



Office of the Mayor-President  
Purchasing Division

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

**ADDENDUM NO. 2**  
**December 29, 2025**

Your reference is directed to: **File Number: 25-011167**

Solicitation: **M11167 – Convention High Density Stack Chairs & Hand Trucks**

which is scheduled to open: **January 9, 2025**

The following changes are to be made to the above referenced solicitation:

**The attached questions and answers are 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 25-011167

[dsstewart@brla.gov](mailto:dsstewart@brla.gov)  
225-389-3259 x 3264

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Signature

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Date

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Company

**M11167**  
**River Center - Convention High Density Stack Chairs - Hand Trucks**  
**Page 1 of 3**

**Q1: “..we would like to know if it would be acceptable if our delivery staff could meet the trucks shipping the product from the manufacturer at the River Center when they are ready to ship. That way we do not have to unload, load, and unload three 18 wheelers of chairs. “**

**A1: That’s not a problem**

**Q2: Does the finish have to be Brite Chrome, or can we offer a Silver Powder Coat?**

**A2: We want to match what we currently have which is Brite Chrome**

**Q3: Our Standard Tubing size is 7/8” Square 18 gauge. Is this acceptable?**

**A3: We may be able to make this work.**

**Q4: We do have an inline model very comparable to the model you are interested in. Does the chair have to be an exact match?**

**A4: We want a close as possible match**

**Q5: Is there a delivery date that needs to be met?**

**A5: Sooner the better. Ideally would like to have these chairs by the middle to end of January**

**Q6: From the loading dock, how far into the building would you like the chairs delivered?**

**A6: About 100-200 foot push**

**Q7: Would you like unboxing and dunnage removal included as well?**

**A7: Yes**

**Q8: Is the delivery address accessible for large trucks, and will there be any restrictions or checkpoints that could prevent access?**

**A8: Yes accessible. The dock does have a checkpoint but we would notify them of the arrival ahead of time**

**Q9: Are there specific conditions or requirements for unloading at the location?**

**A9: No specific requirements. We have dock bays and forklifts on site.**

**Q10: Could you kindly provide the bid tabulation for reference or any historical pricing information that may be available?**

**A10: This is the first time we have bid these items**

**M11167**  
**River Center - Convention High Density Stack Chairs - Hand Trucks**  
**Page 2 of 3**

**Q11: Could you please confirm that the delivery location has the accessibility of a 53' semi-trailer?**

**A11: Confirmed**

**Q12: Could you please confirm that the delivery location has loading dock and/or ability to remove freight from the truck?**

**A12: Confirmed**

**Q13: Could you please confirm that is there any special delivery or handling requirements that are needed?**

**A13: No special delivery or handling requirements**

**Q14: Please share the delivery timings**

**A14: Sooner the better. We'd like mid to end of January**

**Q15: In regards to bid M11167 I wanted to confirm how the bid should be submitted. Page 1 has a physical address for mailing and page 2 mentions [centralbidding.com](http://centralbidding.com). Are we able to submit through either method?**

**A15: You can have the documents delivered to the physical mailing address or submit online using the Central Bidding service; for Central Bidding submission (online), you would need to establish an account with them.**

**Either way, they would have to be submitted before the bidding deadline.**

**M11167**  
**River Center - Convention High Density Stack Chairs - Hand Trucks**  
**Page 3 of 3**

**Q16: Is the delivery address accessible for large trucks, and will there be any restrictions or checkpoints that could prevent access?**

**A16: Yes accessible. The dock does have a checkpoint but we would notify them of the arrival ahead of time.**

**Q17: Are there specific conditions or requirements for unloading at the location?**

**A17: No specific requirements. We have dock bays and forklifts on site.**

**Q18: Could you kindly provide the bid tabulation for reference or any historical pricing information that may be available?**

**A18: Will be submitted with the Addendum**

**Q19: Are we able to ship product direct to site? Is the site able to receive a 53' semi-trailer truck and is there a loading dock?**

**A19: yes and yes**

**Q20: Will deliveries be made to the first floor? If not, is there elevator access to higher floors?**

**A20: Deliveries are made on the first floor. Any equipment going to the 2<sup>nd</sup> floor is elevator accessible**

**Q21: Will the bid date still be 12/30/25 – or with the holiday will you be extending it? We will be overnighting our bid.**

**A21: The bid opening has been extended to January 9, 2026**

**Q22: Do you want the freight included in each item, or listed separately?**

**A22: Either or is fine**

**Q23: Drop ship tail gate delivery, correct? (no unboxing or installation required)**

**A23: if unboxing or installation is included we would not turn it down**

**NOTE:**

**We have (7) total loading dock bays to unload equipment. We will just need to coordinate delivery dates. There is one check point upon entry. You'll check in with Security at the guard shack, they'll then open the gate for you and you can enter into the dock.**

**We are not aware of any specific conditions or regulations for unloading besides checking in with the Security Staff and someone from the building being present to monitor unloading.**