



Office of the Mayor-President
Purchasing Division

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Interim Purchasing Director

ADDENDUM NO. 1 ISSUED AUGUST 25, 2026
RFP NO. 2026-11-7731 – JANITORIAL SERVICES FOR ENVIRONMENTAL SERVICES BUILDING

Your reference is directed to RFP 2026-11-7731 – JANITORIAL SERVICES FOR ENVIRONMENTAL SERVICES BUILDING which is scheduled to receive proposals until 2:00 PM CST on September 1, 2026.

During the inquiry period, the following questions were received and the responses provided are beneath each question:

1. I am preparing a proposal for RFP 2026-11-7731- Janitorial Services for Environmental Services Building. I downloaded the solicitation documents from the LaPAC notice, however, I could not locate Attachment E (Financial Proposal/Pricing Schedule). Would you please provide the complete solicitation package, including solicitation package, including Attachment E and any issued addenda?

Response: Attachment E is the Proposal Form. An updated Pricing Schedule is attached for use with this RFP.

2. My name is _____, and I am the owner of _____ a woman-owned and veteran owned janitorial services company. I wanted to take a moment to introduce myself and our company and explore this opportunity. I bring over 8 years of experience in Department of Defense contracting, along with 15 years of experience in the janitorial industry. My background has given me a strong understanding of contract requirements, quality standards, accountability and the importance of delivering reliable, professional service. We take pride in providing dependable, high-quality janitorial services while maintaining a strong focus on professionalism, attention to detail, and customer satisfaction. As a woman-owned and veteran owned company, we understand the value of commitment, integrity, and getting the job done right. We would appreciate the opportunity to introduce our capabilities and learn more about your current or upcoming janitorial needs. Thank you for your time and consideration. I look forward to the opportunity to connect with you.

Response: Please feel free to become a vendor with the City of Baton Rouge/Parish of East Baton Rouge and register to become a new vendor with the City of Baton Rouge, Parish of East Baton Rouge. The City's VSS is self-service. Attached is a copy of the new vendor registration guide.

3. In order to ensure our proposal is both competitive and aligned with the City-Parish's expectations, we respectfully request the following information.

1. Incumbent Contractor. Please identify the current contractor providing janitorial services for this facility, if applicable.
2. Previous Contract Pricing & Structure: Could you provide details on the previous contract's pricing structure, including the awarded monthly or annual amount, pricing per square foot, and any relevant breakdown of labor versus supply costs?

We understand that certain details may be subject to public records and are available upon request. However, we would appreciate any insight you can provide to help us structure a responsive and responsible proposal.

Response: The incumbent vendor is Bell's Janitorial Service. The unit price is \$0.145 per square foot. The scope of work in that contract is the same as in this RFP.

We have a few things that we would like clarification on.

4. The contract states that the schedule is 6:30AM-5:00PM Monday through Friday unless otherwise stated by the facility representative. I would like to confirm that this is indeed the schedule for janitorial services.

Response: The schedule provided is when the building is staffed by various divisions. It is not a requirement of this RFP that janitorial staff is onsite for this entire time. The intent is that all work required in the cleaning schedule is performed within this timeframe.

5. The contract says that we have to have an on-site supervisor. Does the ON-SITE Supervisor need to be present at all times or just available to respond to the site when needed? If the ON-SITE Supervisor is to always be present on site, can this supervisor be a working supervisor or is it expected that they would just be there for supervision of the janitorial staff?

Response: The intent of the supervisor is to be available when needed.

6. Weekly services include buffing of hard floors in high traffic areas. While this is certainly acceptable in the lobby area with stone flooring, I am not certain that the vinyl flooring in the hallways can withstand "buffing". I would suggest a thorough mopping of the vinyl flooring in high traffic areas as an alternative to buffing to ensure the longevity of the vinyl flooring. Would this substitute be accepted?

Response: There are no hard wood floors in this building. Requirement 2 is hereby removed from the weekly cleaning schedule.

7. Monthly services include wiping down of all outdoor patio furniture. During the bid walk, Albert mentioned that he would like this done weekly instead. Should we adjust to this request.

Response: The cleaning schedule shall remain as specified. This item will remain a monthly task.

8. Several other areas were designated by Albert as well to be cleaned on an "as needed" basis due to the infrequent use of those rooms. The large conference room, the breezeway between the offices and shop area, the locker room showers, and the floors of the mechanical shop areas. I would like to clarify that this is acceptable for bidding.

