

**Office of the Mayor-President**  
Purchasing Division



City of Baton Rouge  
Parish of East Baton Rouge  
222 Saint Louis Street, 8<sup>th</sup> Floor  
Room 826  
P.O.Box 1471  
Baton Rouge, Louisiana 70821

**Paul Narcisse**  
Purchasing Director

225/389-3259 FAX 225/389-4841  
[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**ADDENDUM NO. 1**  
**August 15, 2024**

Your reference is directed to: **File Number: 24-000017**  
Solicitation Number: **M17-Rebid SIRCHIE EVIDENCE COLLETION VEHICLE**  
Scheduled to open: **September 4, 2024 at 11:00 AM CST**

**Addendum No. 1 is being issued to change the incorrect inquiry period from September 28, 2024 to August 28, 2024.**

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

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

cc: Bid File 24-000017  
ermiller@brla.gov  
225-389-3259 x 3283

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

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## INQUIRY PERIOD

### **Inquiry Period:**

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. ***Without exception, all questions MUST be in writing*** (even if an answer has already been given to an oral question during the pre-bid conference or job site visits.) Inquiries are to be directed as follows:

#### **Hand Delivered or by Courier**

Maggie Duvall, Purchasing Analyst II  
City-Parish Purchasing Department  
222 Street Louis Street, Room 826  
Baton Rouge, LA 70802

**By email:** [ermiller@brla.gov](mailto:ermiller@brla.gov)

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

**All inquiries shall be received by 5:00 p.m. on August 28,2024.**

**The City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is offering teleconference and in-person attendance by vendors at public bid openings for bids published by our office.**

**Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:**

***Join by phone:***

***+1-408-418-9388 United States Toll  
Access code: 263 373 080 (followed by the # button)***

***Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):***

***United States Toll (Boston) +1-617-315-0704  
United States Toll (Chicago) +1-312-535-8110  
United States Toll (Dallas) +1-469-210-7159  
United States Toll (Denver) +1-720-650-7664  
United States Toll (Jacksonville) +1-904-900-2303  
United States Toll (Los Angeles) +1-213-306-3065***

**This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time and date.**