiana, as adopted by the Pest Control Operators Association, and should be odorless or low odor. The City reserves the right to reject any chemical.

The City reserves the right to request a detailed plan of treatment prior to award.

Contractor shall not subcontract any portion of this contract. All work is to be performed directly by the contractor responding to this bid.

Before each respective treatment, the successful vendor shall make arrangements with the Building Representative or designee. The servicing personnel will give a service ticket to the Building Representative or designee before they leave the servicing locations. The service personnel is to leave a service ticket with a report indicating the area(s) inspected and treated along with the contract number and line number for locations serviced and the contract price. Report shall also include the name of the pesticide applied, EPA registration number and quantity used. Vendor **MUST** get the service ticket signed by the building representative or designee before leaving the service area.

Treatment shall be performed as indicated and arranged so as not to interrupt normal routines of the department. All locations will be treated during normal work hours 8am – 5pm. Should there be any critical or persistent problem or unforeseen emergency such as infestation of nuisance animals such as bees, wasps, etc., the vendor must respond within twenty – four (24) hours of being notified excluding weekends and holidays. Services shall be increased to whatever degree found necessary to bring the pest under control at no additional charge to the City.

Bidders should inspect each of the locations listed on proposal form and be familiar with each. The City Parish reserves the right to add or delete locations at any time. The square foot measurements listed in this proposal are approximate therefore the final measurements are the responsibility of the vendor. All bidders should visit the job site(s), verifying all existing items specified and familiarize themselves with the working conditions, hazards, actual formations and local requirements involved. All bidders shall take these existing conditions into consideration and the lack of specific information or minor variances shall not relieve the contractor of any responsibility.

Service must be satisfactory and approved by the building representative or designee. The personnel assigned by the contractor to perform services described within this contract shall be qualified to perform the assigned duties. If requested, the contractor shall furnish the Safety Data Sheet (SDS) on all pesticides used to the building representative.

The awarded contractor shall provide a monthly report of the buildings that were serviced at the end of the month. The report shall include all names and addresses of the buildings serviced that month by the contractor. The monthly report shall be furnished to the buildings and grounds representative or the contract manager at the end of the month.

SPECIAL NOTE - Individual purchase orders, from the respective City-Parish agencies listed, will be issued to the successful contractor to initiate pest control service. Invoices shall be sent to City of Baton Rouge, DPW Administration, P.O. Box 1471, Baton Rouge, La. 70821 for payment. **In addition to the monthly pest control service of Item No. 114, treat this area for wasps & spiders, Including; Black Widow & Brown Recluse. Semi - Annually.**

SAFETY REQUIREMENTS: All materials used in this contract must conform to Federal, State and local ordinances and laws, and shall be acceptable to the owner. Rodenticides will be used with all due precaution to obviate the possibility of an accident to humans, domestic animals and pets. Special care shall be exercised in the use of liquid insecticides in areas having an asphaltic, mastic, or linoleum floor surface. Insecticides selected for use in treatment shall be labeled for that use. All pest control work shall be performed in a safe manner. Contractor shall take all necessary precautions to protect the work area to avoid unnecessary noise, confusion, dust or dirt and protect the health and safety of occupants of buildings and surrounding work areas. If equipment and other items must be removed during the performance of the work, it shall be the contractor's responsibility to check with appropriate building personnel to obtain the required approval before moving any equipment and / or other items. Contractor

shall be responsible for the clean-up and disposal of any debris and other contaminants after service is rendered.

EMPLOYEE REQUIREMENTS: All services provided under this agreement shall be performed by insured personnel, qualified to perform the required services by their education, training and experience in a competent, efficient and satisfactory manner. Contractor's employees shall be properly trained and certified in the latest pest control practices and techniques. Each technician must be licensed appropriately. Contractor shall provide proof of license/registration for each employee and copies of training certificates that are applicable to the Purchasing Department prior to award of the contract. Contractor will be required to have on hand or immediately available to them, an adequate supply of pest control treatment material in order to meet the Department's needs. Contractor's employees shall maintain a neat, clean and professional appearance at all times. Contractor's employees shall wear uniforms, shirts, hats, vest or aprons with the identifying name of their company.

SCHEDULE: Contractor's service representative will service all locations once per month, except for Head Start Centers with kitchens which shall be serviced twice per month as indicated. All areas requiring attention shall be treated in order to achieve effective insect and rodent control. Contractor must make additional special visits and treatments as deemed necessary at contractor's expense. Such service visits shall be made promptly when requested by a designated representative of the owner. All services, regular and special, shall be rendered at such times so as not to interfere with employees and other persons in or about the premises.

INSURANCE: Liability insurance must provide coverage under Insurance Code Standard Industrial Classification No. 73420202 (fumigation including completed operations) and Code No. 73420200 (extermination including pest control and completed operations excluding fumigation and use of gas of any kind), and all requirements listed on Contractor's and Subcontractor's Insurance included in this package. Corresponding/equivalent North American Industrial Classification System Liability Classifications also accepted.

KITCHEN REQUIREMENTS: Kitchens and food storage areas will be treated twice a month, along with other areas deemed necessary by the building representative or designee. Insecticides for businesses are not always labeled for use in kitchens, food serving areas and food preparation areas. Due to possible contamination of foods and utensils care must be taken in choosing the correct products for these sensitive areas. Always read and follow label instructions before mixing and applying any insecticide. **Vendor is never to apply insecticides while food is being prepared, served, eaten or otherwise open or exposed.**

AIRPORT SERVICE PROTOCOL – When servicing the Airport, check in at the Terminal Building. Ask for Dave Gordon (*or designated personnel*). Dave Gordon (*or designated personnel*) will escort you to the other buildings due to security.

VENDOR WORK EXPERIENCE

Prospective vendors must have 3 years combined commercial experience providing services outlined in the bid and of at least the same level of complexity as the scope of services outlined in this bid. All entities should be identified below.

Name of Entity	Years of Service	Entity Contact Person Name	Entity Contact Person Telephone Number / Email

**BIDDER'S ORGANIZATION
BIDDER IS:**

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held _____ this ____ day of _____, 20__ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This ____ day of _____, 20____.

SECRETARY

SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the ____ day of _____, 20__, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and _____ herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title: _____

Contract Period: _____

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. Bid Documents complete with terms and conditions
 - B. The Contractor's Proposal with all attachments.
 - C. The Specifications
 - D. The following enumerated addenda: _____
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

WITNESS:

**CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
Owner**

By _____
**Emile "Sid" Edwards
Mayor-President**

WITNESS:

**CONTRACTOR'S NAME
Contractor**

By _____

(Typed / Printed Name)

(Typed / Printed Title)