

RFx No.: 3000023102 Title: *Mand Visit* Janitorial Svcs - DOTD

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**MANDATORY
JOBSITE VISIT CERTIFICATION**

Jobsite Locations: Louisiana Training & Research Center Training & Tech Transfer Building
4099 Gourrier 4101 Gourrier Ave.
Baton Rouge, LA 70808 Baton Rouge, LA 70808

DOTD Point of Contact (POC): Rebecca Rizzutto, (225)767-9187 or Rebecca.rizzutto@la.gov
Melissa Lee, (225)767-9155 or Melissa.lee@la.gov

Vendor must schedule a jobsite visit appointment by contacting one of the Department POCs listed above. Appointment times are available on **Mondays and Fridays from 8:30 AM – 10:30 AM** and **Tuesdays from 2:00 PM – 4:00 PM**. Jobsite visit must be completed prior to bid opening date and time. Only the current vendor is exempt from this requirement.

The vendor or vendor's representative and the DOTD representative or their designee should sign this certificate after the jobsite inspection has completed. In lieu of a signed certificate, the DOTD representative may provide a signed letter stating that the vendor did visit the jobsite. Letter must include the date of inspection, company name, and the vendor representative's name.

NOTE: Certification or letter from the DOTD representative should be submitted by the bidder with the bid response and must be supplied to the DOTD Procurement office prior to award. Failure to supply the required documentation will cause the vendor's bid to be rejected.

I _____ on behalf of _____

(Vendor Representative's Name – Please Print)

(Vendor's Company Name – Please Print)

hereby certify that I have inspected the referenced jobsite on _____, 20____ and I am familiar with all conditions of the location as it pertains to the fulfillment of the specifications associated with the solicitation.

(Vendor Representative's Signature & Date)

(DOTD Representative's Signature & Date)

(DOTD Representative's Name & Title – Please Print)