Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
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Philip Gore
Interim Purchasing Director

ADDENDUM NO. 1 ISSUED OCTOBER 7, 2026
RFP NO. 2026-12-2010 – JANITORIAL SERVICES FOR BATON ROUGE CITY COURTHOUSE BUILDING

Your reference is directed to RFP 2026-12-2010 – JANITORIAL SERVICES FOR BATON ROUGE CITY COURTHOUSE BUILDING which is scheduled to receive proposals until 2:00 PM CST on October 16, 2026.

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

1. The RFP requires SDS sheets (Safety Data Sheets) to be submitted with the proposal response. Please clarify whether SDS sheets should be included within each proposal copy or submitted as a separate booklet accompanying the proposal package.
   R1 Included

2. Please clarify whether the required proposal forms and attachments should be included within each proposal copy or submitted separately as standalone documents within the proposal package. If submitted separately, please specify the required number of copies.
   R2 Included

3. Does this project require 4 full-time employees from 6:00am to 3:00pm, or are those just the working hours?
   R3 One (1) Onsite supervisor and Three (3) Janitorial Personnel full time

4. What is the current contract value for this service annually?
   R4 Eighty-eight thousand, three hundred eighty-seven dollars and twenty cents, ($88,387.20)

5. How many restrooms are included in the scope of work, and what is their combined square footage?
   R5 During the walk thru, each vendor had the opportunity to view the facility and take as many notes and measurement as needed. With that being said here is the here's the only information that we currently have on hand: Public Area 1st floor; men and women, Traffic Section; men and women, Accounting Section; men and women: 2nd floor Public Area; men and women, Judges Hall; men and women, Administration; One (1) unisex, Judges Chamber; fives (5) R/R: Third floor; Public Area; men and women, Judges courtroom back hallway; four (4) men, two (2) women: Mezzanine "Prisoner" R/R: Fourth (4) floor; Public Area men and women, Drug Lab; men and women, Probation Area; men and women.

6. Could you please confirm whether proposals must be delivered physically and whether submission by email is permitted?
   R6 This information is available on page 3 and 4 of this RFP

7. On bid items 0001 and 0005, when would the City-Parish use the full-service price instead of the labor-only price? Under item 0005, which supplies, chemicals, consumables, and equipment would the contractor still be required to provide?
   R7 This information shall be determined with the vendor that is awarded the contract, if and when the City deem necessary to change from one to the other. Line item #5 shall include labor and equipment. The supplies will be provided by City-Parish.

8. For bid items 0002 and 0006, what materials and equipment are included in the labor-only carpet shampoo scope? Will the City-Parish select only one of these two pricing options?
   R8 0006 is not factored line item. In the labor only, all necessary manpower and equipment necessary to adequately complete the scope of services.

9. Which bid items and estimated quantities will be used to evaluate the financial proposals?
   R9 Line-item number one (0001)

10. Is annual carpet shampooing paid separately from the monthly base service, or must its cost also be included in the monthly price?
    R10 Separate line item from the monthly base cost.

11. For the estimated holiday and weekend hours in items 0003 and 0004, does the hourly price represent one worker-hour? How will the City-Parish authorize and pay for work requiring multiple employees?
    R11 Pricing shall be for one janitorial personnel. Invoice at vendor's quoted rate per janitorial personnel

12. Does the minimum requirement of four people on site each day include the site supervisor?
    R12 Yes

13. Must four employees be actively working throughout the entire 6:00 a.m.–3:00 p.m. service window, including meal and rest breaks? May employees stagger their breaks while maintaining coverage?
    R13 Breaks may be staggered and actively working throughout working hours

14. How many weekday service days should bidders assume each year? Will the monthly payment remain the same in months containing City-recognized holidays?
    R14 Vendor shall be paid a monthly service fee inclusive of city-parish holidays. A special rate for weekends and holiday shall be quoted as part of this RFP for special needs services

