



Office of the Mayor-President

Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis St. 8th Floor Room 826
P.O. Box 1471
Baton Rouge, Louisiana 70821
225-389-3259 FAX 225-389-4841
purchasinginfo@brgov.com

Trina Hall
Director of Purchasing

ADDENDUM NO. 1
October 21, 2026

Your reference is directed to **File Number: 26-000637**
Solicitation Number **A26-0367 Rental of Portable Toilets**
Scheduled to open: **October 28, 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 26-000637

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

Questions & Answers

(continued)

Q1. Bid Submission - page 1 has Fedex instructions but then page 9 states use Centralbidding.com – will the portal submission be accepted?

A1. If you wish to submit a sealed bid submission, it can be delivered by Fed Ex, UPS, postal carrier, or courier; if so, it will need to be delivered to our physical address: 222 St. Louis Street, 8th Floor – Room 826, Baton Rouge, LA 70802. If you wish to submit electronically, submission will only be accepted through Central Bidding.

Q2. Page 14 – Letter B – Maintenance – Routine Pump outs shall be performed every 48 hours when a unit is onsite.

- **For Weekly rental price grid – should line 0010 and 0011 – be priced to reflect every other day (EOD) service during that week rental?**

These items should be price per weekly pump out

- **Likewise, The monthly price grid, only has a pump out price for the 300 gallon tank – is the vendor to include EOD pump outs in the monthly rental costs of the toilets and trailers ? 0013, 0014, 0015**

Items 0013, 0014, and 0015 are for monthly rates only

Q3. Service for Handwash stations – there is no section for service of the handwash stations – how should vendor price these handwash stations on lines 0006, 0012 and 0018, is this rental and servicing?

A3. Item 0006 is a daily rental rate; Item 0012 is weekly rental rate; Item 0018 is monthly rental rate

Q4. Trailers- will the city be providing power and water at the site for the trailer?

A4. Yes

Q5. Current vendor and annual contract spend?

A5. This will require a Public Records Request (see procedure below)

Q6. Lifting hooks on standard toilets – page 16 #11 – are all standard toilets being rented by the city expected to have iron cages for cranes on each one? This is not a standard portable toilet option – we carry them, but they are not standard rental items.

A6. Only if required

Questions & Answers (continued)

Q7. Submission method: Item 9 of the Instructions to Bidders states that bids must be submitted through www.centralbidding.com, while the cover page and Items 2 and 6 state that sealed bids must be physically received at the Purchasing Division, 222 St. Louis Street, Room 826. Please confirm which submission method the City will accept. If electronic submission through Central Bidding is accepted, is an electronic signature acceptable in place of a manual ink signature?

A7. *If you wish to submit a sealed bid submission, it can be delivered by Fed Ex, UPS, postal carrier, or courier; if so, it will need to be delivered to our physical address: 222 St. Louis Street, 8th Floor – Room 826, Baton Rouge, LA 70802. If you wish to submit electronically, submission will only be accepted through Central Bidding.*

Q8. Corporate Resolution: Kastel is a limited liability company. Is an LLC member authorization acceptable in place of the Corporate Resolution form on page 30, or is no authorization document required when the bid is signed by the company's owner?

A8. *The Corporate Resolution is only required for incorporated companies; no authorization document is required for any other type of business.*

Q9. Basis of award: The Scope of Work states that award will be made by group or grand total, and the Schedule of Bid Items states that award will be based on the lowest total of items 0001–0018. Please confirm whether the City will award by individual group (Groups 1, 2 and 3) or by the combined grand total of all three groups.

A9. *The statement that award will be based on the lowest total of items 0001–0018, along with the statement that Items 00019 – 00021 will not be included for award to indicate the items to be considered. . Page 2, Item 8 indicates the City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish; this will be helpful for consideration of exceptional items that might not be bid on by any vendors.*

Q10. Supporting documents: The cover page states that no additional documents are to be included unless specifically required. May bidders include a cover letter, a certificate of insurance naming the City-Parish as certificate holder, and a Louisiana Secretary of State certificate of good standing with the bid?

A10. *The vendor who wins the award will be required to submit a current COI and proof of good standing with the Louisiana Secretary of State. No cover letter is required for this ITB. The only document necessary are those specifically required by the bid.*

Questions & Answers

(continued)

Q11. MBE/SBE/WBE plan: Kastel is a certified woman-owned small business. Is a certified woman-owned prime bidder still required to submit the good-faith participation plan described on page 9, along with copies of its certifications?

