



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
January 9, 2026

Your reference is directed to

File Number: 26-090990

Solicitation Number

**A26-90900 Temporary Labor Service for
Building Maintenance and Construction**

Scheduled to open:

January 14, 2026, 11:00 am CST

**The bid opening will be changed from January 14, 2026, 11:00 am CST to
January 21, 2026, 11:00 am CST**

**The following questions and 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 26-090900

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

Signature

Date

Company

Questions & Answers

Q1. When will the RFP award be announced?

A1. As soon as it is reviewed by the agency and a vendor is chosen

Q2. How many suppliers do you plan to select, if multiple?

A2. It is the intent of the City to award all items to one vendor

Q3. What is the initial period of performance (first year's dates)?

A3. A one year term, with two possible one year renewals, beginning immediately after award

Q4. Is this a new or old project (with current incumbent)?

A4. It has been utilized since 2017

Q5. Under what conditions can the contract be extended for a second or third year?

A5. Upon mutual agreement of the awarded vendor and the City

Q6. Can the awardee obtain the Louisiana contractor license after receiving the award?

A6. All contractors and subcontractors must hold active contractor license during time of service

Q7. Is there a guaranteed minimum number of hours, or any performance metric tied to contract renewal?

A7. No guaranteed number of hours; hours listed in the bid are estimates only

Q8. How will bids be evaluated (e.g., lowest responsive, best value)?

A8. All bids will be evaluated and the City's intent is to award to the most responsive and responsible bidder

Q9. Are there criteria for award that go beyond price (such as experience, references, staffing plans)?

A9. Criteria for award are those that result in the most responsive and responsible bidder

Q10. How many contract employees currently work under (or will be anticipated to work under) this contract?

A10. Variable; in the past, this number has varied during the life of the contract

Q11. How much was spent (dollar value) on this service last year?

A11. Approximately \$150,000.00 per year

Q12. Is there a Prevailing/Living wage requirement associated with this project?

A12. No

Q13. What is the estimated budget for this solicitation? If unknown, could you provide details of previous spending for similar services?

A13. There is no set budget; utilization will be affected by dynamic City operations

Q14. Apart from the end of tenure, is there any other reason to release this solicitation? Are there any pain points?

A14. No

Q15. How many positions will be required per year or throughout the contract term for each skillset?

A15. No predetermined or set number; this will vary depending on City needs

Q16. Is a certificate of insurance with required coverages required to be submitted at the time of bid or solely acknowledgement of ability to obtain insurance coverages?

A16. Awarded vendor will be required to have a current Certificate of insurance with required coverages prior to award

Q17. What are the required insurance coverages?

A17. See certificate requirements below

Q18a. Will the contract employees with the current incumbent(s) switch to the newly awarded supplier of choice?

A18a. Contract employees will be from awarded supplier

Q18b. If so, how many employees would be expected to transition?

A18b. Not applicable

Q19. How many employees currently work under (or will be anticipated to work under) this contract?

A19. No predetermined or set number; this will vary depending on City needs

Q20. Who are the present vendors?

A20. To obtain this information, a public records request will be required; see PRR procedure below

Q21. How many vendors will be awarded as a result of this solicitation?

A21. No predetermined or set number; this will vary depending on City needs

Q22. What are the current billable hourly rates or percentage mark-up rates?

A22. To obtain this information, a public records request will be required; see PRR procedure below

Q23. What were the hourly bill rates or percentage mark-up rates at the time of award?

A23. To obtain this information, a public records request will be required; see PRR procedure below

Q24. How much was spent (dollar value) on this service last year?

A24. To obtain this information, a public records request will be required; see PRR procedure below

Q25. How much is intended to be spent (dollar value) once the contract is awarded?

A25. There is no set budget; utilization will be affected by dynamic City operations

Q26. Is there a Prevailing/Living wage requirement associated with this project?

A26. No

Q27. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

A27. Although not required, the City encourages MBE participation; all bids will be evaluated and the City's intent is to award to the most responsive and responsible bidder

Q28. May we attend the bid opening meeting in-person?

A28. Yes; however only the names of the vendors submitting bids will read at the bid opening; no item pricing will be disclosed at that time. Unit pricing will be posted to the City's web site as soon this information can be compiled

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

PUBLIC RECORDS REQUEST PROCEDURE

To submit this request and/or any requests in the future, please go to: Request a Public Record | Baton Rouge, LA (brla.gov).

When you are submitting a request for City/Parish records, please choose the box for “City Records Request.”

[https://brla.govqa.us/WEBAPP/_rs/\(S\(mze1mn155mjxtapkzz0lghji\)\)/suporthome.aspx](https://brla.govqa.us/WEBAPP/_rs/(S(mze1mn155mjxtapkzz0lghji))/suporthome.aspx)

If you have any questions, you may call the Public Records Section at 225-389-3114.