



Office of the Mayor-President

Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis St. 8th Floor Room 826
P.O. Box 1471
Baton Rouge, Louisiana 70821
225-389-3259 FAX 225-389-4841
purchasinginfo@brgov.com

Phil Gore
Interim Director of Purchasing

ADDENDUM NO. 1
November 20, 2025

Your reference is directed to: **File Number: 25-090900**

Solicitation Number: **A25-90900 Temporary Labor Service for Building
Maintenance and Construction**

Scheduled to open: **December 1, 2025 at 11:00 am CST**

The following Questions & Answers will be made part of the above referenced solicitation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to 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 bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 25-090900

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

Addendum No. 1

Questions & Answers

Question 1:

Regarding Pricing and Markup: Could the City-Parish clarify whether bidders should submit fully burdened hourly rates (including fringe, overhead, and profit) or a markup percentage over direct labor cost?

Answer 1:

Yes

Question 2:

Regarding Contract Type and Payment: The bid document indicates *Payment Terms: Net 30*. Could you please confirm if payment will be issued per service completion or on a recurring schedule (e.g., bi-weekly/monthly invoicing)?

Answer 2:

Payment will be done as soon as possible after invoices are received from the awarded vendor.

Question 3:

Regarding Personnel Conversion: If a temporary worker provided under this contract is later hired directly by the City-Parish, would such a conversion be allowed, and would any restrictions or fees apply?

Answer 3:

The conversion would be allowed; the restrictions of the new position's job requirements would apply

Question 4:

Could The City-Parish, please confirm the estimated budget for this RFP?

Answer 4:

No budget has been established for this RFP

Question 5:

Is this a brand-new requirement, or are there existing vendors currently handling this work? If yes, could you share their names?

Answer 5:

A public records request will need to be request to share the current vendor(s) name(s)

Question 6:

Besides the contract expiration, was there any other reason behind releasing this solicitation?

Answer 6:

Due to contract expiration, a new contract needs to be established

Question 7:

Are there any service issues or challenges with the current vendor(s) that the City-Parish hopes to resolve through this RFP?

Answer 7:

No; service will be limited to specifications of the contract

Addendum No. 1
Questions & Answers
(continued)

Question 8:

What is typically the average duration of assignments under this contract?

Answer 8:

Service varies, depending on the complexity of assignment and project needs

Question 9:

How many Full-Time Staff (FTS) are required for these services?

Answer 9:

Staffing varies depending on the complexity of assignment and project needs

Question 10:

How many Full-Time Staff (FTS) are currently engaged for these services?

Answer 10:

Staffing varies depending on the complexity of assignment and project needs

Question 11:

Could the City-Parish please share copies of the existing vendors' proposals and their current rate/cost sheets?

Answer 11:

A public records request will need to be requested to share copies of the existing vendors' proposals and their current rate/cost sheets?

Question 12:

Is there a local vendor preference?

Answer 12:

No

Question 13:

Please confirm, we need to submit the certificate of insurance with the response.

Answer 13:

The COI is not required with bid response but will required prior to award to chosen vendor, per the attached CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE form.

Question 14:

Please confirm, it is mandatory to utilize the SBE/MBE for this contract. If yes, please provide the goal.

Answer 14:

The SBE/MBE is not required but highly encouraged.

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Questions & Answers
(continued)

Question 15:

Please clarify we need to submit the business license for the state of LA.

Answer 15:

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..

Question 16:

Please clarify which format we follow to prepared the proposal ?

Answer 16:

Bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. 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

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**