



**Office of the Mayor-President**

Purchasing Division  
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**Philip Gore**  
Interim-Director of Purchasing

**ADDENDUM NO. 1**

**June 22, 2026**

Your reference is directed to: **File Number: A26-95036**

Solicitation Number: **A26-95036 EMERGENCY CONTINGENCY CONTRACT FOR CATERING DURING A DECLARED EMERGENCY**

Scheduled to open: **June 26, 2026**

The following Addendum No. 1 – Questions & 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 26-095236

ermiller@brla.gov  
225-389-3259 x 3283

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Signature

Date

Company

# **Addendum No. 1 – Questions & Answers A26-95036 EMERGENCY CONTINGENCY CONTRACT FOR CATERING DURING A DECLARED EMERGENCY**

**Question 1.** Is there an estimated annual quantity of meals or historical usage available?

**Answer 1.** No. this is an annual contract for as needed emergency purchases.

**Question 2.** Is there a minimum or maximum meal order that may be requested upon activation?

**Answer 2.** No.

**Question 3.** What response time is required after notification of activation?

**Answer 3.** Meals are to be prepared on-site at the staging area in a timely and organized fashion (page 12).

**Question 4.** What delivery locations are anticipated under this contract?

**Answer 4.**

MOHSEP 3733 Harding Boulevard Baton Rouge, La. 70807
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**Question 5.** Are vendors required to self-perform meal preparation, or are subcontracting and teaming arrangements permitted?

**Answer 5.** Vendors are permitted to use subcontractors or self-perform meal preparations.

**Question 6.** Are there any minimum meal production capacity requirements that bidders must demonstrate?

**Answer 6.** No.

**Question 7.** What is the estimated number of responders to be fed per activation, and is there a typical or maximum count we should plan capacity around?

**Answer 7.** There is no estimated number of responders. This is for emergency responders in the event of an emergency. This is as needed. Quantities may vary.

**Question 8.** What is the typical and maximum expected duration of an activation (days)?

**Answer 8.** Meals are to be prepared on-site at the staging area in a timely and organized fashion (page 12).

## **Addendum No. 1 – Questions & Answers A26-95036 EMERGENCY CONTINGENCY CATERING FOR CATERING DURING A DECLARED EMERGENCY**

**Question 9.** At the staging area where meals are to be prepared on-site, will the City provide power, potable water, and covered space, or should the vendor plan to be fully self-sufficient (generator, water, canopy)?

**Answer 9.** Vendors should prepare to be self-sufficient as due to certain emergencies resources may not be available.

**Question 10.** What notification lead time can a vendor expect between activation and the first meal service?

**Answer 10.** When emergency is declared. Vendors will be notified that services are needed, to prepare and report to the designated site.

**Question 11.** Based on prior years, approximately how many times has this contract been activated, and what was the approximate meal volume?

**Answer 11.** Prior year trends may be obtained through a Public Records Request. See below:

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

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

[https://bri.govqa.us/WEBAPP/rs/\(S\(mze1mn155mjxtapkzz0lghjj\)\)/supporhome.aspx](https://bri.govqa.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghjj))/supporhome.aspx)

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

**Question 12.** Are there any certifications or documents (e.g., ServSafe, HACCP, health permit) you would like submitted with the bid, beyond the forms in the package?

**Answer 12.** All City of Baton Rouge Requirements of this contract are specified within the bid packet. All vendors must also adhere to all state requirements as well.