Response: The cleaning schedule shall remain as specified. There are no changes to the cleaning schedule from verbal comments made during the pre-proposal conference.

9. Albert also asked that the breezeway area between the office area and shop areas be “blown” out. I would just like to confirm that we would be blowing this area clean with a blower on an “as needed” basis as well.

Response: The cleaning schedule shall remain as specified. There are no changes to the cleaning schedule from verbal comments made during the pre-proposal conference.

10. How far in advance will the awarding be done prior to the start date of service?

Response: The existing contract for these services ends on October 31, 2016. The intent is to have the new contract in place with a start date of November 1, 2016.

Please answer and clarify these questions so that we can make sure we can adjust our proposal to match.

11. The current staffing model 6:30 AM-5 PM is 10.5 hour labor time. Is continuous coverage for this time required, or can it be adjusted to 8 hours?

Response: See response to question 3.

12. What is the current custodial personnel staffing working hours and how many are currently staffed?

Response: The current vendor has one person onsite for approximately 8 hours per day.

12. The RFP also requires a supervisor. Does this personnel need to be on site, or just available?

Response: See response to question 4.

13. In regards to consumables, Please provide the manufacturer, Dispenser type/model and current average monthly usage for paper towels, toilet tissue, toilet-seat covers, hand soap and Purell hand sanitizer.

Response:

Item	Manufacturer / Model	Capacity
Toilet Paper Dispenser	Bradley 5402-00	Two standard-core rolls, up to 5 inches in diameter
Toilet Seat Cover Dispenser	Scott 09506	250 liners
Paper Towel Dispenser	Bradley Combination Towel Dispenser / Waste Receptacle	Approximately 475 multi-fold towels
Hand Soap Dispenser	Bobrick Automatic Wall-Mounted Soap Dispenser	Approximately 30 ounces
Purell Hand Sanitizer Dispenser	Purell	Approximately 30 ounces

Average usage is not available – there are approximately 75 to 90 employees and 10 visitors per day utilize this facility.

Below is an update to the RFP:

Please refer to the Schedule of Bid Items and remove the Schedule of Bid Items currently within the RFP and replace with the REVISED Version attached to this addenda..

Attachment – Sign in Sheet for Mandatory Pre-Bid Conference and Job Site Visit conducted on August 14, 2026 @ 9:00 AM. Only representatives of companies attending the Mandatory Pre-Bid Conference and Job Site Visit are eligible to submit proposals on this solicitation.

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 proposal, 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

Date

Company

Schedule of Bid Items

Janitorial Services for the Baton Rouge DES Facility
12422 Florida Blvd., Baton Rouge, LA

It is the intent of this proposal to establish prices for Janitorial Services to be performed at the Baton Rouge DES Facility WITH EXPENDABLE PRODUCTS

All items must be bid. A Blank space, NA, or Zero (0) on the Schedule of Bid Items page will NOT be considered and may cause your bid to be deemed non-responsive. If your intention is NO Charge, please write that in the Unit price column.

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTALS
0001	Janitorial Service per specifications . Square Feet listed is approximate. Baton Rouge DES Facility at 12422 Florida Blvd., Baton Rouge, LA. 70815 Approximately 75 to 90 employees and approximately 10 visitors per day Base Price – ALL Daily, Weekly, and Monthly cleaning, THIS INCLUDES ALL EXPENDABLE PRODUCTS AS LISTED ON PAGE B-8 OF THE SPECIFICATIONS.	21,978 Sq. Ft.	Sq. Ft.	\$ _____ Price per square foot	\$ _____ MONTHLY COST
0002	Per Hour cost for Janitorial Services performed if requested. *The City of Baton Rouge does not anticipate any Weekend or Emergency services on this contract. This cost will not be factored into the award of this contract.	1	Hour	\$ _____ Price per Hour	

NOTE: All unit prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the services provided.

