

**Office of the Mayor-President**  
Purchasing Division



City of Baton Rouge  
Parish of East Baton Rouge  
222 Saint Louis Street, 8<sup>th</sup> Floor  
Room 826  
P.O.Box 1471  
Baton Rouge, Louisiana 70821

**Paul Narcisse**  
Purchasing Director

225/389-3259 FAX 225/389-4841  
[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**ADDENDUM NO. 2 ISSUED FEBRUARY 21, 2024**  
**RFP 2023-32-1200 – LEED Certified Janitorial Services for East Baton Rouge Parish**  
**Main Library @ Goodwood (Labor) Only**

Your reference is directed to RFP 2023-32-1200 – LEED Certified Janitorial Services for the East Baton Rouge Parish Main Library at Goodwood (Labor) Only which is scheduled to open on **February 28, 2024 at 2:00 PM.**

The following questions were received in response to the issuance of Addendum No. 1 on **February 14, 2024**, the questions received and the responses are reflected below:

- Q1: See question and response #9 (Question and Response 14 is similar)
- a. Question (c) Are 52 man hours per day required for Saturday?
  - b. Response (c) Yes
  - c. Then it says "The library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full time janitors on Saturday from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour for lunch).
  - d. Please clarify do you require 52 man hours or 17 man hours for Saturday.
  - e. Question (d) Are 52 man hours per day required for Sunday?
  - f. Response (d) Yes
  - g. Then it says "The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sunday from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).
  - h. Please clarify do you require 52 man hours or 12 man hours for Sunday.

R1: **The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).**

**The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).**

Q2: See question and response #25

- a. Question Are the requested man hours per day different for the weekend hours:  
Monday-Thursday: .....52 man hours per day  
Friday:.....44 man hours per day  
Saturday:.....42 man hours per day  
Sunday:.....27 man hours per day
- b. Response Yes

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RFP 2023-32-1200 –LEED CERTIFIED JANITORIALSERVIES FOR EAST BATON  
ROUGE PARISH MAIN LIBRARY @ GOODWOOD (LABOR) ONLY  
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FEBRUARY 21, 2024**

- R2: **That is correct—the man hours per day are different on the weekend (Saturday and Sunday) from Monday-Thursday; they are also different from Friday.**
- Q3: Please clarify how many man hours is the successful bidder required to provide on Saturday.
- R3: **The Library is open from 9:00 am to 6:00 pm on Saturday. We need 2 full-time janitors on Saturdays from 8:00 am to 5:30 pm, or 17 man hours (assuming an hour lunch).**
- Q4: Please clarify how many man hours is the successful bidder required to provide on Sunday.
- R4: **The Library is open from 2:00 pm to 9:00 pm on Sunday. We need 2 full-time janitors on Sundays from 1:00 pm to 7:30 pm, or 12 man hours (assuming a 30 minute lunch).**
- Q5: See question and response #11
- Question 11: on page 55 Attachment B-1 Pricing Schedule (0001), it reads..."129,000 sq. ft. – Per sq. ft. \$Per Occurrence
  - Response 11: No it is per occurrence
  - If per occurrence, should the occurrence price submitted by bidders, be a daily price per occurrence, a weekly price per occurrence, or a monthly price per occurrence. Please clarify.
- R5: New Attachment B-1 Pricing Schedule Provided. (Pages 55-57) Per occurrence should be per month so your question has been addressed.

The following revision has been made to RFP 2023-32-1200 – LEED Certified Janitorial Services for East Baton Rouge Parish Main Library @ Goodwood (Labor) Only

Please refer to Pages 55-57, Attachment B-1 Pricing Schedule as written.  
**REMOVE and REPLACE Pages 55-57 with Attachment B-1 Pricing Schedule.(Attached)**

**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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

## ATTACHMENT B-1 PRICING SCHEDULE

Solicitation No.: 2023-32-1200

**LEED CERTIFIED Janitorial Services for  
East Baton Rouge Parish Main Library at Goodwood (Labor Only)**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of MEASURE	UNIT PRICE	EXTENDED TOTAL
0001	<p>Base Price, per square foot. Janitorial Services to be performed at 7711 Goodwood Boulevard, Baton Rouge, LA. Contractor shall provide all labor, supervision, materials and supplies as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below.</p> <p><b>A minimum of six point five (6.5) full-time equivalent employees, with at least four (4) full-time employees</b> shall be provided for the duration of the below listed hours. This number of employees can include the working onsite supervisor. The determination of the number of employees needed to service this contract is the responsibility of the bidder.</p> <p>Total Square Footage of cleaning area is approximately: 129,000 Sq. ft.</p> <p><b><u>DAILY WORKING HOURS</u></b> Starting and Ending Times for <b>Monday through Thursday:</b> 7:30 a.m. to 8:00 p.m.</p> <p><b><u>WEEKEND WORKING HOURS</u></b> Starting and Ending Times for <b>Friday, Saturday and Sunday:</b> Friday: 7:30 a.m. to 6:00 p.m. Saturday: 8:00 a.m. to 6:00 p.m. Sunday: 1:30 p.m. to 8:00 p.m.</p>	12	MONTH	\$ _____ PER MONTH	\$ _____ ANNUAL

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of MEASURE	UNIT PRICE	EXTENDED TOTAL
0002	<p><b>ONE (1) ADDITIONAL INCREMENTAL FULL TIME JANITORIAL EMPLOYEE</b></p> <p><b>OPTIONAL AWARD ITEM</b></p> <p><b><u>DAILY WORKING HOURS</u></b> Starting and Ending Times for <b>Monday through Thursday:</b> 7:30 a.m. to 8:00 p.m.</p> <p><b><u>WEEKEND WORKING HOURS</u></b> Starting and Ending Times for <b>Friday, Saturday and Sunday:</b> Friday: 7:30 a.m. to 4:30 p.m. Saturday: 10:00 a.m. to 5:00 p.m. Sunday: 1:30 p.m. to 8:00 p.m.</p>	1	EACH	\$ _____ PER HOUR	\$ _____ EXTENDED PRICE
0003	<p><b>Shampoo Carpet.</b> Price per square foot, services to be performed upon written request of the Library's representative.</p>	85,643	SQ FT	\$ _____ PER SQ FT	\$ _____ PER OCCURENCE
0004	<p><b>Walk off Mat (Carpet) cleaning.</b> Price per square foot, services to be performed in accordance with bid specification requirements.</p>	1,310	SQ FT	\$ _____ PER SQ FT	\$ _____ PER OCCURENCE
0005	<p><b>Strip/Wax Bare Floors. (Terrazzo Only)</b> Price per square foot, services to be performed upon written request of the Library's representative.</p>	6,727	SQ FT	\$ _____ PER SQ FT	\$ _____ PER OCCURENCE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of MEASURE	UNIT PRICE	EXTENDED TOTAL
0006	<b>Quarterly Clean/Dust.</b> Services to be performed upon written request of Library representative.	4	QUARTER	\$ _____ PER QUARTER	\$ _____ ANNUAL
0007	<b>Pressure Washing. Various areas.</b> Price per square foot, services to be performed upon written request of Library representative.	46,875	SQ FT	\$ _____ PER SQ FT	\$ _____ PER OCCURENCE
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0008	<b>Emergency Call Out Cleaning Service.</b> Price per hour. A minimum of 2 hours will be paid for each call out. Services to be performed upon notification by Library representative. <i>Quantity is estimate only.</i>	10	HOUR	\$ _____ PER HOUR	\$ _____ EXTENDED TOTAL
0009	<b>Special Event Cleaning Requests.</b> Price per hour, per employee. Services to be performed upon written request of Library representative. <i>Quantity is estimate only.</i>	20	HOUR	\$ _____ PER HOUR, PER EMPLOYEE	\$ _____ EXTENDED TOTAL
0010	<b>Parking lot and exterior areas inside of Fence.</b> Daily and Weekly cleaning of Parking lots and exterior areas of Library campus. Per bid specifications.	12	MONTH	\$ _____ PER MONTH	\$ _____ PER OCCURENCE

**Total of Items 1-10 EXTENDED TOTAL AMOUNT**

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