



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 Saint Louis Street, 8th Floor
Room 826
P.O.Box 1471
Baton Rouge, Louisiana 70821

225/389-3259 FAX 225/389-4841
purchasinginfo@brgov.com

Paul Narcisse
Purchasing Director

ADDENDUM NO. 1 ISSUED JANUARY 8, 2024
RFP 2023-33-7710

Your reference is directed to RFP 2023-33-7710 – Analytical Laboratory Services for Regulatory Compliance Sampling for the City of Baton Rouge/Parish of East Baton Rouge which is scheduled to open on February 15, 2024 at 11:00 AM.

The following REVISIONS/CLARIFICATIONS are hereby made to the RFP:

Page 6 and 7 as written.

REMOVE from Page 6 and 7 in its entiretyCopies of the solicitation and related information are available from the City-Parish's Purchasing Division and the state's Procurement and Contract Network website, LaPAC, at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

The City-Parish has elected to use LaPAC, the state's online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=102> and is available for vendor self-enrollment.

In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required if receiving solicitation and addenda notices from LaPAC, the City-Parish will mail addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

REPLACE on Page 6 and 7 with the following: Copies of the Request for Proposal may be obtained from LaPAC (<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=102>), Central Bidding (<http://www.centralauctionhouse.com>) or by email request to: [:337710analytlabservs@brla.com](mailto:337710analytlabservs@brla.com)

***Note: The City-Parish has elected to use LaPAC, the state's online electronic bid posting and Central Bidding notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> and is available for vendor self-enrollment NOTE: This RFP is not available to submit online via Central Bidding; submissions must be mailed or hand delivered to the address mentioned in the bid.**

**ADDENDUM NO. 1
RFP 2023-33-7710
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ISSUED JANUARY 8, 2024**

In that LaPAC and Central Bidding provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required if receiving solicitation and addenda notices from LaPAC and Central Bidding the City-Parish will email addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

Page 8, Item 4. Schedule of Events as written.

Add to Page 8, Item 4, Schedule of Events

A non-mandatory pre-proposal conference will be held in person on January 26, 2024 at 1:00 PM CST at the City Hall, 222 St. Louis St., Baton Rouge, LA 70821, 8th floor, Room 801.

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.

Signature

Date

Company