



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
P.O. Box 1471
Baton Rouge, Louisiana 70821

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Interim Director of Purchasing

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ADDENDUM NO. 1 ISSUED OCTOBER 24, 2025
RFP 2025-16-5140
Janitorial Services for Various Public Safety Facilities

Your reference is directed to the above-referenced RFP scheduled to open on **November 13, 2025, at 2:00 PM CST.**

This addendum is being issued to add a Non-Mandatory Pre-Proposal Conference (Walk-thru) Page 3, 1.3 Schedule of Events to be held **Tuesday, October 28, 2025 beginning at 9:00 AM** until all sites on the listing of bid items has been visited. This addendum will also make other changes as noted.

A map has also been attached to reflect the order in which the sites will be visited for the walk-thru.

The following updates are also being made on the **1.3 Schedule of Events: Deadline for Written questions revised from October 27, 2025 at 5PM to October 29, 2025 at 5PM.**

REMOVE PAGE 3 IN RFP IN ITS ENTIRETY AND REPLACE WITH ATTACHED PAGE 3.

REMOVE PAGE 9 IN RFP IN ITS ENTIRETY AND REPLACE WITH ATTACHED PAGE 9 TO REFLECT THE NON-MANDATORY PRE-PROPOSAL CONFERENCE.

REMOVE THE WORDING NOT REQUIRED FOR THIS RFP FROM SECTION 1.7.1 ON TABLE OF CONTENTS.

REMOVE SCHEDULE OF BID ITEMS FROM THIS RFP IN ITS ENTIRETY AND REPLACE WITH ATTACHED SCHEDULE OF BID ITEMS. NOTE: SOME LOCATIONS WITHIN THE POLICE DEPARTMENT HAVE BEEN REMOVED.

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

1.3 Schedule of Events

Item	Anticipated Schedule
RFP emailed to prospective proposers	October 10, 2025
Non-Mandatory Pre-Proposal Conference Walk-thru	October 28, 2025
Deadline to receive written inquiries	October 29, 2025 @ 5PM
Deadline to answer written inquiries	October 31, 2025
Proposal Opening Date (deadline for submitting proposals)	November 13, 2025 @ 2:00 PM
Presentations & Discussions (if applicable)	November 30, 2025
Notice of Intent to Award announcement and 14-day protest period begins, on or about	December 15, 2025
Contract execution, on or about	January 1, 2026

1.4 Proposal Submission

This RFP is available in PDF format. If a printed form is required, submit a written request to the RFP Contact. (See Section 1.7.2 for this RFP contact.)

Purchasing shall receive all proposals no later than the date and time shown in the Schedule of Events.

Important - - Clearly mark outside of envelope, box, or package with the following information and format:

X	Proposal Name:	Janitorial Services for Various Public Safety Facilities
X	Solicitation No.	2025-16-5140
X	Proposal Opening Date & Time:	November 13, 2025 at 2:00 PM

Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location.

Proposals may be delivered by hand or courier service to our physical location at:

City of Baton Rouge-Parish of East Baton Rouge
Purchasing Division
222 Saint Louis Street, Room 826, Baton Rouge, LA 70802

Or mailed to:

City of Baton Rouge-Parish of East Baton Rouge Purchasing Division
222 Saint Louis Street, Room 826, Baton Rouge, LA 70802

The proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposers must be prepared to defend why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer's confidential data, the state will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the City of Baton Rouge-Parish of East Baton Rouge and hold City of Baton Rouge-Parish of East Baton Rouge harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order City of Baton Rouge-Parish of East Baton Rouge to disclose the information. If the owner of the asserted data refuses to indemnify and hold the City of Baton Rouge-Parish of East Baton Rouge harmless, the City of Baton Rouge-Parish of East Baton Rouge may disclose the information.

The City of Baton Rouge-Parish of East Baton Rouge reserves the right to make any proposal, including proprietary information contained therein, available to the Purchasing Division personnel, other City-Parish agencies or organizations, and the project consultant for the sole purpose of assisting City of Baton Rouge-Parish of East Baton Rouge in its evaluation of the proposal. The City of Baton Rouge-Parish of East Baton Rouge shall require said individuals to protect the confidentiality of any specifically identified proprietary or privileged business information obtained due to their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from Purchasing. When submitting your redacted copy, you should clearly mark the cover as "REDACTED COPY" to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information have been removed."

