



**Office of the Mayor-President**

Purchasing Division  
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Parish of East Baton Rouge  
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**Philip Gore**  
Interim-Director of Purchasing

**ADDENDUM NO. 1**  
**May 4, 2026**

Your reference is directed to: **File Number: 26-03527**  
Solicitation Number: **A26-03527 Airport Sign Panels**  
Scheduled to open: **May 06, 2026**

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 26-03527

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

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Signature

Date

Company

**Addendum No. 1 – Questions & Answers**  
**A26-03527 Airport Sign Panels**

**QUESTION 1**

Is this solicitation for supply and delivery of airport sign panels only, or does it include removal and/or installation of the panels at Baton Rouge Metropolitan Airport?

**ANSWER 1**

The intent of this contract is to establish prices for the purchase and delivery of items listed (page 26 of bid packet).

**Question 2**

If installation is included, should installation labor, equipment, airport access, badging/escort requirements, and any required permits/licenses be included in the unit prices?

**Answer 2**

No installation required

**Question 3**

If installation is included, is a Louisiana contractor's license or specific specialty classification required?

**Answer 3**

No installation required

**Question 4**

Are the listed ADB SAFEGATE item numbers required exactly, or will approved-equal products be considered if factory specifications are submitted?

**Answer 4**

Approved equal products are accepted for this bid (Page 25 of bid packet).

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### **Question 5**

For approved-equal products, what documentation should be submitted with the bid to avoid being deemed non-responsive?

### **Answer 5**

Vendors bidding equivalent products may be requested to submit specifications and/or samples to the City Parish for examination and inspection by the Purchasing Division or its authorized representative. Samples must be submitted within seven (7) days after the request or such. Failure to do so may cause the bid for the particular category to be rejected (page 26 of bid packet).

### **Question 6**

Are panel legends, colors, arrows, inscriptions, and layout details provided after award, or should bidders price based only on the listed part numbers and dimensions?

### **Answer 6**

Place bid based on the listed part numbers and dimensions within the bid packet.

### **Question 7**

Are partial deliveries allowed, or must all panels be delivered together?

### **Answer 7**

Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.

### **Question 8**

Who is responsible for unloading at the delivery location?

### **Answer 8**

Vendor or carrier.

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**Question 9**

Is proof of insurance required for delivery-only work, or only if onsite installation/work is performed?

**Answer 9**

Vendors delivering to City Parish property are required to produce proof of insurance (page 52 of the bid document)

**Question 10**

Are there any specific FAA, airport, or airfield lighting/signage standards that these replacement panels must meet beyond the item descriptions listed in the bid?

**Answer 10**

No.