



**Office of the Mayor-President**

Purchasing Division  
City of Baton Rouge  
Parish of East Baton Rouge  
222 St. Louis St. 8<sup>th</sup> Floor Room 826  
P.O. Box 1471  
Baton Rouge, Louisiana 70821  
225-389-3259 FAX 225-389-4841  
[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**Phil Gore**  
Interim Director of Purchasing

**ADDENDUM NO. 1**  
**January 5, 2026**

Your reference is directed to **File Number: 26-091036**  
Solicitation Number **A26-91036 Air Handling Units - EBRP Libraries**  
Scheduled to open: **January 13, 2026, 11:00 am CST**

The following changes 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 26-091036

[dsstewart@brla.gov](mailto:dsstewart@brla.gov)  
225-389-3259 x 3264

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Signature

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Date

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Company

## MANDATORY JOB SITE VISIT FORM

Only companies represented at the mandatory pre-bid conference and who include mandatory job site visit form with their bid will be considered for award through this Invitation to Bid.

Bidders must include this signed statement page with their bid.

This signed statement certifies that the Contractor named below has visited the job sites and is familiar with all conditions surrounding fulfillment of the specifications for this project.

SITE LOCATION	CITY PARISH REPRESENTATIVE
<b>MAIN LIBRARY</b> 7711 Goodwood Boulevard, Baton Rouge, LA 70806	
<b>BAKER BRANCH LIBRARY</b> 3501 Groom Road, Baker, LA 70714	
<b>BLUEBONNET REGIONAL BRANCH LIBRARY</b> 9200 Bluebonnet Boulevard, Baton Rouge, LA 70810	
<b>CARVER BRANCH LIBRARY</b> 720 Terrace Street, Baton Rouge, LA 70802	
<b>CENTRAL BRANCH LIBRARY</b> 11260 Joor Road, Baton Rouge, LA 70818	
<b>DELMONT GARDENS BRANCH LIBRARY</b> 3351 Lorraine Street, Baton Rouge, LA 70805	
<b>EDEN PARK BRANCH LIBRARY</b> 5131 Greenwell Springs Road, Baton Rouge, LA 70806	
<b>FAIRWOOD BRANCH LIBRARY</b> 12910 Old Hammond Highway, Baton Rouge, LA 70816	
<b>GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY</b> 11300 Greenwell Springs Road, Baton Rouge, LA 70814	
<b>JONES CREEK REGIONAL BRANCH LIBRARY</b> 6222 Jones Creek Road, Baton Rouge, LA 70817	
<b>PRIDE-CHANEYVILLE BRANCH LIBRARY</b> 13600 Pride-Port Hudson Road, Pride, LA 70770	
<b>RIVER CENTER BRANCH LIBRARY</b> 250 North Boulevard, Baton Rouge, LA 70802	
<b>SCOTLANDVILLE BRANCH LIBRARY</b> 7373 Scenic Highway, Baton Rouge, LA 70807	
<b>ZACHARY BRANCH LIBRARY</b> 1900 Church Street, Zachary, LA 70791	
<b>SOUTH BRANCH</b> <b>2210 Glasgow Ave , Baton Rouge</b>	<b>To Be Determined</b>

**Project Contact: Alvin Rattle**  
**225-231-3779**

## Schedule of Bid Items

**Vendor travel time to and from City-Parish jobsite is included. All items, except Item 0015, must be bid. A blank space or NA may cause your bid to be deemed non-responsive: If your intention is NO CHARGE for an item, please write "NO CHARGE" in that item's Unit Price column. The vendor with the LOWEST weighted award will receive consideration for contract award. For Item 0020, a number (without decimal) from 0 to 100 must be entered (0% = 0, 10% = 10, 25% = 25, 33% = 33 ...100% = 100). All prices bid must be inclusive of all charges.**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
0001	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT MAIN LIBRARY	1	EACH	\$ _____	\$ _____
0002	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT BAKER LIBRARY	1	EACH	\$ _____	\$ _____
0003	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT BLUEBONNET LIBRARY	1	EACH	\$ _____	\$ _____
0004	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT CARVER LIBRARY	1	EACH	\$ _____	\$ _____
0005	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT CENTRAL LIBRARY	1	EACH	\$ _____	\$ _____
0006	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT DELMONT LIBRARY	1	EACH	\$ _____	\$ _____
0007	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT EDEN LIBRARY	1	EACH	\$ _____	\$ _____
0008	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT FAIRWOOD LIBRARY	1	EACH	\$ _____	\$ _____
0009	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT GREENWELL SPRINGS LIBRARY	1	EACH	\$ _____	\$ _____

**Normal working hours are Monday through Fridays, 8:00 a.m. to 5:00 p.m.; Week-ends are Saturday and Sunday**

**The following are considered City Parish holidays; the dates may change but the holidays remain: New Year's Day, Martin Luther King Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and a Floating Holiday (normally the day after Thanksgiving)**

**NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee may relate to the Specifications.**

## Schedule of Bid Items

**Vendor travel time to and from City-Parish jobsite is included. All items, except Item 0015, must be bid. A blank space or NA may cause your bid to be deemed non-responsive: If your intention is NO CHARGE for an item, please write "NO CHARGE" in that item's Unit Price column. The vendor with the LOWEST weighted award will receive consideration for contract award. For Item 0020, a number (without decimal) from 0 to 100 must be entered (0% = 0, 10% = 10, 25% = 25, 33% = 33 ...100% = 100). All prices bid must be inclusive of all charges.**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
0010	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT JONES CREEK LIBRARY	1	EACH	\$ _____	\$ _____
0011	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT PRIDE-CHANEYVILLE LIBRARY	1	EACH	\$ _____	\$ _____
0012	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT RIVER CENTER LIBRARY	1	EACH	\$ _____	\$ _____
0013	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT SCOTLANDVILLE LIBRARY	1	EACH	\$ _____	\$ _____
0014	RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT ZACHARY LIBRARY	1	EACH	\$ _____	\$ _____
0015	<b>RATE FOR ANNUAL CLEANING OF AIR HANDLING UNITS DURING NORMAL WORKING HOURS (EXCLUDING HOLIDAYS) AT SOUTH BRANCH LIBRARY</b>	<b>1</b>	<b>EACH</b>	<b>To be Determined</b>	<b>To be Determined</b>
0016	LABOR RATE FOR CALL-OUTS NORMAL WORKING HOURS (EXCLUDING HOLIDAYS)	1	HOUR	\$ _____	\$ _____
0017	LABOR RATE FOR CALL-OUTS AFTER NORMAL WORKING HOURS (EXCLUDING HOLIDAYS)	1	HOUR	\$ _____	\$ _____
0018	LABOR RATE FOR WEEK-END CALL-OUTS (EXCLUDING HOLIDAYS)	1	HOUR	\$ _____	\$ _____
0019	LABOR RATE FOR HOLIDAY CALL-OUTS	1	HOUR	\$ _____	\$ _____
0020	ORIGINAL EQUIPMENT MANUFACTURER STANDARD REPLACEMENT PARTS – NOTE: Any parts item with a net discount price in excess of \$5,000 is excluded from this contract.	1	Price List Used & Date of Issue _____		Discount % _____

Normal working hours are Monday through Fridays, 8:00 a.m. to 5:00 p.m.; Week-ends are Saturday and Sunday

The following are considered City Parish holidays; the dates may change but the holidays remain: New Year's Day, Martin Luther King Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and a Floating Holiday (normally the day after Thanksgiving)

**NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee may relate to the Specifications**

# AWARD DETERMINATION

All item, except Item 0015 must be bid for vendor to be considered for award.

Award consideration will be determined by the lowest sum of the following:

Item 0001 Unit Price  
+  
Item 0002 Unit Price  
+  
Item 0003 Unit Price  
+  
Item 0004 Unit Price  
+  
Item 0005 Unit Price  
+  
Item 0006 Unit Price  
+  
Item 0007 Unit Price  
+  
Item 0008 Unit Price  
+  
Item 0009 Unit Price  
+  
Item 0010 Unit Price  
+  
Item 0011 Unit Price  
+  
Item 0012 Unit Price  
+  
Item 0013 Unit Price  
+  
Item 0014 Unit Price  
+  
Item 0016 Unit Price  
+  
Item 0017 Unit Price  
+  
Item 0018 Unit Price  
+  
Item 0019 Unit Price  
+  
Item 0020 Unit Price Calculation:  
 $\$100 - [ (\text{Item 0020 Discount \%} / 100) * \$100.00 ]$

The vendor with the LOWEST weighted award will receive consideration for contract award. For Item 0020, a number (without decimal) from 0 to 100 must be entered (0% = 0, 10% = 10, 25%= 25, 33% = 33 ...100% = 100). All prices bid must be inclusive of all charges.

## SPECIFICATIONS

The East Baton Rouge Parish Library system requires annual cleaning services of coils of air handling units (AHU) and repairs as needed at all library locations. The library desires a contract to obtain these services. It is the intent of the City of Baton Rouge to award this contract to one vendor. **All items, except Item 0015, must be bid.** If your intention for an item is NO CHARGE, please write "NO CHARGE" in the item's Unit Price column.

**The Library reserves the right to amend this contract to include new locations when renovations or constructions is complete. The charge for Item 0015, South Branch Library will be determined at a later date.**

### Annual Coil Cleaning

It is the responsibility of the Contractor to perform all manufacturers' recommended procedures for annual coil cleaning, by the manufacturers' technical manuals for respective equipment. The contractor shall provide materials and labor to perform an annual chemical clean of **ALL** hot and cold chill water coils, direct expansion (DX) packaged ducted and ductless split unit evaporators, and corresponding condensing unit coils. The contractor will be responsible for providing, handling and disposing of all materials needed; additionally, at no time shall spent / used materials be stored on the facility property.

### Repairs

All materials are to be installed per the Air Handling Unit and the part manufacturers' specifications. All materials indicated on the material list shall be Brand Name or Equal. The contractor shall be responsible for procuring, shipping, handling and receiving of the replacement materials. Unless explicitly preauthorized by the library Facilities Manager, the contractor shall not have any materials sent to any library location or the shipping/ receiving department at the Main Library. The Contractor shall maintain a supply of common parts on hand so that these are readily available for minor repairs, to include: hoses, belts, oil, chemicals, coolant, grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), Material Safety Data Sheet, cleaning material, and oil spill containment kits shall be provided by the contractor. The contractor should inventory supplies after each visit and order replacements as needed.

### Exclusion

This contract does NOT include materials for major repair of equipment and replacement of hardware (e.g., bearings, pistons, piston rings, crankshaft, gears and etc.) **Hardware replacements will be separately priced out by the Contractor for the agency's approval and acceptance.**

The agency has the option to accept or reject the Contractor's quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required, the Contractor shall utilize agency-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.