1.7 Proposal Clarifications Prior to Submittal

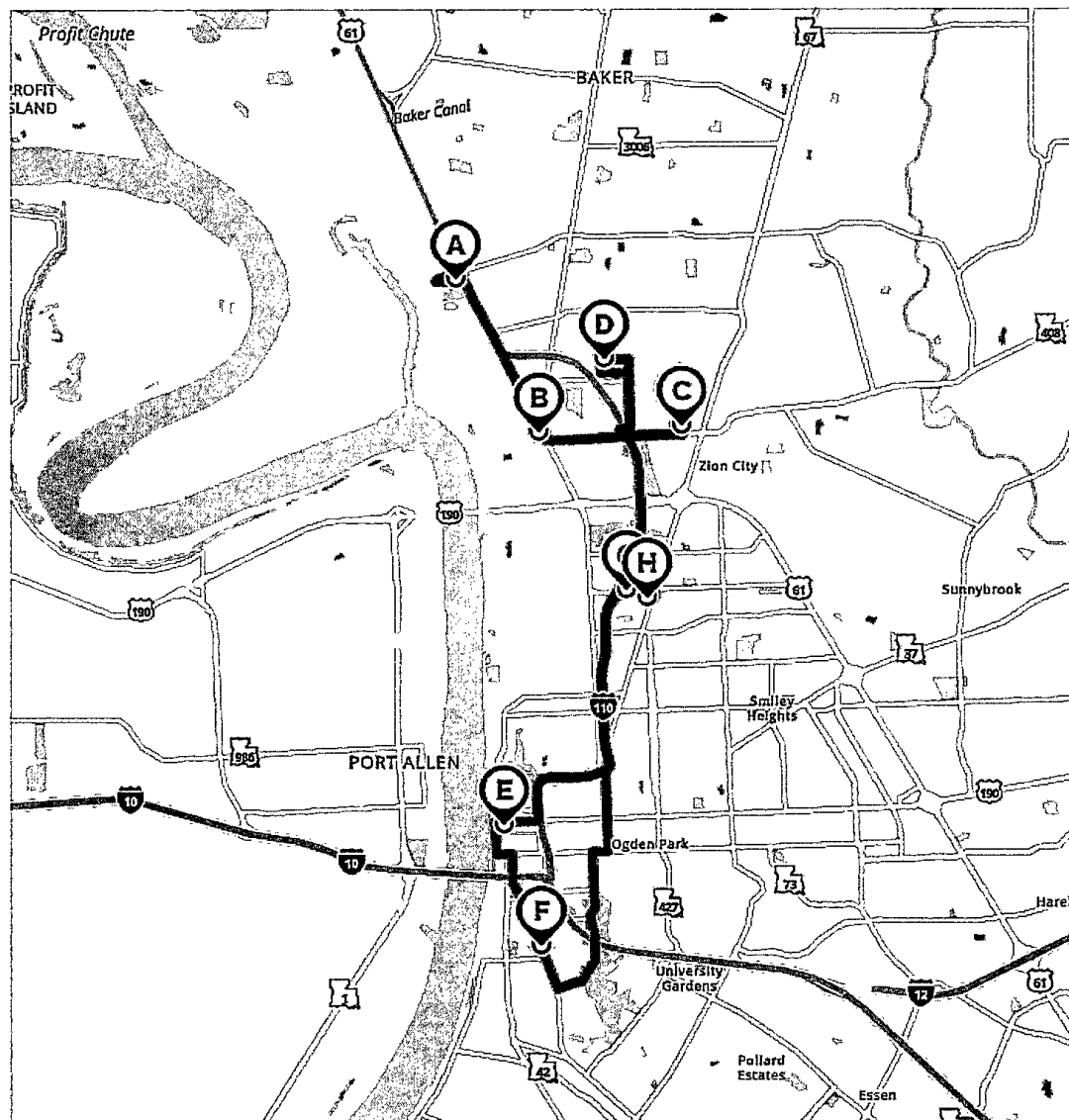
1.7.1 Pre-proposal Conference

A non-mandatory pre-proposal conference will be held on Tuesday, October 28, 2025 beginning @ 9:00 AM CT to begin a walkthrough of each site. The conference will start promptly @ 9:00 AM CT and begin at 100 W. Thomas Road, Baker, LA.

