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**Phil Gore**  
Interim Director of Purchasing

**ADDENDUM NO. 2**  
**May 15, 2026**

Your reference is directed to:

Solicitation Number: **RFP 2026-05-7810 Juvenile Services for Juvenile Complex Facilities**

Scheduled to open: **May 26, 2026 02:00 pm CST**

The following pages have been replaced by the revised pages:

**ATTACHMENT A - Page 33 Scope of Services 05.15.26 replaced with  
ATTACHMENT A - Page 33 Scope of Services Revised 05.15.26 (attached)**

**ATTACHMENT A - Page 40 Scope of Services 05.15.26 replaced with  
ATTACHMENT A - Page 40 Scope of Services Revised 05.15.26 (attached)**

**ATTACHMENT A - Page 41 Scope of Services 05.15.26 replaced with  
ATTACHMENT A - Page 41 Scope of Services Revised 05.15.26 (attached)**

**ATTACHMENT F-1 - Pages 79 - 81 Price Sheets replaced with  
ATTACHMENT F-1 - Pages 79 - 81 Revised Price Sheets 05.15.26 (attached)**

**To clarify and for pricing purposes, the Night Crew, as defined in the Scope of Services, performs cleaning services required for the Juvenile Services and Detention areas of the complex and also the Juvenile Court areas of the complex. The Day Attendants are to perform cleaning services required of the Day Attendants in the Scope of Services for all buildings in the complex, which include the D.A. Annex, Juvenile Services/Detention, and Juvenile Court. One Day Attendant is primarily assigned for Juvenile Services and Detention and a second Day Attendant is primarily assigned to the Juvenile Court area. Any of the Day Attendants shall also perform the cleaning services required in the Scope of Services for the D.A. annex building during the day time hours.**

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.

[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

# ATTACHMENT A

## SCOPE OF SERVICES

### Janitorial Services for Juvenile Complex Facilities Revised 05.15.26

*The city reserves the right to add or subtract square footage and service days from this contract as offices move in or out of the Juvenile Complex Buildings. The square foot rate bid on the buildings in this contract will be the sq. ft. rate used for the addition or deletion of space for the building in this contract. In the event square footage is added or deleted, monthly billing will be pro-rated accordingly and an official amendment to the contract will be issued by the Purchasing Division.*

The square footage figures are listed for bidder convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.

**GENERAL:** It is the intent of this Request for Proposal to establish prices for Janitorial Services for various Juvenile Complex Buildings. Work for the Day Attendants will be 8:00 a.m. – 5:00 p.m., and work for the Night Crew shall be 5:00 p.m. – 10:00 p.m., daily unless otherwise specified by person / implementer of this contract at each location. Contractor's employees must be easily identifiable at all times by wearing a shirt, hat, apron, vest, etc. with company name on the clothing.

**Description of Services:** The contractor, and any sub-contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in conjunction with work hereunder. The evaluation of the maintenance offered and the determination of the lowest responsive and responsible qualified bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency. Prices include all labor, materials, supplies, equipment and insurance to provide services specified herein.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Owner to the extent practicable, during the term of the contract. All inspections by the Owner shall be made in such a manner as not to unduly delay the work. SDS sheets for all chemicals used in the cleaning of any facilities must be supplied to City Parish Representative prior to initial use. Contractor must advise all employees not to disturb papers, files, desk drawers, and not to utilize City Parish property such as computers, fax machines, telephones, copier machines, etc. within the building.

The Contractor is responsible for cleaning and servicing all interior space of the building listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Division Server Rooms

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Owner Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Contractor will be responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

# ATTACHMENT A

## SCOPE OF SERVICES

### Janitorial Services for Juvenile Complex Facilities

Revised 05.15.26

**SPOT CLEANING CARPET:** For the purpose of this contract, spot cleaning is defined as cleaning small areas of the carpet using a cleaning solution applied with microfiber towel. The cleaning solution used should be appropriate for spot cleaning carpets. Spot cleaning means that carpets will not have any spots. Any spots identified will indicate that this aspect of the tasks was neglected and will incur a corrective disciplinary measure that will successively count as a series of agency documented warnings upon which three occurrences may be cause for contract to be cancelled. This applies to all daily chores recommended in this contract.

**SHAMPOO CARPET:** This upon request item is listed by location on the pricing sheets and is the price for shampooing carpet only upon the request of City Parish Representative, This price should include labor, supplies and equipment needed to perform this service. Each item has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the per occurrence cost. If the agency requests this service to be performed more than once a year, this cost will be used for each service performed. Special care shall be taken to ensure furniture; baseboards, door facings and any other permanent fixtures are not marred or damaged, including carpeting.

