**BID SUBMISSION INSTRUCTIONS:**

BID DOCUMENTS MAY 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 RFx HEREOF. NOTE: THE TIME SET FOR RECEIVING PROPOSALS IS CENTRAL STANDARD TIME (CST).

PLEASE NOTE THE RFx NUMBER AND BID OPENING DATE ON THE OUTSIDE OF YOUR BID ENVELOPE.

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 THE 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 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 IS CENTRAL STANDARD TIME (CST).