VENDOR SELF SERVICE

NEW VENDOR REGISTRATION GUIDE

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

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VENDOR SELF SERVICE.....	1
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VENDOR REGISTRATION

How to Register.....	2
-----------------------------	----------

New Vendor Profile Setup

Vendor Registration Information	4
--	----------

Address Information.....	7
---------------------------------	----------

User Contact Information	8
---------------------------------------	----------

Commodity Selection	9
----------------------------------	----------

Registration Review	11
----------------------------------	-----------

Attachment.....	13
------------------------	-----------

Terms and Conditions.....	15
----------------------------------	-----------

Vendor Registration Complete	15
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VENDOR SELF SERVICE

The City of Baton Rouge, Parish of East Baton Rouge (City-Parish) Vendor Self-Service (VSS) system enables vendors to register and maintain information about their organization for the purpose of doing business with the City-Parish, monitor purchase orders, invoices, and payments, and receive notifications of business opportunities. City-Parish procurement activities are subject to State of Louisiana Public Bid Law, local City-Parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors need the following information to complete registration:

- Federal Tax ID or Social Security Number
- Bank routing, account number, and account type (if EFT payments are preferred)
- W-9 Form
- DUNS # (if applicable)

Prospective vendors must create an account to gain access to the Vendor Self Service Portal.
The Vendor Self Service Portal can be found at selfservice.bria.gov.

VENDOR REGISTRATION

How to Register

1. Click on **Log in / Register** from the Vendor Self Service home screen.

Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

Log in / Register

The City of Baton Rouge / Parish of East Baton Rouge is pleased to provide this Vendor Self Service Portal to assist vendors in the registration process. The City of Baton Rouge / Parish of East Baton Rouge is not responsible for the accuracy of the information provided on this portal. The City of Baton Rouge / Parish of East Baton Rouge is not responsible for the accuracy of the information provided on this portal. The City of Baton Rouge / Parish of East Baton Rouge is not responsible for the accuracy of the information provided on this portal.

2. If this is your **first-time** logging into the Vendor Self Service Portal, click the **Sign up** link at the bottom of the page.
3. When you select Sign up, VSS will display the **Sign up** screen.

- a. Enter your **email address**.
- b. Enter your **first name**.
- c. Enter your **last name**.
- d. Enter your **mobile phone**.
- e. Enter your **password**.
- f. Then click **sign up**.

Step 2

Sign in to community access services for City and Parish of Baton Rouge - East Baton Rouge

Google, Apple, Facebook, Twitter

Email address

Password

Next

Step 3

Sign up

Email

First name

Last name

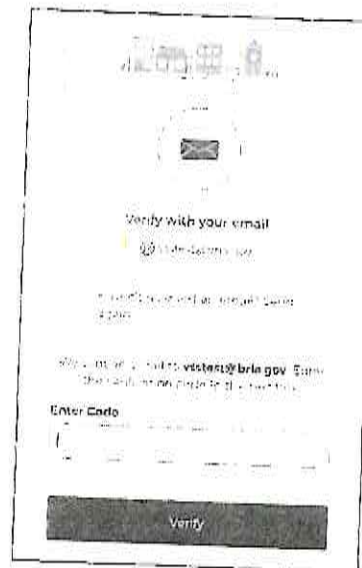
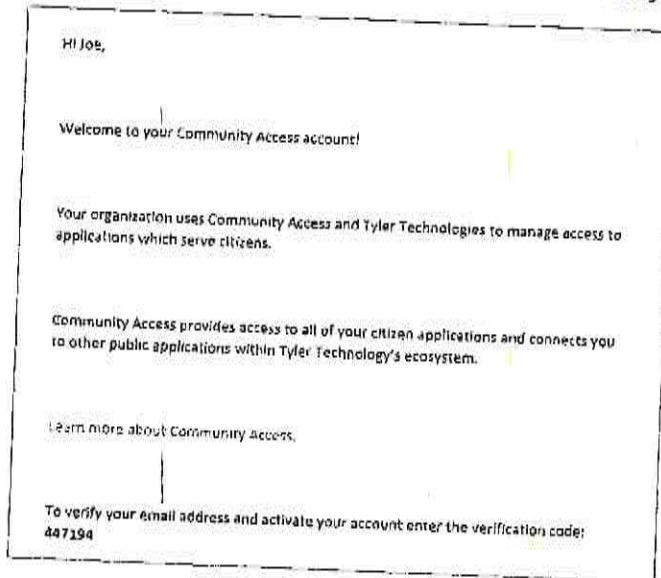
Mobile phone