**LUXURY VINYL TILE FLOORING:** Any Luxury Vinyl Tile (LVT) Flooring shall be cleaned only with warm (not hot) water, with a very mild neutral pH cleaner, or in accordance with manufacturer's accepted cleaning standards for LVT flooring. LVT floors shall be vacuumed, swept, and dust mopped first, then cleaned. Floors shall be cleaned leaving no residue and be streak free.

**STRIP/WAX BARE FLOORS (NON-LVT Floor):** This upon request item is listed by location on the pricing sheets and is the price for stripping and waxing of floors only upon the request of City Parish Representative, This price should include labor, supplies and equipment needed to perform this service. Each location has a unique square footage listed. The price per square foot multiplied by the square footage listed should equal the per occurrence cost. If the agency requests this service to be performed more than once a year, this cost will be used for each service performed. The preferred product for stripping is Johnson's Freedom No Rinse Stripper or equal. All edges, baseboards, corners, and door facings are to be cleaned of build up dirt and other substances embedded in the finish. Floors should be finished with a minimum of three (3) coats of Johnson's Carefree or equal and buffing or burnishing the new finish to a high luster.

**SPECIAL NOTICE:** The cleaning of the Juvenile courtroom section and Juvenile Services/Detention shall be completed by the evening crew to ensure it is clean and ready for court proceedings the next day. Other than spot cleaning that is required at any given time, vacuuming and mopping must be done on the evening crew as well for Juvenile Court. The Juvenile Services Detention Center hallways shall be completed last, prior to night crew's departure each day. The East Baton Rouge Parish District Attorney's Office Annex shall be completed during the daytime hours of their operations, between 8:00 a.m. and 4:30 p.m., by one or both of the day attendants.

**Night crew (5:00pm - 10:00pm)** – It is desired that the Night Crew consists of a Minimum of 4 workers plus an Onsite supervisor who is also performing cleaning duties and responsible for ensuring daily/weekly/monthly/semi-annual duties are performed. The Night crew is to perform the daily/weekly/monthly/semi-annual cleaning schedule duties. The Night Crew is to cover all areas of the Contract for the Department of Juvenile Services, Detention, and Juvenile Court.

# ATTACHMENT A

## SCOPE OF SERVICES

### Janitorial Services for Juvenile Complex Facilities Revised 05.15.26

**DAY ATTENDANTS:** A minimum of two (2) Day Attendants shall be on duty Monday through Friday from **8:00 A.M. through 5:00 P.M.**, One (1) at the **Juvenile Services/Detention** location, and one (1) at the **Juvenile Court**, both of which shall also be available to clean and service the D.A. Annex building during their daytime office hours. The Day Attendants for Juvenile Services/Detention and Juvenile Court shall be assigned primarily to specific areas of responsibility, but can be shared between both Juvenile Services/Detention and Juvenile Court and be on call for either agency for any situations needing immediate attention, in addition to providing the regular day time cleaning services required for the D.A. Annex building. This item shall be priced on the pricing sheet as **your** per month cost. The attendants will be responsible for cleaning and supplying restrooms with all paper supplies, deodorizers, trash bags, soaps, etc., in accordance with regular contract specification, policing halls, entrances to building, common areas, trash removal as needed, and cleaning spills and removal of all debris.

In the absence of a contractor's night crew member or day attendant, **a replacement must be provided** for the necessary shift where the absence is occurring.

Day Attendants have the following general areas of responsibility. The frequency and exact duties will be detailed by the Agency contact.

- a. Restrooms – the cleaning of private/secured area restrooms are to be done during regular working hours to be coordinated with the individual agency to provide access and will be done by the Day Attendants. All other restrooms to be cleaned thoroughly by Night Crew and cleaned as needed during the day by Day Attendants, Police general areas. Spot clean toilets, urinals, sinks, and mirrors. Clean counters, ledges, empty trash and restock paper products. Frequency – reoccurring
- b. Police and spot clean all building lobbies, common areas, and offices as needed. Frequency – reoccurring
- c. Clean all entrance glass doors (including frames) Frequency – reoccurring
- d. Police exterior grounds, including building entrances, and sidewalks. Frequency – reoccurring
- e. Empty all interior lobby and exterior trash and cigarette receptacles as necessary
- f. Break areas, kitchens, and vending areas – police general areas. Clean counters, tables and empty trash. Frequency – reoccurring

## **8 Supplies/Equipment**

### 8.1 Furnished by Agency

- a. Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of his work.
- b. Hot and cold water as necessary.
- c. Space in the building for the storage of an inventory of supplies and equipment, which will be used in the performance of the work under the contract. This area must be kept clean and odor free at all times.