Attendance is not mandatory but strongly encouraged.

Prospective proposers may participate in the conference to obtain clarification of the requirements of the Request for Proposal and to receive answers to relevant questions. Any firm intending to submit a proposal should have at least one duly authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the official answer or position of City of Baton Rouge-Parish of East Baton Rouge will be stated in writing in response to written questions



Your Trip:



100 W Thomas Rd
to 4545 Plank Rd
7 stops

53 min
24.4 miles

IRS reimbursement: **\$16.32**

11 min (3.04 miles)
100 W Thomas Rd to 8227 Scenic Hwy

 100 W Thomas Rd



Head north. Go for 371 ft.

Then 0.07 miles



Turn right toward W Thomas Rd. Go for 0.3 mi.

Then 0.3 miles



Turn slightly right onto W Thomas Rd. Go for 0.3 mi.

Then 0.3 miles



Turn right onto Scenic Hwy (US-61 S). Go for 1.0 mi.

Then 1.0 miles



Keep left onto Scenic Hwy (US-61 S). Go for 1.3 mi.

Then 1.3 miles



Turn right. Go for 285 ft.

Then 0.05 miles



8227 Scenic Hwy
Baton Rouge, LA 70807-4930

6 min (2.06 miles)

8227 Scenic Hwy to 8011 Merle Gustafson Dr



8227 Scenic Hwy



Head southeast. Go for 285 ft.

Then 0.05 miles



Turn right onto Scenic Hwy (US-61 S). Go for 0.1 mi.

Then 0.1 miles



Turn left onto Harding Blvd (LA-408). Go for 1.8 mi.

Then 1.8 miles



Turn left onto Merle Gustafson Dr. Go for 394 ft.

Then 0.07 miles



Turn left. Go for 141 ft.

Then 0.03 miles



Turn right. Go for 128 ft.

Then 0.02 miles



Turn right. Go for 66 ft.

Then 0.01 miles



8011 Merle Gustafson Dr
Baton Rouge, LA 70807-5202

5 min (2.13 miles)

8011 Merle Gustafson Dr to 2727 Lt Gen Ben Davis Jr Ave



8011 Merle Gustafson Dr



Head north. Go for 174 ft.

Then 0.03 miles



Turn right toward Merle Gustafson Dr. Go for 82 ft.

Then 0.02 miles



Turn right onto Merle Gustafson Dr. Go for 0.1 mi.

Then 0.1 miles



Turn right onto Harding Blvd (LA-408 W). Go for 0.6 mi.

Then 0.6 miles



Turn right onto Veterans Memorial Blvd toward Metro Airport. Go for 0.5 mi.

Then 0.5 miles



Keep left onto Veterans Memorial Blvd toward Rental Car Return. Go for 0.5 mi.

Then 0.5 miles



Turn left onto Lt Gen Ben Davis Jr Ave. Go for 0.3 mi.

Then 0.3 miles



2727 Lt Gen Ben Davis Jr Ave
Baton Rouge, LA 70807-8075

21 min (8.10 miles)

2727 Lt Gen Ben Davis Jr Ave to 201 3rd St



2727 Lt Gen Ben Davis Jr Ave



Head west on Lt Gen Ben Davis Jr Ave. Go for 79 ft.

Then 0.01 miles



Turn left onto Jessie Brown Dr. Go for 0.2 mi.

Then 0.2 miles



Turn left onto Brigadier General Issac Smith Ave. Go for 0.4 mi.

Then 0.4 miles



Turn right onto Veterans Memorial Blvd. Go for 0.8 mi.

Then 0.8 miles



Turn right onto Harding Blvd (LA-408 W) toward I-110 S/Baton Rouge/Southern University. Go for 430 ft.

Then 0.08 miles



Take ramp onto I-110 S (The Great River Rd) toward Baton Rouge. Go for 5.4 mi.

Then 5.4 miles



Take exit 1G toward N Ninth St/Downtown. Go for 0.3 mi.

Then 0.3 miles



Keep right onto N 9th St toward N Ninth St/Capitol Park Downtown. Go for 0.5 mi.