Password

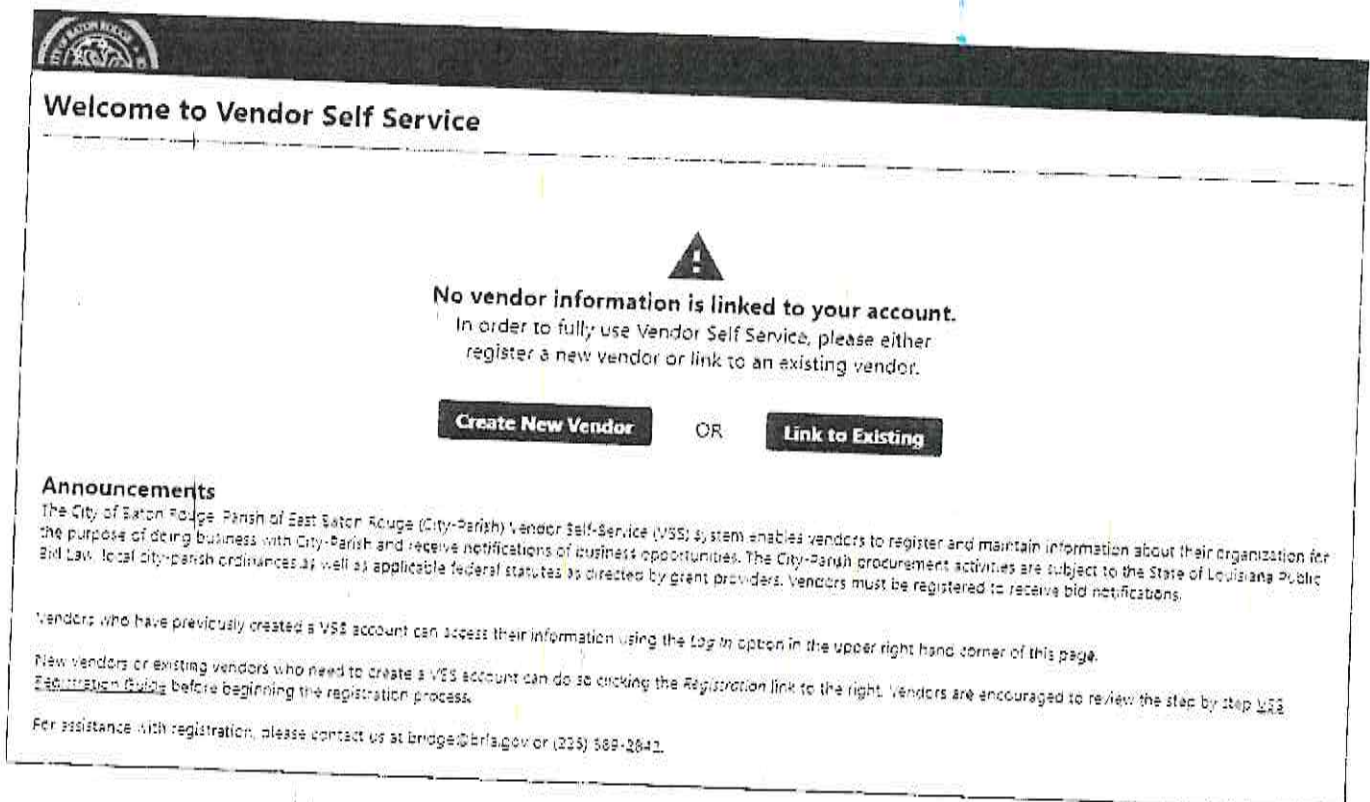
Sign Up

4. The **Verify with your email screen** will display.

- Check your Email Inbox or Junk/Spam folder for a new email message from noreply@tylerportico.com for your verification code.
- Type in the verification code received and click **Verify**.



5. Select **Create New Vendor**.



6. Complete the **New Vendor Registration** by entering your **Vendor Registration Information**.

New Vendor Registration

✔ Your User ID and password have been successfully set. Please continue with the registration process.

Step 1

Enter Vendor Registration Information

Company Information

Company Name*
JOE USER COMPANY

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (If different from above)

Vendor Type

☐ Foreign Entity

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

EMAIL
VSS@SRLA.GOV

Website

DUNS

California Permit Number

Vendor Address

Address
222 SAINT LOUIS STREET, ROOM 3224

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City*
BATON ROUGE

State*
Louisiana

Zip Code*
70802

County

Country **Geographic**
INP - IN PAR PARISH

Fax Number

Minority Business Enterprise

☐ Minority Business Enterprise

Minority Business Enterprise Classifications
(Select all that apply)

☐ DISABLED VET-OWNED SM BUS ENT

☐ DISABLED VETERAN BUSINESS ENT

☐ DISADVANTAGED BUS ENTERPRISE

☐ General

a. **Company Information:** This section requires you to provide their general business and contact information, all required fields are marked with an asterisk.

