



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
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Interim Director of Purchasing

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ADDENDUM NO. 4 ISSUED SEPTEMBER 22, 2025
RFP 2025-11-1200 – Integrated Library System

Your reference is directed to the above-referenced RFP scheduled to open on September 25, 2025, at 2:00 PM CST.

This addendum is being issued to respond to questions received after issuance of Addendum No. 3.

- Q1 We will have a hard time complying with this new Addendum. Due to the timing of receipt of this addendum and the fact that our offices operate fully remotely, we are unable to obtain a wet ink signature. Can we execute via DocuSign? We need to mail this tomorrow to meet the 9/25 due date.
- R1 **To accommodate vendors, the Bid Opening date is being extended until October 2, 2025 at 2:00 PM CST.**
- Q2 Can you also clarify that you are asking us to wet sign all forms within Attachment D prior to contract award?
- R2 **Yes**

BID OPENING DATE AS WRITTEN.

REVISE BID OPENING DATE THROUGHOUT RFP TO OCTOBER 2, 2025, 2025 AT 2:00 PM CST..

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

If you have already submitted your proposal and this addendum causes you to revise your original proposal, please indicate changes herein and return to Purchasing prior to the 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 proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Signature

Date

Company