A11. *Only In the event questions arise after an award is made*

Q12. Are there any restrictions on subcontracting a majority or up to 100% of the equipment rental, deliver, maintenance, wastewater pump-out, and removal services while retaining responsibility for contract administration, compliance, and performance.

A12. No; please contact our SEDBE Department if further clarification is needed.

Q13. Are there any restrictions on subcontracting percentages, requirements for subcontractor approval, or licensing and insurance requirements that apply to subcontractors?

A13. Any percentages established will need to be agreed to and effective through the life of the contract; licensing and insurance requirements will be need to be met and maintained also.

Q14. Submission method: Item 9 of the Instructions to Bidders states that bids must be submitted through www.centralbidding.com, while the cover page and Items 2 and 6 state that sealed bids must be physically received at the Purchasing Division, 222 St. Louis Street, Room 826. Please confirm which submission method the City will accept. If electronic submission through Central Bidding is accepted, is an electronic signature acceptable in place of a manual ink signature?

A14. You can submit a sealed bid at our City Purchasing office (City Hall, 8th floor) or online through Central Bidding. If you choose to use Central Bidding you need to arrange to have an account with them. If the submission is done at the City Hall Purchasing office, the submitter will be given receipt to show evidence of submission.

Q15. Corporate Resolution: Kastel is a limited liability company. Is an LLC member authorization acceptable in place of the Corporate Resolution form on page 30, or is no authorization document required when the bid is signed by the company's owner?

A15. No corporate resolution is needed if you are an LLC.; you will want to complete the LLC section on the Bidder's Organization page.

Questions & Answers

(continued)

- Q16. Basis of award:** The Scope of Work states that award will be made by group or grand total, and the Schedule of Bid Items states that award will be based on the lowest total of items 0001–0018. Please confirm whether the City will award by individual group (Groups 1, 2 and 3) or by the combined grand total of all three groups.
- A16.** Award will be based on the lowest total of items 0001 – 0018, by the combined total of all three groups. Items 0019 - 0021 will not be included for award consideration.
- Q17. Supporting documents:** The cover page states that no additional documents are to be included unless specifically required. May bidders include a cover letter, a certificate of insurance naming the City-Parish as certificate holder, and a Louisiana Secretary of State certificate of good standing with the bid?
- A17.** No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Additional documents may be added for clarification purposes; however no documentation changing the scope will be accepted, and may subject your bid to be deemed nonresponsive
- Q18. MBE/SBE/WBE plan:** Kastel is a certified woman-owned small business. Is a certified woman-owned prime bidder still required to submit the good-faith participation plan described on page 9, along with copies of its certifications?
- A18.** To be responsive to this request for proposal, the proposer should be a Small, Minority or Women-owned businesses or have put forth a good faith effort to use certified Small, Minority or Women-owned businesses as subcontractors. If you are a certified woman-owned small business, you will not be required to submit a good-faith participation plan; however, to aid in determining award, you will need to provide proof of certification.

Questions & Answers
(continued)

Q19. Vendor respectfully submits the following questions regarding ITB A26-0637, Rental of Portable Toilets (File No. 26-000637). Each relates to a minor dimensional difference between the specifications and the equipment we intend to offer; all other requirements are met or exceeded.

- a. Handicapped Portable Toilet (Spec #2):** The specification calls for a minimum of 77" W x 77" D x 90.7" H. Our offered unit, the Satellite Freedom, measures 66" W x 86.5" D x 90.5" H and is fully ADA and California Title 24 compliant. Will the City accept this unit as equal
- b. Restroom Trailer (Spec #1):** The specification lists a maximum size of 20' x 8'-0". Our offered unit, the Satellite Suites 8-Station trailer, measures 21' L x 8'6" W and meets all fixture and air conditioning requirements. Is the maximum size tied to a site or placement constraint, and will the City accept this trailer as equal?
- c. Hand-Wash Station (Spec #1):** The specification lists 25.94" W x 64.5" H x 19.1" D. Our offered unit, the PolyJohn Bravo 2-Station, measures 26.5" W x 62" H x 21.5" D, with 22 gallons fresh water and 24 gallons grey water (exceeding the 20/22-gallon requirements). Will the City accept this unit as equal?
- d. Showing deviations:** Where a unit meets the intent of a specification but differs slightly in dimensions, is it acceptable to mark "Yes" under Comply and note the actual dimensions in the Deviation column, or does the City prefer those lines marked "No" with the deviation noted?

A19. For any approved equals or minor variations from specifications, you will need to indicate that the approved equal does not meet bid specifications and you will need to include adequate specifications to support why your item should be considered as an approved equal. Until the approved equal specifications are reviewed, there is no way to determine if they are acceptable by the City.