- i. The **Company Name** field contains the vendor's name or business name.
- ii. **Line 2**, **Line 3**, and **Line 4** can be skipped.
- iii. The **Doing business as** field indicates doing business as (DBA) name, if applicable.
- iv. The **Vendor Type** field indicates the type of services rendered.
- v. The **Foreign Entity** field, when selected, indicates that your business is a foreign entity.

vi. **Send Accounts Payable checks to the above address** is referring to the address in the **Vendor Address** section to the right side of the screen.

vii. **Send Purchase Orders to the above address** is referring to the address in the **Vendor Address** section to the right side of the screen.

viii. The **EMAIL** field contains the vendor's primary email address—this address is where all notifications and alerts are sent, such as registration confirmation messages or password hints.

ix. The **Website** field is where your business website URL can be entered.

x. Your **DUNS** can be entered here, if applicable.

b. **Vendor Address:** This section requires you to provide the company's address information.

i. Enter the company **Address, City, State, and Zip Code.**

ii. **Geographic** will indicate your business' geographical location in reference to East Baton Rouge Parish.

1. Select **EBR - EAST BATON ROUGE PARISH - LOCAL** if your business is located within East Baton Rouge Parish.

2. Select **LA - LOUISIANA - STATE** if your business is located **outside** of East Baton Rouge Parish but **within** the State of Louisiana.

3. Select **USA - UNITED STATES - NATIONAL** if your business is located outside of the State of Louisiana.

4. Select **INT - INTERNATIONAL** if your business is located outside of the United States of America.

5. **Fax Number** displays your business' fax number, if applicable.

DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN
☒ FID ☐ SSN

*FID/SSN
 12-3456789

*Re-type FID/SSN
 12-3456789

☐ DISABLED VET-OWNED SM BUS ENT
☐ DISABLED VETERAN BUSINESS ENT
☐ DISADVANTAGED BUS ENTERPRISE
☐ General
☐ SB-DISADVANTAGED BUS ENT
☐ SB-MINORITY OWNED
☐ SB-MINORITY WOMAN OWNED
☐ SB-NON-MINORITY OWNED
☒ SB-VETERAN OWNED
☐ SB-WOMAN OWNED

0 certifications [manage](#)

Gender
 Select Type...

Ethnicity
 Select Type...

Payment Terms

Discount Percentage	Days to Discount	Days to Net
0	0	0

Your preferred payables delivery method(s):
☒ Mail ☒ E-Mail

Your preferred purchasing delivery method(s):
☒ Mail ☒ E-Mail

CONTINUE **CANCEL**

- iii. **Minority Business Entity (MBE):** A minority business enterprise is typically defined as a business that is at least 51% minority-, woman-, or veteran-owned and operated. These businesses are typically certified by a city, state, or federal agency.

1. **Minority Business Enterprise Classifications** checkbox indicates that your business is a minority business enterprise.

2. If the classification is applicable, select the checkbox under **Minority Business Enterprise**, then select the classifications that apply.

c. **Federal Tax ID Number or Social Security Number:**

- i. Select **FID** for federal tax identification number or **SSN** for Social Security number.

- ii. Enter your company's Federal Tax ID Number or Social Security Number in the **FID/SSN** field, then enter it again in the **Re-type FID/SSN** field.

1. **The FID or SSN number must be a unique value that is not used by any other vendor.*

d. **Payment Terms:**

- i. The **Discount Percentage** field defines the discount percentage your business will provide the parish.

- ii. The **Days to Discount** field indicates the number of days in which payment must be received by your business in order for the parish to claim the discount percentage.

- iii. The **Days to Not** field indicates the number of days that your business allows before requiring net payment.

- iv. **Your Preferred Payables Delivery Method** indicates how your business would like to receive payment for goods or services.

- v. **Your Preferred Purchasing Delivery Method** indicates how your business would like to receive Purchase Orders.

