

## BID SUBMISSION INSTRUCTIONS

Bid documents may be delivered to the Procurement Section located at the Department of Transportation and Development Headquarters in Baton Rouge, LA by either hand, courier service or through the US Postal Service. Bids **MUST** be received and time-stamped in the Procurement Section before the date and time set for receiving bid submissions as noted on the RFX hereof.

**NOTE:** The time set for receiving bids is Central Standard Time (CST).

### HAND OR COURIER SERVICE DELIVERY:

For delivery by **HAND** or **COURIER SERVICE** to our physical location please clearly note, on the outside of the bid envelope, the complete address, RFX number and bid opening date as shown below. Bidders are hereby advised that most courier services will not deliver to the Procurement Section without a floor and room number noted on the envelope. Omission of this information could delay delivery of your bid and/or rejection if the bid is received after the opening deadline.

**DOTD Procurement Section**  
**Headquarters Administration**  
**4<sup>th</sup> Floor East Wing S-447**  
**1201 Capitol Access Road**  
**Baton Rouge, LA 70802**  
**RFX No.:** \_\_\_\_\_  
**Bid Opening Date:** \_\_\_\_\_

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.

### U.S. POSTAL SERVICE DELIVERY:

For delivery by **US POSTAL SERVICE** to our P.O. Box please clearly note, on the outside of the bid envelope, the complete address, RFX number and bid opening date as shown below. Bidders are hereby advised that the U.S. Postal Service does not make deliveries to our physical location.

**DOTD Procurement Section**  
**Headquarters Administration**  
**4<sup>th</sup> Floor East Wing S-447**  
**P.O. Box 94245**  
**Baton Rouge, LA 70804-9245**  
**RFX No.:** \_\_\_\_\_  
**Bid Opening Date:** \_\_\_\_\_

Bids mailed through the U.S. Postal Service to our Post Office Box are received at the Baton Rouge Main Post Office and are then picked up the Division of Administration and then routed to the DOTD and then to the Procurement Section; therefore, extra delivery time is needed in order for bids to be received and time-stamped in our office before the bid opening deadline. The DOTD Procurement Section is **NOT** responsible for any delays caused by the bidders 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.