Then 0.5 miles



Turn right onto Florida St (US-61-BR/US-190-BR). Go for 0.4 mi.

Then 0.4 miles



Turn left onto N Fourth St. Go for 384 ft.

Then 0.07 miles



Turn right onto Convention St. Go for 381 ft.

Then 0.07 miles



Turn right onto 3rd St. Go for 115 ft.

Then 0.02 miles



201 3rd St
Baton Rouge, LA 70801-1305

6 min (2.06 miles)
201 3rd St to 2265 Highland Rd

 **201 3rd St**

 Head north on 3rd St. Go for 266 ft.

Then 0.05 miles

 Turn left onto Florida St (US-61-BR/US-190-BR). Go for 0.1 mi.

Then 0.1 miles

 Turn left onto River Rd. Go for 0.4 mi.

Then 0.4 miles

 Continue on Government St. Go for 0.2 mi.

Then 0.2 miles

 Turn right onto St Ferdinand St. Go for 0.3 mi.

Then 0.3 miles

 Continue on Highland Rd. Go for 1.0 mi.

Then 1.0 miles

 **2265 Highland Rd**
Baton Rouge, LA 70802-7247

17 min (6.37 miles)

Then 0.08 miles

 **2905 Evangeline St**
Baton Rouge, LA 70805-3435

2 min (0.60 miles)
2905 Evangeline St to 4545 Plank Rd

 **2905 Evangeline St**

 Head toward Longfellow Dr on Evangeline St. Go for 0.4 mi.

Then 0.4 miles

 Turn right onto Plank Rd (LA-67). Go for 0.2 mi.

Then 0.2 miles

 Turn right onto Private St. Go for 289 ft.

Then 0.05 miles

 Turn right. Go for 108 ft.

Then 0.02 miles

 **4545 Plank Rd**
Baton Rouge, LA 70805-4138

2265 Highland Rd to 2905 Evangeline St

 **2265 Highland Rd**



Head toward E Harding St on Highland Rd. Go for 0.6 mi.

Then 0.6 miles



Turn left onto E State St. Go for 0.3 mi.

Then 0.3 miles



Turn left onto Dalrymple Dr. Go for 1.8 mi.

Then 1.8 miles



Turn right onto Government St (LA-73). Go for 0.2 mi.

Then 0.2 miles



Turn left onto S 22nd St (LA-67). Go for 1.0 mi.

Then 1.0 miles



Take ramp onto I-110 N (The Great River Rd). Go for 2.2 mi.

Then 2.2 miles



Take exit 4 toward Evangeline St. Go for 0.2 mi.

Then 0.2 miles



Turn right onto Evangeline St. Go for 400 ft.

Schedule of Bid Items

Page 1 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety facilities. All items should be bid, A blank space, Zero, or NA may cause your bid to be deemed non-responsive: Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12.

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0001	BASE PRICE Janitorial Services for 1 st District Precinct Cleaning Schedule: M-F 8AM-5PM 4545 Plank Road Janitorial Service per attached specifications. Square feet per location is approximate.	8,800	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0002	Shampoo Carpet (once per year) 1 st District Police Precinct, 4545 Plank Road	2100	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0003	Strip/Wax Bare Floors (once per year) 1 st District Police Precinct 4545 Plank Road	6,700	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COS
0004	BASE PRICE Janitorial Services for the 2 nd District – Police Precinct Cleaning Schedule M-Sunday 8AM-5PM 2265 Highland Road Janitorial Service per attached specifications Square feet per location is approximate	2,304	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0005	Shampoo Carpet (once per year) 2 nd District Police Precinct 2265 Highland Road	324	Sq. Ft/	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0006	Strip/Wax Bare Floors (once per year) - 2nd District Police Precinct 2265 Highland Road	1,980	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0007	BASE PRICE - Janitorial Services for 4th District Police Precinct Cleaning Schedule: M-F 8am-5pm 8227 Scenic Hwy. Janitorial Service per attached specifications Square feet per location is approximate	3,200	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 2 of 5

It is the intent of this proposal to establish prices for Janitorial Services to be performed at Various Public Safety Facilities. **All items should be bid, A blank space, Zero, or NA may cause your bid to be deemed non-responsive:** Zero (0), N/A or a blank space on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is NO CHARGE, or NO BID please write that in the Unit price column. Annual Cost/Extended Total is the Unit Price multiplied by the quantity (square footage) x 12

