

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE**

March 5, 2025

ADDENDUM NO. 1

TO: ALL BIDDERS

**SUBJECT: LANCASTER AVE. SIDEWALKS PROJECT
(HOLLYWOOD STREET-GREENWELL STREET)
CITY-PARISH PROJECT NO. 23-EN-HC-0025**

**ORIGINAL BID DATE: Thursday March 13, 2025 at 2:00 p.m.
THE BID DATE IS NOT REVISED BY THIS ADDENDUM**

The following revisions shall be incorporated in and take precedence over any conflicting part of the original contract documents.

REQUESTS FOR INFORMATION AND RESPONSES

As of February 26, 2025 the following requests for information were received and are answered, as follows:

1. Please provide clarification as to which "LA R.S. 38:224 Affidavit" is to be completed and submitted prior to the bid opening as there are (2) different forms within the specifications. (1) Affidavit template is in Part 1A- documents and (1) Affidavit template is located Part 2- Special Provisions & Contract Documents.

- Complete the Affidavit form that is included in the Part 1A documents.

2. Please provide clarification as to which "LA R.S. 38:2212.10 Affidavit" is to be completed and submitted prior to the bid opening as there are (2) different forms within the specifications. (1) Affidavit template is in Part 1A- documents and (1) Affidavit template is located Part 2- Special Provisions & Contract Documents

- Complete the Affidavit form that is included in the Part 1A documents.

3. Please provide clarification as to which "Required Bid Bond Template" is to be used for bid submission as the Bid Bond Form issued in Part 1 "Bid Forms" is different the form located in Part 2- Special Provisions and Contract Documents.

- Complete the Bid Bond Form that in included in the Part I documents.

4. Please clarification(sp) as to which "Bid Forms, LA PW Uniform Bid Form, Bidder's Organization Form" are to be used as the Bid Forms incorporated in Part 1 are different than what's issued in Part 2-Special Provisions and Contract Documents Specification Section.

- Complete the forms included in Part 1 and submit them to the purchasing office or to upload to Central Bidding as your bid.

5. *Part 1A- Cover Sheet, and Part 2 Special Provisions/Contract Documents Page 111: “States affidavits are due **prior to the opening of bids**”. Please confirm that this is to be submitted separately to the owner. If bidder is electing to submit their bid electronically Part 1 A documents would need to be submitted directly to the owner as Central Bidding site for this project doesn’t have a titled section noted “Part 1A” upload for Part 1A document to be submitted with bid submission.*

- The requirements for submittal of the Part 1-A forms is addressed in the Instructions for Bidders in Section 2-8.1. The forms may be delivered to the Purchasing Office on the 8th floor of the City Hall Building, 222 Third Street prior to the bid opening date; or be placed in separate labeled envelope enclosed with the sealed bid envelope and be delivered with the bid on the Bid Date; or be uploaded on the Central Bid Site as an attachment.

6. *Per Part 2: Section 2-8.1: States the information per below Screenshot; There is “NO” UPLOAD Option for “Part 1A” Documentation for this project on Central Bidding? For Electronic Bidding Submission How is EBR reviewing Part 1A documentation submission at bid opening via electronically on Central without also opening their bid at the Same time which is after 2:00 P.M. Also, if this is the case the Parish needs to have a SPECIFIC UPLOAD OPTION for “PART 1A Upload”.*

- The Part A-1 documents are reviewed only to confirm that they are completed and present, in order to expedite discussions with the apparent low bidder. Refer to Question 5, above for additional information.

7. *Per the Notice to Contractors Electronic Bids and Electronic “Bid Bonds” however; there is No electronic bid bond available as surety is stating that EBR is NOT setup for Electronic Bid Bonds, so this is not an available option.*

- Part 1, Uniform Construction Bid Forms includes a blank copy of the Bid Bond which is to be completed by the Bidder and Surety and uploaded to the Central Bidding site as part of the bid package

8. *Per the Notice to Contractors states Electronic Bids may be submitted at Central Bidding. When reviewing the Central Bidding website for this project and click “Preview Bid Information” There is an electronic form, appears to look similar to the physical bid form, however; as I scroll to the bottom of the page also has a section for “Upload Attachments” (1) Louisiana Uniform Public Work Bid Form: Please clarify if I scan and upload LAUCBF forms do I also need to complete the electronic bid form too? Or if I elect to ONLY complete the Online form then do I need to upload all UCBF forms too.*

- Bidders may complete the paper Part 1 UCBF and the Unit Price forms, and other attachments and upload them as the BID. In that case the Bidders is should not complete the electronic forms, or
- Bidders may choose to complete the Online UCBF Bid and Unit Price form online and then attach any other Part 1 Bid forms to upload as attachments.

9. If completing the Electronic Bid Form that's available for this project on Central Bidding specific Note stating ***NOTE: Do not include commas or dollar signs in price/amount fields. You may include only numbers and one decimal point in price/amount fields.*** Please provide if this is NOT followed in accordance would this be grounds for an unresponsive bid, as per Section 2 Referenced on "SP 1 of 92" instructions on completing the bid form should be the EXACT REQUIRED WAY and shouldn't be different options for Physical Form vs. Electronic Form. If this in fact a difference in requirements there needs to be clarification/instructions issued for both processes.

- The Central Bidding document is set up for automatic formatting of dollar signs and commas and the note has been added to alert users and avoid duplicated punctuation. Bidders using the electronic form rather than uploading the completed paper form must be careful to verify that the format requirements have been followed.

10. Does Part 1 Cover Sheet need to be uploaded and submitted with the Bid Submission Files? If so, please provide which upload is it to go into?

- No, the cover sheets do not have to be uploaded.



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