



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

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Signature

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Date

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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	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**

## **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\(mze1mn155mjxtapkzz0lghjj\)\)/supporthome.aspx](https://brla.govqa.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghjj))/supporthome.aspx)

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