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0008	Shampoo Carpet (once per year) 4 th District Police Precinct 8227 Scenic Hwy	3,011	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0009	Strip/Wax Bare Floors (once per year) - 4th District Police Precinct 8227 Scenic Hwy.	189	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
	SUBTOTAL POLICE ITEMS 1-9				
0010	BASE PRICE - Janitorial Services for Fire Department Headquarters Cleaning Schedule: M-F 8am-4pm 8011 Merle Gustafson Drive Day Attendant M-F 6 am – 3 pm Janitorial Service per attached specifications Square feet per location is approximate	16,815	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0011	Shampoo Carpet (once a year) Fire Department Headquarters 8011 Merle Gustafson Drive	13,452	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0012	Strip/Wax Bare Floors (once per year) Fire Department Headquarters 8011 Merle Gustafson Drive	3,363	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0013	Day Attendant: M-F 6:00 am- 3:00pm Fire Department Headquarters 8011 Merle Gustafson Drive	1	Month	\$ _____ Price per month	\$ _____ ANNUAL COST

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Schedule of Bid Items

Page 3 of 5

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ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0014	BASE PRICE - Janitorial Services for Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive Cleaning Schedule: M-F 7am-3:30pm Empty trash, sweep, mop and clean offices & bathrooms. Janitorial Service per attached specifications. Square feet per location is approximate	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0015	Strip/Wax Bare Floors (once per year) Fire Department - Maintenance Outbuilding 8011 Merle Gustafson Drive	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0016	BASE PRICE - Janitorial Services for Fire Department - Mechanic Shop Outbuilding Cleaning Schedule: M-F 7am-3:30pm Empty trash, sweep, mop and clean offices & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications. Square feet per location is approximate	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0017	Strip/Wax Bare Floors (once per year) Fire Department - Mechanic Shop Outbuilding 8011 Merle Gustafson Drive	480	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0018	BASE PRICE - Janitorial Services for Fire Department – Supply Building Cleaning Schedule: M-F 6:30am Once Daily Empty trash, sweep, mop and clean office & bathrooms 8011 Merle Gustafson Drive Janitorial Service per attached specifications Square Feet per location is approximate	202	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0019	Strip/Wax Bare Floors (once per year) Fire Department – Supply Building 8011 Merle Gustafson Drive	202	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
SUBTOTAL FIRE DEPT. GROUP ITEMS 10-19					

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 4 of 5

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ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0020	BASE PRICE - Janitorial Services for SRT/K9 Building Cleaning Schedule: 2 times per week 3737 Brig. General Davis Avenue Janitorial Service per attached specifications. Square feet per location is approximate	2,770	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0021	Strip/Wax Bare Floors (once per year) for SRT/K9 Building 3737 Brig. General Davis Avenue	2,770	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0022	Janitorial Services for Police Department Crime Division Building per specifications 2905 Evangeline Street (13 Employees/16 active workstations) Cleaning Schedule: Monday after 12:00 p.m.; Wednesday and Friday before 12:00 p.m.	5,519	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST
0023	Janitorial Services for Police Annex Building per attached specifications 100 West Thomas Road (18 Employees) Cleaning Schedule: Monday and Thursday 8:00 a.m.	5,800	Sq. Ft.	\$ _____ Price per square foot	\$ _____ ANNUAL COST

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.

Schedule of Bid Items

Page 5 of 5

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ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED TOTAL
0024	Janitorial Services for Police Annex Building per attached specifications 100 West Thomas Road (18 Employees) Cleaning Schedule: Monday and Thursday 8:00 am.	5,800	Sq. Ft.	\$ Price per square foot	\$ ANNUAL COST
0025	Base Price - Janitorial Services to be performed at the 5TH District Police Precinct 201 3rd Street Cleaning Schedule: M-F 8 am-5 pm Janitorial Service per attached specifications. Square feet per location is approximate.	1,000	Sq. Ft.	\$ Price per square foot	\$ ANNUAL COST
SUBTOTAL POLICE GROUP ITEMS 20-25					
TOTAL ALL ITEMS					

NOTE: All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the servicing of this agreement.