Office of State Procurement

State of Louisiana

Division of Administration

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| Jeff Landry**Governor** |  |  |  | Taylor F. Barras**Commissioner of Administration** |

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An Equal Opportunity Employer

March 6, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000021926 for the Invitation to Bid for the State of Louisiana – Emergency Mass Feeding, which is scheduled to open at 10:00 am CT on March 13, 2024.

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Following are the Vendor Inquiries received by the deadline date of February 28, 2024 and the State’s Responses:

**Vendor Inquiry #1**

Must the bidder place a bid for all regions, or may we select areas of operations we can service?

**State’s Response #1**

Bidders may bid on any region they are able to perform the expected feeding operations in; from one region to all regions.

**Vendor Inquiry #2**

If the bidder receives an award for multiple areas of operations, is the bidder bound to service all awarded areas simultaneously or only those that the bidder can service based on limitations at the time of the event?

**State’s Response #2**

The bidder is bound to service all shelter location missions that they accept during a disaster event. Missions not accepted by a bidder will be offered to the next lowest bidder on the contract list.

**Vendor Inquiry #3**

If the bidder has mobile cooking equipment for remote operations, will the State provide space for cooking and support equipment to be placed to conduct the scope of work?

**State’s Response #3**

Locations for mobile kitchens cannot be guaranteed. Every shelter location is different in size and facility layout.

**Vendor Inquiry #4**

Please describe your method for award and evaluation criteria.

**State’s Response #4**

Evaluation will be based on a review of such factors as past usage, anticipated usage, the reasonableness of prices, and the need to ensure timely delivery by a responsible bidder(s). Awards will be made to multiple bidders, and contracts awarded based on pricing as Primary, Secondary, and lower, for all bidders that meet bid qualifications.

**Vendor Inquiry #5**

Does the State require a dining tent or any other auxiliary structures to equipment?

**State’s Response #5**

No, there is no requirement for dining tents or other structures.

**Vendor Inquiry #6**

Does the State have the need or desire for a complete staging site to be constructed by the bidder complete with hospitality tent, HVAC, power generation, equipment laydown area, parking, etc.?

**State’s Response #6**

No, this contract is for mass feeding of individual meals.

**Vendor Inquiry #7**

Will disaster responder entry/access permits be provided and assured by the State?

**State’s Response #7**

Shelter facilities are historically placed outside of the affected disaster area, but the bidder will be granted access to the shelter facilities when needed.

**Vendor Inquiry #8**

Will the State contractually commit to a minimum quantity of meals per day?

**State’s Response #8**

No, there is no guarantee of the minimum quantity of meals per day. The quantity of meals ordered will be determined by shelter populations and needs of the mission.

**Vendor Inquiry #9**

Will the State contractually commit to a minimum renewable meal service term of 7 days?

**State’s Response #9**

No, there is no guarantee of the minimum number of days a shelter facility will be open. The meal service term will only be for as long as a shelter facility is open. Historically that could range from 1 day to 60 days, depending on the needs of the disaster event.

**Vendor Inquiry #10**

Will the State provide notice to reduce the quantities and or end mail service 72 hours in advance after fulfillment of the first minimum term?

**State’s Response #10**

No, notice of the end of meal service will be given as soon as the agency is notified. Historically that has been 12 to 24 hours prior to closure of a shelter site.

**Vendor Inquiry #11**

In relation to providing meals, will any ancillary support items such as fuel, cooking tents, serving tents, waste collection/disposal, potable water, portable restroom & service, power generation, light towers, traffic control, hand washing stations, tables, chairs, site security, material handling equipment, staging area, etc. be provided to the Vendor by the State or must Vendor act as a stand-alone provider if the scope of work is allowed to be conducted on-site?

**State’s Response #11**

The bidder is a standalone provider. The bidder is to provide meals cooked and served by the bidder at pre-existing shelter facilities.

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All else remains as on original Invitation to Bid.

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**This addendum is hereby officially made a part of the referenced SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or by hand delivery or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after bid opening shall not be considered and you shall be held to your original bid.**

Revision:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Richard Iverstine

 Office of State Procurement

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