



**Office of the Mayor-President**  
Purchasing Division

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

**Philip Gore**  
Interim Director of Purchasing

225/389-3259 [purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**ADDENDUM NO. 2 ISSUED**  
**RFP 2025-18-5400 – JANITORIAL SERVICES**  
**FOR ATM/EOC BUILDING ISSUED JANUARY 16, 2026**

Your reference is directed to the above-referenced RFP which has proposals due on January 29, 2026 at 2:00 PM CST.

This addendum is being issued to respond to written questions received during the Inquiry Period for this RFP.

The questions received and their responses are as follows:

Q1 Is there an estimated budget or encumbered amount for this project?

R1 **No.**

Q2 Is there a previous contractor in place for this request?

R2 **Yes.**

Q3 Is there a maximum or set budget for this project?

R3 **No.**

Q4 Will the washer and dryer be available for us to use in cleaning the towels utilized within the building?

R4 **No.**

Q5 Is there a minimum number of workers required for the scope of services requested?

R5 **See specification for minimum; Contractor must have enough staff to complete daily tasks.**

Q6 Is this a federally funded contract under the Davis Bacon Act, which mandates prevailing wages for laborers?

R6 **No.**

Q7 We are preparing pricing for **RFP 2025-18-5400 – Janitorial Services for the ATM/EOC Building** and have reviewed the solicitation and Addendum No. 1 in detail. To ensure our pricing is accurate and fully responsive, we respectfully request clarification on the limited items below that are not explicitly defined in the documents.

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R7      See responses below:

**Pricing Clarification Questions**

1. We are preparing pricing for RFP 2025-18-5400 – Janitorial Services for the ATM/EOC Building and have reviewed the solicitation and Addendum No. 1 in detail. To ensure our pricing is accurate and fully responsive, we respectfully request clarification on the limited items below that are not explicitly defined in the documents.

1. Pricing Clarification Questions

1. 1. EOC Activation – Level of Effort  
During EOC ACTIVE mode, please clarify:

- Whether janitorial coverage is required 24 hours per day, and

No.

- Whether staffing during activation is expected to be continuous or on an as-needed/on-call basis. Additionally, if available, please provide the historical average number of EOC activation days per year for planning purposes.

Normal scheduled work hours.

1. 2. Consumable Supplies

Please confirm whether the Contractor is responsible for furnishing consumable supplies (e.g., toilet paper, paper towels, soap, trash liners), or if these are provided by the City.

The Contractor is responsible for providing all supplies. The City will supply dispensers if needed.

1. 3. Periodic Services Pricing

Please confirm whether strip/wax floor services and carpet shampooing are to be:

- Included in the base square-foot pricing, or
- Priced only as separate line items on the Schedule of Bid Items.  
If available, historical frequency data for these services would be helpful for cost estimating.

Refer to Line item 243

1. 4. Background Checks & Drug Screening – Ongoing Requirements

Beyond pre-employment screening, please clarify whether periodic re-checks or additional drug screens during the contract term should be assumed as a pricing requirement, and if so, under what circumstances.

When requested by the Agency.

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1. 5. Invoice Adjustments During Activation or Space Changes  
Please confirm whether monthly invoicing during:

- EOC activation periods, or
- Temporary additions/deletions of square footage should remain fixed until a formal contract amendment is issued, or if adjustments may be invoiced immediately upon written direction.

City may add or delete square footage as deemed necessary and will do by means of contract amendment.

Q8 What are the expectations for window cleaning?

R8 Door glass interior and exterior; windows interior only.

Q9 What are the cleaning requirements for outside of the building?

R9 Door glass exterior.

**Attachments**

- Mandatory Pre-Proposal and Job Site Visit Sign In Sheets

**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 bid, 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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company



**SIGN IN SHEET for MANDATORY PRE-PROPOSAL MEETING - JOB SITE VISIT**

RFP 2025-18-5400 - Janitorial Services for ATM/EOC Building  
3773 Harding Blvd., Baton Rouge, LA  
December 29, 2025 9:00 AM

Date: 12/29/25 Start Time: 9:00 AM End Time: \_\_\_\_\_

REPRESENTATIVE NAME (Please Print)	Company Name (Please Print)	Phone Number (Please Print)	Email Address (Please Print)	REPRESENTATIVE NAME (Signature)
1 <u>Dr. Ferens</u>	<u>Citibank</u>	<u>225-389-3355</u>	<u>Kevin@Citibank.com</u>	<u>[Signature]</u>
2 <u>Tyler Crocker</u>	<u>Solix</u>	<u>504-618-9783</u>	<u>tyler.crocker@solix.com</u>	<u>[Signature]</u>
3 <u>David Johnson</u>	<u>ServiceMaster</u>	<u>225-333-8154</u>	<u>David@ServiceMaster.com</u>	<u>[Signature]</u>
4 <u>Dmar James</u>	<u>DOH Janitorial Inc</u>	<u>225-663-0159</u>	<u>dmar.james@dohjanitorial.com</u>	<u>[Signature]</u>
5 <u>Scott Sanders</u>	<u>Finman Enterprises LLC</u>	<u>225-337-5711</u>	<u>ssanders@janikingee.com</u>	<u>[Signature]</u>
6 <u>Alfred Bell</u>	<u>Bell's Janitorial LLC</u>	<u>225-288-6107</u>	<u>albell@belljanitorial.com</u>	<u>[Signature]</u>
7 <u>Ally Hinton</u>	<u>Danelli's</u>	<u>504-482-1040</u>	<u>Ally@Danelli's.com</u>	<u>[Signature]</u>
8 <u>Shawn Richard</u>	<u>Pure Elegance Cleaning Service</u>	<u>504-215-8889</u>	<u>shawn@pureelegancecleaning.com</u>	<u>[Signature]</u>
9 <u>Phonda Butler</u>	<u>TRR Cleaning Service</u>	<u>504-376-5551</u>	<u>phonda@trrcleaning.com</u>	<u>[Signature]</u>
10 <u>Euse Wellman</u>	<u>UCBM</u>	<u>214-930-0371</u>	<u>Kelly@ucbm.com</u>	<u>[Signature]</u>
11 <u>Melanie Hester</u>	<u>A Regular Touch</u>	<u>225-421-7470</u>	<u>melanie@aregulartouch.com</u>	<u>[Signature]</u>
12 <u>DeAnna Davis Carroll</u>	<u>Dees Cleaning Service, LLC</u>	<u>225-538-3723</u>	<u>dcarroll@deescleaning.com</u>	<u>[Signature]</u>

