



**THE RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1  
Issued June 4, 2020**

SB No. 1788 – Annual Plaque and Trophy Contract

**Bid Opening: 11:00 A.M. CST June 12, 2020**  
Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

Addendum No. 1 is being issued to answer the following inquiries directed to the Recreation and Park Commission for the Parish of East Baton Rouge, BREC, in reference to the above reference sealed bid. Addendum No. 1 is being issued as a response to the inquiries to clarify specific information. The bid opening for SB 1788 – Annual Plaque and Trophy Contract is scheduled for June 12, 2020 at 11:00 A.M. CST

**Questions #1 - 8**

1. On page 1 the date is listed as June 12, 2020, but on page 2 the date is listed as June 18. Which date should I use?

Replace page 2 of the bid document with the “Revised Page 2”. (See Attachment)  
The “Revised Page 2” reflects the correct bid opening date as June 12, 2020.

2. Page 6, Item 3. One of the components is listed as a 5” minimum clear figure. These were discontinued by the manufacturer several years ago. Will an equivalent gold figure serve as an acceptable substitute?

Yes, the gold figure will serve as an acceptable substitute.

3. Page 7, Item 5. The last requirement on this award is listed as Total Height of 49”. But the parts only add up to about 28”.

Replace page 7 of the bid document with the “Revised Page 7”. (See Attachment)  
The “Revised Page 7” reflects the correct total height of 24”.

4. Page 8, Item 12. Should the lanyard be a specific color?

Replace page 8 of the bid document with the “Revised Page 8”. (See Attachment)  
The “Revised Page 8” reflects lanyard color: **Black** and list other colors available.

**5. Do you anticipate extending the bid due date?**

BREC does not anticipate extending the bid date.

**6. What additional details are you willing to provide, if any, beyond what is stated in the bid documents concerning how you will identify the winning bid?**

The are no additional details available.

**7. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?**

The bid was not posted at [www.mygovwatch.com](http://www.mygovwatch.com) .

**8. Other than your own website, where was this bid posted?**

A. LAPAC (Louisiana Procurement and Contract Network)  
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm>

B. Bid Express  
Bidexpress.com

BREC will accept the scanned copy; however, the company for award will have to get an original hard copy will all appropriate signatures and documents will be required to be notarized.

**At this time, all other terms, conditions and specifications shall remain the same.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the sealed bid number, bid deadline date and time. If you have not submitted your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Date)

INVITATION TO BID	Recreation and Park Commission for the Parish of East Baton Rouge	BID DUE DATE & TIME <b>Date: June 12, 2020</b> 11:00 A.M. CST
<b>TITLE: Sealed Bid 1788</b> <b>Annual Plaque and Trophy Contract</b>		<b>RETURN BID TO:</b> PURCHASING DEPARTMENT RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE (BREC) 6201 Florida Blvd Baton Rouge, LA 70806
<b>File No: G-01007</b>		
<b>Ad Dates:</b> May 27, 2020 & June 3, 2020		<b>Inquiries to be directed to:</b> <b>Richard Terrell</b> <b>Telephone – 225-272-9200, Ext. 1422</b> <b>Fax – 225-273-6406</b> <b>Email: <a href="mailto:Richard.Terrell@brec.org">Richard.Terrell@brec.org</a></b>
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE No.	FAX No.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE
AUTHORIZED SIGNATURE		PRINTED NAME

ENUMERATE ADDENDA RECEIVED (if any) \_\_\_\_\_

**DELIVERY \_\_\_\_\_ DAYS MAXIMUM AFTER RECEIPT OF ORDER.**

**F.O.B.: DESTINATION - TERMS: NET 30 - DELIVERY DATE DESIRED: 10 DAYS ARO**

**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The above signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

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.

ITEM #	SPECIFICATIONS
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5. **FIRST PLACE JUNIOR TEAM TROPHIES** MIN 59

- Minimum Specifications follows:
- 3" x 7 1/2" three (3) Hole staggered Alamar base.
  - PDU or equal trim year (\*) with BREC's CURRENT EMBLEM OR EQUAL SIZE TO YEAR TRIM.
  - Artwork – 2" BREC Mylar mounted on Freeman 8858 Mylar Holder
  - One (1) 2004 Stack Year (Silver or Gold color optional)
  - #52, 1 1/2" PDU or equal stem. (Silver or Gold optional)
  - Two (2) 2" x 3" center hole Alamar lids.
  - 9"h x 3"w three (3) piece vinyl or plastic covered column, rectangle shaped (\*\*colors and shapes optional) or Freeman 3604 Column Rectangle
  - 5" minimum riser embossed with 1<sup>st</sup> place or 6" Oval Flame Riser with Freeman 8858 Mylar Holder (Silver and Gold color optional)
  - 5" minimum PDU or equal figure (Sports, \*\*color, style optional)
- See item #1. **Total Height 24"**.

\*\*List color choices of trophies: \_\_\_\_\_  
*Minimum of 6 colors required*

6. **SECOND PLACE JUNIOR TEAM TROPHIES** MIN 140

- Same as item #5 except substitute following:
- 8" x 3" column

Total Height 23"

\*\*List color choices of trophies: \_\_\_\_\_  
*Minimum of 6 colors required*

ITEM #	SPECIFICATIONS
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- 7. **INDIVIDUAL PLAQUES** MIN 50

  - 4" x 6" rectangular wooden veneer plaque with metal face plate suitable for sublimation in two colors. BREC will furnish a camera-ready BREC logo. Vendor will supply all other art work as needed.
  
- 8. **INDIVIDUAL PLAQUES** MIN 125

  - 4" x 6" rectangular wooden veneer plaque with full color on unisub white metal. BREC will furnish a camera-ready BREC logo. Vendor will supply all other art work as needed.
  
- 9. **TEAM PLAQUES-1<sup>st</sup> PLACE INDIVIDUAL PLAQUES** MIN 40

  - 9" x 12" rectangular wooden veneer plaque with metal face plate suitable for sublimation in two colors. BREC will furnish a camera-ready BREC. Vendor will supply all other art work as needed.
  
- 10. **TEAM PLAQUES-2<sup>nd</sup> PLACE INDIVIDUAL PLAQUES** MIN 40

  - 8" x 10", all specs will be same as item #9.
  
- 11. **PLATES** MIN 20

  - Additional Engraved Plates for trophies, if desired for purchase of plates separately
  
- 12. **MEDALS** MIN 802

  - Medal with tennis figure/racquets with attached lanyard **Lanyard color: Black and List other colors available**
  - To be made of pewter metal at 1/8" thick (with motif reflecting non-specified sport such as: Basketball, Football, Golf, Softball, Tennis, Tee Ball and Baseball, Kick ball and Volleyball.)

**\*\*ALL ALAMAR BASES MUST BE THE SAME COLOR AND MATERIAL PER TROPHY\*\***