Q20. Direct us to the following information:

- The original bid tabulation showing all participating vendors and their submitted prices.

See below

- The awarded contractor and final contract award information

See PRR Procedure below

- The individual unit pricing submitted for daily, weekly, and monthly rentals, along with associated servicing and pump-out charges.

See below

Questions & Answers (continued)

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 (www.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\(mze1mn155mjxtapkzz0lghjj\)\)/support/home.asp](https://brla.govqa.us/WEBAPP/rs/(S(mze1mn155mjxtapkzz0lghjj))/support/home.asp)

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

Questions & Answers

A23-0637 Rental of Portable Toilets

Commodity: 15570, 93484, and 97182		9.14.23					
A23-0637 RENTAL OF PORTABLE TOILETS		Requisition No:	N/A		UNITED REPAIRS (not in America) Inc. dba Reliable Onsite Service		Kaiser Enterprises LLC (Online)
		Bid Opening:	9.27.23				
		or					
		Closing Date					
		Purchase Period:					
Sealed Bid <u> X </u> Price Inquiry <u> </u> Definite Quantities <u> </u>							
ITEM	DESCRIPTION AND SPECIFICATIONS	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
0001	Individual Standard Portable Toilets <u>Daily</u> rentals	400	EACH	No Bid		\$75.00	
0002	Individual Handicapped Portable Toilets <u>Daily</u> rentals	50	EACH	No Bid		\$114.00	
0003	Restroom Trailer with A/C, 20' x 8' <u>Daily</u> rentals	1	EACH	No Bid		\$1,800	
0004	<u>Daily</u> Pump-Outs for Individual Standard and Handicapped Portable Toilets	250	EACH	No Bid		\$18.00	
0005	<u>Daily</u> Pump-Outs for Restroom Trailers	1	EACH	No Bid		\$380.00	
0006	Hand-Wash Station (300+ Uses) <u>Daily</u> Rental	1	EACH	No Bid		\$24.00	
TOTAL FOR GROUP 1: DAILY RENTALS (Items 0001 – 0006 must all be bid for consideration of award)							
0007	Individual Standard Portable Toilets <u>Weekly</u> rentals	1	EACH	\$10		\$75.00	
0008	Individual Handicapped Portable Toilets <u>Weekly</u> rentals	1	EACH	\$110		\$114.00	
0009	Restroom Trailer with A/C, 20' x 8' <u>Weekly</u> rental	1	EACH	\$1,800		\$2,400	
0010	<u>Weekly</u> Pump-Outs for Individual Standard and Handicapped Portable Toilets	1	EACH	\$85		\$18.00	
0011	<u>Weekly</u> Pump-Outs for Restroom Trailers	1	EACH	\$250		\$380.00	
0012	Hand-Wash Station (300+ Uses) <u>Weekly</u> Rental	1	EACH	\$120		\$24.00	
TOTAL FOR GROUP 2: WEEKLY RENTALS (Items 0007 – 0012 must all be bid for consideration of award)							
0013	Individual Standard Portable Toilets <u>Monthly</u> rentals	1	EACH	\$10		\$114.00	
0014	Individual Handicapped Portable Toilets <u>Monthly</u> rentals	1	EACH	\$110		\$150.00	
0015	Restroom Trailer with A/C, 20' x 8' <u>Monthly</u> rentals	1	EACH	\$3,000		\$3,000	
0016	300 Gallon Portable Holding Tank <u>Monthly</u> rental	1	EACH	\$20		\$420.00	
0017	Pump-Outs for 300 Gallon Portable Holding Tank	1	EACH	\$240		\$90.00	
0018	Hand-Wash Station (300+ Uses) <u>Monthly</u> Rental	1	EACH	\$120		\$114.00	
TOTAL FOR GROUP 3: MONTHLY RENTALS (Items 0013 – 0018 must all be bid for consideration of award)							
0019	Additional Pump-Outs for Individual Standard and Handicapped Portable Toilets on an as needed basis	1	EACH	\$85		\$18.00	
0020	Additional Pump-Outs for Restroom Trailers on an as needed basis	1	EACH	\$200		\$380.00	
0021	Additional Pump-Outs for 300 Gallon Portable Holding Tanks on an as needed basis	1	EACH	\$185		\$90.00	
TOTAL FOR OPTIONAL ITEMS TO APPLY TO EITHER GROUPS 1, 2, or 3							
TOTAL AMOUNT							
CASH DISCOUNT							
NET AMOUNT							
DELIVERY							
BID TOTAL							
TOTAL AWARD							

Notes: