INSTRUCTIONS FOR BID DELIVERY

Bid documents can be delivered to the Procurement Section of the Department of Transportation and Development Headquarters Administration, 4th Floor East Wing, Room S-447, located at 1201 Capitol Access Road, Baton Rouge, LA 70802 before the time set for receiving proposals on the front hereof. NOTE: The time set for receiving proposals is Central Standard Time (CST).

Bidders are hereby advised that the U.S. Postal Service does not make deliveries to our physical location. **Bids may be mailed through the U.S. Postal Service** to our box at:

DOTD Procurement Section
Headquarters Administration
4th Floor East Wing S-447
P. O. Box 94245
Baton Rouge, LA 70804-9245

Bidders are advised that bids mailed through the U.S. Postal Service to our post office box are received at the Baton Rouge Main Post Office and are picked up by Division of Administration and then routed to the Department of Transportation and Development, therefore, extra delivery time is needed in order for bids to be received and time-stamped in our office before the bid deadline.

Bids may be delivered by hand or courier service to our physical location as follows:

DOTD Procurement Section
Headquarters Administration
4th Floor East Wing S-447
1201 Capitol Access Road
Baton Rouge, LA 70802

Bidders are solely responsible for ensuring that the chosen courier service provider makes inside deliveries to our physical location. The DOTD Procurement Office is not responsible for any delays caused by the bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of bids. Failure to meet the bid opening date and time shall result in rejection of the bid. **NOTE: The time set for receiving proposals in Central Standard Time (CST).**

Please note RFx number and bid opening date on the outside of your bid envelope.

In accordance with Louisiana R.S. 39:1595, a preference of 10% may be allowed for products manufactured, produced, grown, assembled or harvested in Louisiana of equal quality. Do you claim this 10% preference:

Yes: _____ No: _____ Specify location in Louisiana: _____
Specify Item Number: _____

Note: Louisiana vendors claiming this preference should also certify that 50% of their workforce is comprised of Louisiana residents in order to be entitled to the 10% preference. Louisiana vendors should complete the following certificate.
This is to certify that 50% of workforce is comprised of Louisiana residents: Yes: _____ No: _____
(Proof of certification may be required.)

Procurement of United States products:

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the Provisions of R.S. 39:1595, each procurement officer, Purchasing Agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies, products, provisions, or equipment, provided that all of the following conditions are met:

(1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.

(2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.

(3) In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.

(4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

(1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.

(2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? _____yes
Specify line number(s): _____

Specify location within the United States where this product is Manufactured:

_____
(note: if more space is required, include on separate sheet)