



Office of the Mayor-President

Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis St. 8th Floor Room 826
P.O.Box 1471
Baton Rouge, Louisiana 70821
225/389-3259 FAX 225/389-4841
purchasinginfo@brgov.com

Paul Narcisse
Director of Purchasing

ADDENDUM NO. 1
October 25, 2024

Your reference is directed to: **File Number: 24-000633**

Solicitation Number: **A24-0633-2 EMS MEDICAL SUPPLIES**

scheduled to open: **October 31, 2024**

Note:

For the above referenced Invitation to Bid:

The due date for the Invitation to Bid has been changed from **October 31, 2024** to
November 19, 2024.

See attached Page 1 of 37 (Revised)

The inquiry due date has been changed from **October 31, 2024** to
November 8, 2024.

See attached Page 11 of 37 (Revised)

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 24-000633

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

INVITATION TO BID - ANNUAL CONTRACT

SEALED BIDS will be received by the PURCHASING DIVISION of the CITY OF BATON ROUGE, EAST BATON ROUGE PARISH until 11:00 am CST, November 19, 2024 at the location shown below.

TITLE: A24-0633-2 EMS Medical Supplies		RETURN BID TO: PURCHASING DIVISION Physical Address: 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802					
FILE NO: 24-000633 AD DATES: 10/30/24 & 11/06/24		**NOTE: U.S. Postal Regular & Expedited Mail do not deliver to our physical address; delays may occur due to City					
CITY ADDRESS: VARIOUS LOCATIONS		Contact Regarding Inquiries: Purchasing Analyst: Dexter Stewart Telephone Number: 225-389-3259 x 3272 Email: dsstewart@brla.gov					
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 (Required)		PRINTED NAME					
<p>TO BE COMPLETED BY VENDOR: CONTRACTORS LICENSE IF APPLICABLE</p> <p>1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.</p> <p>2. _____% discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.</p>							
<p align="center">Bidders should acknowledge all addenda and the date received. The Bidder acknowledges receipt of the following issued ADDENDA</p>							
No.	Date:	No.	Date:	No.	Date:	No.	Date:
No.	Date:	No.	Date:	No.	Date:	No.	Date:

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

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

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. Bid must be signed in the designated space above and by person authorized to sign for bidder.

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.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

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

Dexter Stewart
City-Parish Purchasing Department
222 Street Louis Street, Room 826
Baton Rouge, LA 70802

By email: dsstewart@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 November 8, 2024.