

**LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**MANDATORY  
JOBSITE VISIT CERTIFICATION**

**Jobsite Location(s):** 7686 Tom Dr., Baton Rouge, LA 70806

**DOTD Point of Contact (POC):** Mary Jarreau, (225)935-0170 or [mary.jarreau@la.gov](mailto:mary.jarreau@la.gov)

Vendor must schedule a jobsite visit appointment by contacting the Department POC listed above. Appointment times are available on **Tuesdays and Wednesdays from 8:00 AM – 3:00 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 name of the vendor's representative present at the inspection.

**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)