



**Office of the Mayor-President**

Purchasing Division  
City of Baton Rouge  
Parish of East Baton Rouge  
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P.O.Box 1471

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[purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com)

**Kris R. Goranson**  
Director of Purchasing

**ADDENDUM NO. 1**  
**November 08, 2024**

Your reference is directed to: **File Number: 24-00510**

Solicitation Number: **A24-00510 Printed File Folders**

Scheduled to open: **November 13, 2024**

The following Addendum No. 1 – Questions & Answers will be made part of the above referenced solicitation.

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 24-00510

[ermiller@brla.gov](mailto:ermiller@brla.gov)  
225-389-3259 x 3283

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Signature

Date

Company

## **Addendum No. 1 – Questions & Answers A24-00510 Printed File Folders**

Question 1: Are all of the folders needed at once, or divided over time?

Answer 1: Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. (pg.2)

Question 2: Are you able to provide pictures/examples of existing folders or an example of what you would like the folder to look like?

Answer 2: Photos of the file folders have been provided on pages 24-40 of the Invitation to Bid packet.

Question 3: Who is the incumbent supplier?

Answer 3: For past bid and award information, a Public Records Request is required. Please go to: Request a Public Record | Baton Rouge, LA (brla.gov). When you are submitting a request for City/Parish records, please choose the box for "City Records Request."

[https://brla.govqa.us/WEBAPP/\\_rs/\(S\(mze1mn155mjxtapkzz0lghij\)\)/supporthome.aspx](https://brla.govqa.us/WEBAPP/_rs/(S(mze1mn155mjxtapkzz0lghij))/supporthome.aspx)

If you have any questions, you may call the Public Records Section at 225-389-3114.

Question 4: Some of the items will require proofs, is that to be submitted in the proposal or after being awarded?

Answer 4: Prior to printing, proofs shall be submitted to and approved by the designated employee of each department (pages.15, 16, 17).

Question 5: Where are proofs to be sent?

Answer 5: Proofs are to be submitted to the departments.

Question 6: What is the allocated budget for this contract?

Answer 6: An allocated budget has not been issued for this product.

Question 7: What is the selection criteria for contractors with this solicitation? What will contractors be judged on to be a candidate to win this contract?

Answer 7: Decisions will be made based on the agency's needs which have been specified in the Invitation to Bid Packet.

Question 8: Will you serve as the point of contact throughout the remainder of the contract?

Answer 8: Purchasing is the point of contact for the initial set up of the contract. Once the contract is established, communication will then be between the agency and the vendor.

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Question 9: Is this a one-year contract only? Will there be an option for an extension?

Answer 9: The contract shall be firm through the one year period. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same (pg. 2)

Question 10: What will be the ordering process for the folders?

Answer 10: Purchase orders will be used for procurement processes.