The Contractor shall furnish all cleaning supplies, mops, brooms, vacuum cleaner, cleaning disinfectants, cleaning rags and towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building at no additional charge to the Agency unless otherwise specified herein. All equipment, materials, and supplies must be in proper working order at all times. If the Contractor does not provide proper supplies, the Contractor will be deemed to be in default.

**ATTACHMENT F-1  
PRICING SCHEDULE  
Janitorial Services for Juvenile Complex Facilities  
Revised 05.15.26**

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	COST
0001	Base Price – Janitorial Services to be performed at Juvenile Services, Including Detention Center (including sleeping corridors and showers) at 8333 Veterans Blvd. Houses approximately 350 employees and 15 visitors per day. Cleaning Schedule: M-F 5:00 pm to 10pm. (Performed by the NIGHT CREW as defined in the Scope of Services pg. 40.) The Night crew is to perform all of the daily/weekly/monthly/semi-annual cleaning schedule duties contained in the attached specifications and Scope of Services. Square feet per location is approximate.	30,327	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Month
0002	Janitorial Services to be performed at Juvenile Services Including Detention Center (including sleeping corridors and showers), at, 8333 Veterans Blvd. <u>Shampoo Carpet</u> (upon request, to be scheduled with the Agency representative.)	8,890	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0003	Janitorial Services to be performed at Juvenile Services Including Detention Center (including sleeping corridors and showers), at, 8333 Veterans Blvd. <u>Strip/Wax</u> bare Floors (upon request, to be scheduled with the Agency representative.)	21,437	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0004	Janitorial Services to be performed at Juvenile Services Including Detention Center (including sleeping corridors and showers), at, 8333 Veterans Blvd. Performed by the <u>Day Attendant</u> : M-F, 8:00 am – 5:00 pm	1	Month	\$ _____ Per Month	\$ _____ Per Year

**ATTACHMENT F-1  
PRICING SCHEDULE  
Janitorial Services for Juvenile Complex Facilities  
Revised 05.15.26**

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	COST
0005	Base Price – Janitorial Services to be performed at Juvenile Court Section located at 8333 Veterans Blvd. Houses approximately 50 employees and 150 visitors per day. Cleaning Schedule: M-F 5:00 pm to 10pm. (Performed by the NIGHT CREW as defined in the Scope of Services pg. 40). The Night crew is to perform all of the daily/weekly/monthly/semi-annual cleaning schedule duties contained in the attached specifications and Scope of Services. Square feet per location is approximate.	14,000	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Month
0006	Janitorial Services to be performed at Juvenile Court Section. 8333 Veterans Blvd. <u>Shampoo Carpet</u> (upon request, to be scheduled with the Agency representative.)	11,675	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0007	Janitorial Services to be performed at Juvenile Court Section. 8333 Veterans Blvd. <u>Strip/Wax</u> bare (non-LVT) Floors (upon request, to be scheduled with the Agency representative.)	3,225	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0008	Janitorial Services to be performed at Juvenile Court Section. 8333 Veterans Blvd. <u>Day Attendant</u> : M-F, 8:00 am – 5:00 pm	1	Month	\$ _____ Per Month	\$ _____ Per Year

**ATTACHMENT F-1  
PRICING SCHEDULE  
Janitorial Services for Juvenile Complex Facilities  
Revised 05.15.26**

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	COST
0009	<p>Base Price – Janitorial Services to be performed at the EBR District Attorney’s Office at 8333 Veterans Blvd. Houses approximately 11 employees and 1 visitor per day. Cleaning Schedule: M-F 8:00 am to 5pm, (to be performed by one or both of the Day Attendants) Perform all of the daily/weekly/monthly/semi-annual cleaning schedule duties contained in the attached specifications and Scope of Services. Square feet per location is approximate.</p>	2,112	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Month
0010	<p>Base Price – Janitorial Services to be performed at the EBR District Attorney’s Office at 8333 Veterans Blvd. <u>Shampoo Carpet</u> (upon request, to be scheduled with the Agency representative.)</p>	1,397	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
0011	<p>Base Price – Janitorial Services to be performed at the EBR District Attorney’s Office at 8333 Veterans Blvd. <u>Strip/Wax bare Floors</u> (upon request, to be scheduled with the Agency representative.)</p>	715	Sq. Ft.	\$ _____ Per Sq. Ft.	\$ _____ Per Occurrence
<b>TOTAL</b>				\$ _____ Per Month	\$ _____ Per Year