- e. **Bank Information:** Enter your business' banking information, if EFT payments are preferred (optional).

- i. Enter the **bank routing number**, **bank account number**, and **bank account type**.

- f. Click **Continue** to proceed to the next step of the registration process.

7. Register your **General Vendor Contacts**.

New Vendor Registration

General Vendor Contacts

*Address Type

*Company Name
BOE USER COMPANY

Line 2

City

State

Zip

Country

Doing business as (or different from) address

*Address
222 SAINT LOUIS STREET ROOM 228J

City
BATON ROUGE

State
LA

Zip
70802

County

Country

E-Mail
VSS@BRLA.GOV

Your preferred payables delivery method(s)

Your preferred purchasing delivery method(s)

SAVE CANCEL

- The **Company Name** field defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.
- The **Address, City, State, and Zip** fields define your business' remit address.

- The **E-Mail** field contains the email address for this remit address.
- Choose preferred **delivery methods**.
- Once all fields have been completed, click **Save** to be taken back to the **Address** section.

New Vendor Registration

Address information

Addresses

Step 2

Name/DBA	Address	Is Default
Joe user company	222 SAINT LOUIS STREET ROOM 228J BATON ROUGE, LA 70802	Y change

Continue

- Click **Continue**.

8. Fill out the **User Contact Information** to add personnel contacts for your company, as needed.

a. The **Contact Type** field indicates the type of contact for this vendor.

i. **General Contact** – a general point of contact for the vendor.

ii. **Accounts Payable Contact** – an accounting/billing contact for the vendor.

iii. **Purchasing Contact** – a sales contact for the vendor.

b. The **Name** field is the name of the particular contact.

c. The **Description** field is optional but indicates more descriptive information about the contact, such as job title.

d. The **Phone** field is the primary phone number for the contact.

e. The **Text** field is an optional field for a cellphone number to receive text messages. The **Opt In** check box must be checked to opt in for text messages.

f. The **E-mail** field is the primary email for this contact.

g. Click **Continue** to be taken back to **Address Contacts** section.

Type	Name	Description	Email	Telephone
GENERAL - General Contacts	JOE USER	OWNER	VSSTEST@BRLA.GOV	Phone: 2253890000 TEXT:

h. Click **Continue** to move to the next step OR click **New Contact** and repeat to add additional contacts.

9. Complete your **Commodity Selection** (optional).



Select Commodities

Select Commodities

Step 3

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code (first 5 or more alpha)

[List all commodities/services](#)

Search

9133 Found 1-10 | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

Select All	Code	Description
☐	00505	ABRASIVES EQUIPMENT AND TOOLS
☒	00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.
☐	00521	ABRASIVES, SANDBLASTING, METAL
☒	00525	ABRASIVES, SANDBLASTING, OTHER THAN METAL
☒	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
☐	00555	ABRASIVES, TUMBLING (WHEEL)
☐	00563	COMPOUNDS GRINDING AND POLISHING; CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)
☐	00570	PUMICE STONE (INACTIVE EFFECTIVE JANUARY 1, 2016)
☐	00575	RECYCLED ABRASIVES PRODUCTS AND SUPPLIES
☐	00564	WOOL, STEEL, ALUMINUM, COPPER, AND LEAD

Add



9133 Found 1-10 | 11-20 | 21-30 | 31-40 | 41-50 | 51-60 | Next

Select All	Code	Description
☐	00503	ABRASIVES EQUIPMENT AND TOOLS
☐	00514	ABRASIVES COATED: CLOTH, FIBER, SANDPAPER, ETC.
☐	00521	ABRASIVES, SANDBLASTING, METAL
☐	00528	ABRASIVES, SANDBLASTING, OTHER THAN METAL
☐	00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.
☐	00556	ABRASIVES, TUMBING (WHEEL)
☐	00563	COMPOUNDS, GRINDING AND POLISHING: CARBORUNDUM, DIAMOND, ETC. (SEE CLASS 075 FOR VALVE GRINDING COMPOUNDS)
☐	00570	PLUMICE STONE (INACTIVE, EFFECTIVE JANUARY 1, 2016)
☐	00575	RECYCLED ABRASIVES PRODUCTS AND SUPPLIES
☐	00584	WOOL STEEL ALUMINUM, COPPER AND LEAD

Add

Currently Added

00514	ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.	Remove
00528	ABRASIVES, SANDBLASTING, OTHER THAN METAL	Remove
00542	ABRASIVES, SOLID: WHEELS, STONES, ETC.	Remove

Continue

Cancel

- You can either search for specific commodities using the search bar or browse through the list.
- Select the checkbox next to the commodity and click **Add** to add them. Multiple commodities can be selected and added at one time.
- To remove a commodity, click **Remove** next to the commodity under **Currently Added**.
- When finished, click **Continue** to be taken to the **Review** page.

