Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
P.O. Box 1471
Baton Rouge, Louisiana 70821

225/389-3259 purchasinginfo@brgov.com

Trina C. Hall
Director of Purchasing

ADDENDUM NO. 1 ISSUED OCTOBER 30, 2026
A26-1115 – JANITORIAL SERVICES FOR DEPARTMENT OF MAINTENANCE

Your reference is directed to the above-referenced Invitation to Bid scheduled to open on November 16, 2026 at 11:00 AM CST.

Addendum No. 1 is being issued to make revisions within the Invitation to Bid and to LAPAC as follows:

- Update the posting time on LAPAC from 2:00 PM CST to 11:00 AM CST.

Refer to Page 3, Item 9, line 1 as written.

REVISE Page 3, Item 9, line 1 to reflect Bid forms and submissions may be downloaded and submitted through www.centralbidding.com on the bidding site.

Page 1 of Invitation to Bid as written.

REMOVE and REPLACE the attached Page 1 with the correct address for SHIP TO ADDRESS:
4445 Plank Road

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 bid, please indicate changes herein and return to Purchasing prior to the Bid Opening date and time 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	Name	Company

INVITATION TO BID - ANNUAL CONTRACT

SEALED BIDS will be received by the PURCHASING DIVISION of the CITY OF BATON ROUGE, EAST BATON ROUGE PARISH until 11:00 am CST on November 16, 2026, at the location shown below.

TITLE: **A26-1115 – Janitorial Services for the Department of Maintenance**	**RETURN BID TO:** **PURCHASING DIVISION** **Physical Address:** **222 St. Louis Street** **8th Floor Room 826** **Baton Rouge, LA 70802** ****NOTE: U.S. Postal Regular & Expedited Mail do not deliver to our physical address; delays may occur due to City Parish Mailroom processing**
FILE NO: A26-1115 **AD DATES: 10/22/26 & 10/29/26**	
SHIP TO ADDRESS: **City of Baton Rouge/Parish of East Baton Rouge** **Department of Maintenance** **4445 Plank Road, Baton Rouge, LA 70805**	**Contact Regarding Inquiries:** Purchasing Analyst: **Lori Foreman** Telephone Number: **225-389-3259 x 3268** Email: lforeman@brla.gov
VENDOR NAME	MAILING ADDRESS
REMIT TO ADDRESS	CITY, STATE, ZIP
TELEPHONE NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE
AUTHORIZED SIGNATURE (Required)	PRINTED NAME

TO BE COMPLETED BY VENDOR: **CONTRACTORS LICENSE IF APPLICABLE** _____

1. _____STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.
2. _____% discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.

Bidders should acknowledge all addenda and the date received.
The Bidder acknowledges receipt of the following issued ADDENDA

No.	Date:	No.	Date:	No.	Date:	No.	Date:
No.	Date:	No.	Date:	No.	Date:	No.	Date:

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30
ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. ***Bid must be signed in the designated space above and by person authorized to sign for bidder.***

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. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

Addendum No. 1 issued 10.30.26