15. Approximately how many courthouse employees and visitors use the building daily? Are there peak court days, special events, or extended operating hours that materially change the cleaning workload?
    R15 Approximately 120 courthouse employees; Estimated between 200 to 500 visitors per day. No other statistical data is available

16. How many restrooms, plumbing fixtures, dispensers, and trash receptacles are included in the scope? Can the City-Parish provide historical monthly usage for paper products, soap, sanitizer, liners, and other required consumables?
    R16 See answer under number Five (5) for restrooms. No other statistical data available

17. Is the full estimated 66,960 square feet of carpet to be shampooed once each year? Does that work include moving furniture, stain treatment, drying equipment, and work outside normal service hours?
    R17 No, designated section as per request, some furniture relocated and drying equipment will be required. Outside normal hours for the most part.

18. Which areas make up the estimated 16,740 square feet of hard flooring, and what floor materials are present? Is stripping and refinishing required, or is the required work limited to the scrubbing and buffing described in the RFP?
    R18 Vendor should have noted areas during walk thru. Scrubbing and buffing

19. Which rooms and floors have restricted access? When may contractor personnel clean occupied courtrooms, judges' areas, holding areas, and offices?
    R19 This information shall be determined with the vendor that is awarded the contract.

20. Which stairwells are used daily and therefore require daily service?
    R20 This information shall be determined with the vendor that is awarded the contract.

21. What storage space, electrical outlets, water access, and secure equipment areas will be available to the contractor?
    R21 This information shall be determined with the vendor that is awarded the contract.

22. Where are the designated waste collection and disposal points? Is the contractor responsible for transporting waste to exterior containers?
    R22 This information shall be determined with the vendor that is awarded the contract.

23. Are there existing dispenser brands and refill specifications that the contractor must match? May bidders record dispenser counts and product information during the walkthrough?
    R23 Yes but walk thru has been completed

24. Are there floor finishes or other surfaces with manufacturer-specific cleaning requirements?
    R24 Floors and carpet require standard cleaning supplies. If in the event this is questionable the City-Parish shall approve special supplies

25. For the RFP's MRSA-related cleaning requirement, are there particular products or disinfectant standards the City-Parish requires? Which areas does the City-Parish classify as high-contact areas?
    R2 Vendor shall submit cleaning supply list for approval. court rooms, lobbies, cashier areas and restrooms

26. What inspection process, response time for complaints, and service reporting format does the City-Parish expect?
    R26 This information shall be determined with the vendor that is awarded the contract

27. Are parking, loading access, security badges, keys, or employee screening subject to fees or lead times that bidders should include in their prices?
    R27 Parking and Employee screening shall be paid by vendor

28. What is the anticipated first day of service? Will the selected contractor receive access before that date to stage equipment and supplies and train personnel?
    R28 Contract start date is tentatively set for January 1, 2027. Vendor will have advance notice for accessing facility to staging equipment and supplies.

29. Attachment B refers to insurance endorsements in favor of "Contractor and Owner" and elsewhere identifies the City of Baton Rouge and Parish of East Baton Rouge. Please clarify the exact entities and endorsement wording required for additional-insured status and waivers of subrogation.
    R29 The City of Baton Rouge and Parish of East Baton Rouge is the Owner. This information shall be determined with the vendor that is awarded the contract.

30. The solicitation includes line item 5 (page 45) and line item 6 (page 46) identified as "Labor Only Janitorial Service." For bidding purposes, please confirm that the City Courthouse or the City of Baton Rouge, LA will furnish all equipment, consumables, tools and cleaning supplies necessary to perform the required services under line items, including but not limited to vacuum cleaners, carpet spotter, floor buffers, extractors, mop buckets, mops, dust mops, cleaning carts, and related janitorial equipment supplies and materials. Further confirm that the Contractor's responsibility under this line item is limited to providing labor personnel only.
    R30 Under line item 0005 shall include labor and equipment as well. The City-Parish will provide all the necessary supplies

Attachment – Sign-in Sheet for Mandatory Pre-Proposal and Job Site Visit held on October 1, 2026 at 10:00 AM.

Note: Proposers must have had a representative in attendance at the Mandatory Pre-Proposal Meeting to receive an award under th RFP 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

SIGN IN SHEET for MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT
RFP Solicitation No. 2026-12-2010 – Janitorial Services for Baton Rouge City Courthouse Building
Date: October 1, 2026 Start Time: 10:00 AM End Time:_____

	REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
AG	Angela Gutierrez	American facility serv.	(225) 772-5197	agutierrez@amfacility.com	
1	Lori Foreman	City-Parish Purchasing	225-389-3259 / 3268	lforeman@brla.gov	Lori Foreman
MT	Melaina Troxler	Eagle Insulation Distribution	985-703-1413	mtroxler@eid-llc.com	Melaina Troxler
3	Shandralyn Williams	Eagle Insulation Distribution	407-8163	orders@eid-llc.com	
4	Al Hilton	Ramelli	504-442-6268	Al@Ramelli.biz	
LT	La Trina Lachand	AOG Safety LLC	225-235-4508	latrina.lachand@aogsafety.com	
6	Demetrice Green	Triple D's cleaning	(225) 449-1997		
GM	Glenna Gauthier	Razor Sharp Solutions	225-336-1723	GlennaGauthier@Icloud.com	
8		DOK Janitorial	225-663-0159	DOKJanitorialservices@g-mail.com	O. J.
9	Eddie Palmer 9&P	Elite Professional	504 237-3281	eliteclean.ep@gmail.com	
10	Errol Williams	Elite Cleaning Service	985-590-9655	lildugg@gmail.com	

R.M. **NOTE: YOU ARE TO INITIAL BY YOUR NAME WHEN YOU ARRIVE TO THE JOB SITE VISIT TO DOCUMENT YOUR ATTENDANCE.**

11. Rashaad Monroe — Kaizen Cleaning Solutions — (225) 636-7747 — Rmonroe@KaizenCleaningSolutionsla.com

SIGN IN SHEET for MANDATORY PRE-BID CONFERENCE AND JOB SITE VISIT
RFP Solicitation No. 2026-12-2010 – Janitorial Services for Baton Rouge City Courthouse Building
Date: October 1, 2026 Start Time: 10:00 AM End Time:

	REPRESENTATIVE NAME (Please Print Clearly)	Company Name (Please Print Clearly)	Phone Number (Please Print Clearly)	Email Address (Please Print Clearly)	REPRESENTATIVE NAME (Signature)
11	Daniel Cobrero DC	ServiceMaster	225-333-8154	Daniel@Smelitecleon.com	
12	Scott Sanders SS	Emmon Enterprises, LLC dba Jani-King of Baton Rouge	225-337-5711	ssanders@jkgcr.com	
HC 13	Henry Clark	Budget Cleaning & Maint	225-930-0303	bcminc@att.net	
14	Dasia Williams	Royal Connect LLC	225-348-3276	Stanley@royalconnect llc.com	
ES 15	Elsa Smith	Kaizen Cleaning Solutions LA, LLC	909-549-7865	Elsa.Smith144@gmail.com	
CJ 16	Carolyn Johnson	Anointed Hands Janitorial Services LLC	(225) 803-5524	hollis.carolyn9@yahoo.com	
KS 17	Kathy Son	unicare maintenance	(214) 930-0371	kathy.son@unicare.maintenance.com	
18	Ronald Washington	DR Maintenance LLC	225 268-2283	dr-maint@att.net	
19	Lee Ann Carrier Carr	CLEAN HANDS LLC	225-494-4551	cleanhandsofl@gmail.com	
20	DAVID JOHNSON	JANI-CRAFT	225-603-2227	david@janicraftbr.com	

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RTH Ray Thopson — Clean Check — 601-467-8448 — Cleancheckms@gmail.com