10. Review your registration information.



New Vendor Registration

Review

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information ☒ **ADD**

Name/DBA	
Entity	JOES COMPANY
Address	222 SAINT LOUIS STREET, ROOM B204 BATON ROUGE, LA 70802
Fax Number	
FID	12-3456789
Geographic	INP - IN EBR PARISH
E-Mail	VSSTEST4@BRLA.GOV
Web Site	
Vendor Type	PS PROFESSIONAL SERVICES
Gender	
Ethnicity	
Foreign Entity	No
Independent Contractor	No
Minority Business Enterprise (MBE)	Yes
MBE Classification(s)	- SB-VETERAN-OWNED
Terms	
change	
Discount Percentage	0



Address Information

change

Name/DBA

Joe user company

Address

221 SAINT LOUIS STREET, ROOM 828J
BATON ROUGE, LA
70802

Default

Accounts Contacts

change

Type	Name	Description	Email	Phone	Text
GENERAL - General Contacts	JOE USER	OWNER	VSSTEST@BRLA.GOV	2253690000	

Commodities

change

00514	ABRASIVES COATED: CLOT- FIBER, SANDPAPER, ETC.
00528	ABRASIVES, SANDBLASTING OTHER THAN METAL
00542	ABRASIVES SOLID: WHEELS, STONES, ETC.

Attachments

Attachment Type

General
Certificate of
Insurance
default

Description

Documents are not assigned to a type
Vendors providing repairs, maintenance, installations, etc are required to submit a
certificate of insurance
Vendor Attachment

Required

Attachments

(0)

Attach

(0)

Attach

(0)

Attach

- a. All information entered will display on this page and should be reviewed after registering. An attached copy of your company's W-9 is also required before you can complete the registration process.

11. Upload your attachments.

00538

00542

ABRASIVES, SANDBLASTING OTHER THAN METAL

ABRASIVES, SOLID: WHEELS, STONES, ETC.

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type		
Certificate of Insurance	Vendors providing repairs, maintenance, installations, etc are required to submit a certificate of Insurance	(0)	Attach
default	Vendor Attachment	(0)	Attach
SoS Certificate	To expedite, please upload a Certificate of Good Standing from the Louisiana Secretary of State,	(0)	Attach
W-9 Form	For tax purposes submit an IRS W-9 Form	(0)	Attach

1 The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid.

CONFLICT OF INTEREST Vendor shall exercise reasonable care and diligence to prevent any actions or conditions, which could result in a conflict with the best interests of City-Parish Government. This obligation shall apply to the activities of the employees and agents of vendors in their relations with the employees and their families of owner, vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to the City-Parish government. Contractor's efforts shall include but not be limited to, establishing precautions to prevent its employees from making, receiving providing or offering gifts, entertainment, payments, loans, or other considerations of more than nominal value.

BUSINESS ETHICS Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the City-Parish government under the provision of City-Parish contracts or purchase orders including any amendments thereto.

Vendor agrees that all financial settlements, billings and reports rendered to the City-Parish government will reflect properly the facts about all activities and transactions handled for the account of the City-Parish government, which data may be relied upon as being complete and accurate in any further recording and reporting made by the City-Parish government for whatever purpose.

Further, the vendor agrees to notify the Purchasing Director of any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of the East Baton Rouge City-Parish Government.

☐ I have read and accept the terms & conditions.

- a. The required forms can be submitted using the **Attachments** section towards the bottom of the **Review** page.

12. Review the **Terms and Conditions**.

Attachments

Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
Certificate of Insurance	Vendors providing repairs, maintenance, installations, etc are required to submit a certificate of insurance	(0)	Attach
default	Vendor Attachment	(0)	Attach
SoS Certificate	To expedite, please upload a Certificate of Good Standing from the Louisiana Secretary of State.	(0)	Attach
W-9 Form	For tax purposes submit an IRS W 9 Form		8248600.pdf (Not yet saved) Attach

The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid.