**SIGN IN SHEET for MANDATORY PRE-PROPOSAL MEETING - JOB SITE VISIT**

RFP 2025-18-5400 – Janitorial Services for ATM/EOC Building  
 3773 Harding Blvd., Baton Rouge, LA  
 December 29, 2025 9:00 AM

Date: 12/29/25 Start Time: 9:00 AM End Time: \_\_\_\_\_

REPRESENTATIVE NAME (Please Print)	Company Name (Please Print)	Phone Number (Please Print)	Email Address (Please Print)	REPRESENTATIVE NAME (Signature)
13 David Curtis	<del>AAA</del> Prestige Staffing and Services	225-105-3508	david@compna.com	David Curtis
14 Jesse McBrine	CRS Satisfaction Solutions	855-205-2790	jmcbrine@crs.global	Jesse McBrine
15 Cille Outhits Cleaning		504-416-5276	Curtis@bridgewater.com	Curtis Bridgewater
16 Cordia Walker	Bldg Maint	225-389-2108		Cordia Walker
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**SIGN IN SHEET for MANDATORY PRE-PROPOSAL MEETING - JOB SITE VISIT**  
**RFP 2025-18-5400 - Janitorial Services for ATM/EOC Building**  
**3785 Harding Blvd., Baton Rouge, LA**

December 29, 2025 9:00 AM



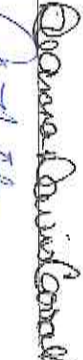





REPRESENTATIVE NAME (Please Print)			Company Name (Please Print)	Phone Number (Please Print)	Email Address (Please Print)	REPRESENTATIVE NAME (Signature)
1	Don Foreman	City of Baton Rouge	225-485-3225	Herem Chabgar		
2	Abdul Bell	Bevic Janitorial LLC	225-258-0107	abellbevicjanitorial.com		Abdul Bell
3	Rhonda Butler	T+R Cleaning Service	504-376-5551	t+rcleaning@ttr.com		
4	Sharon Hickard	Pure Elegance Cleaning Service	215-8084	Pureelegancecleaning.com		Sharon Hickard
5	David Curtis	<del>Elite</del> Residential Staffing and Services	225-205-3568	david@compno.com		David Curtis
6	Tyler Crook	Soft & Co	504-614-9723	tyler.crook@softandco.com		Tyler Crook
7	Suzanne Bridgewater	Elite Quality Cleaning Service LLC	985-590-9655	contact@elitequalitycleaningservices.com		
8	Luis Lopez	CBC Sanitation Solutions	504-235-4631	llopez@cbc.global		
9	Susan McGuire	ERC Sanitation Solutions	985-205-2710	susan@erc.global		
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12						



**SIGN IN SHEET for -MANDATORY PRE-PROPOSAL MEETING - JOB SITE VISIT**  
**RFP 2025-18-5400 - Janitorial Services for ATM/EOC Building**  
**3785 Harding Blvd., Baton Rouge, LA**

December 29, 2025 9:00 AM

Date: 12/29/25 Start Time: 9:30 AM End Time: 10:04 AM

REPRESENTATIVE NAME (Please Print)	Company Name (Please Print)	Phone Number (Please Print)	Email Address (Please Print)	REPRESENTATIVE NAME (Signature)
13 Scott Sanders	Enron Enterprises LLC Attn: Jani King at Arthur Ruge	225-337-5711	ssanders@jani-king.com	
14 Daniel Cohen	<del>Enron Enterprises LLC</del> Jani King at Arthur Ruge	225-333-8194	DanielC@jani-king.com	
15 DeAnna Davis Carroll	Dees Cleaning Service LLC	225-588-3709	dcarroll@deescleaning.com	
16 Al Kimen	Ymelli	504-482-2040	Al@Ymelli.com	
17 Jesse Leclerc	UICB M	504-613-2752	Jesse.Leclerc@uicb.com	
18 OMAR James	DOM SANITATORIAL INC.	225-663-0159	OMAR.SANITATORIAL@domsan.com	
19 Trannae Meten	Araculian Touch	225-431-7470	araculiantouch@araculian.com	
20 Carthia Walker	Bldg Maint	225-389-3168		
21				
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23				
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