CONFLICT OF INTEREST Vendor shall exercise reasonable care and diligence to prevent any actions or conditions, which could result in a conflict with the best interests of City-Parish Government. This obligation shall apply to the activities of the employees and agents of Vendors in their relations with the employees and their families of owner vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to the City-Parish government. Contractors efforts shall include but not be limited to, establishing precautions to prevent its employees from making, receiving providing or offering gifts, entertainment, payments, loans, or other considerations of more than nominal value.

BUSINESS ETHICS Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the City-Parish government under the provision of City-Parish contracts or purchase orders including any amendments thereto.

Vendor agrees that all financial settlements, billings and reports rendered to the City-Parish government will reflect properly the facts about all activities and transactions handled for the account of the City-Parish government, which data may be relied upon as being complete and accurate in any further recording and reporting made by the City-Parish government for whatever purpose.

Further, the vendor agrees to notify the Purchasing Director of any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of the East Baton Rouge City-Parish Government.

☒ I have read and accept the terms & conditions.

[Register](#)
[Cancel](#)

(Only click Register once and refrain from using your browsers Back or Refresh button.)

- a. Review the **Terms and Conditions** located at the bottom of the page.
- b. Select the checkbox to confirm that you have read and accept the terms and conditions.
- c. When finished and all information is correct, click **Register** to complete the process.

13. Once completed, a **New Vendor Registration Confirmation** will appear and you will receive a confirmation email.

BR

SIGN IN SHEET for MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT
RFP Solicitation No. 2026-11-7731 – Janitorial Services for Environmental Services Building

Date: August 14, 2026 Start Time: 9:00 AM End Time: 9:50 PM

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
1 <u>Cory Rome</u>	<u>Eagle Insulation (Ei)</u>	<u>SD4-722-8342</u>	<u>Comecid-llc.com</u>	<u>[Signature]</u>
2 <u>DDH Janitorial</u>	<u>DDH Janitorial Inc</u>	<u>225-663-0159</u>	<u>DDH Janitorial ^{Service} @ gmail.com</u>	<u>[Signature]</u>
3 <u>Melvin Moten</u>	<u>Apexair Towels</u>	<u>225-421-7470</u>	<u>Apexairtowels198@gmail.com</u>	<u>[Signature]</u>
4 <u>Trenor Shipes</u>	<u>American Facility Services</u>	<u>770-379-3501</u>	<u>ships@amfacility.com</u>	<u>[Signature]</u>
5 <u>Boyd Howard</u>	<u>Tahani inc</u>	<u>225-289-1777</u>	<u>Sales@Tahani.org</u>	<u>Boyd Howard</u>
6 <u>Rashad Merson</u>	<u>Kaizen Cleaning Solutions</u>	<u>225-636-7747</u>	<u>Remove@KaizenCleaningSolutionsInc.com</u>	<u>[Signature]</u>
7 <u>Don Ford</u>	<u>C/P Purdine</u>	<u>225-2359-3259</u>	<u>Harold@bhsr.com</u>	<u>[Signature]</u>
8 <u>ALBERT DELA CRUZ</u>	<u>C/P DES</u>	<u>225-389-5456</u>	<u>adelacruz@bhsr.com</u>	<u>[Signature]</u>
9 <u>Irene Euboeche</u>	<u>Eveready Knaus Jane</u>	<u>225-575-0134</u>	<u>evereadyknausjane@gmail.com</u>	<u>[Signature]</u>
10 <u>Hanesha Smith</u>	<u>Bells Janitorial</u>	<u>225-288-0107</u>	<u>officedell710@yahoo.com</u>	<u>Hanesha Smith</u>

SIGN IN SHEET for MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT

RFP Solicitation No. 2026-11-7731 – Janitorial Services for Environmental Services Building

Date: August 14, 2026 Start Time: 9:00 AM End Time: 9:50 AM

REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
11 <u>David Wolf</u>	<u>Emory Enterprises LLC</u> <u>the Janitorial of Baden Ring</u>	<u>254341068</u>	<u>jkbw@badenring.com</u>	<u>[Signature]</u>
12 _____	_____	_____	_____	_____
13 _____	_____	_____	_____	_____
14 _____	_____	_____	_____	_____
15 _____	_____	_____	_____	_____
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