

<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>06/27/2024 11:00 AM CT</b>	
<b>SOLICITATION RFQ-0000002254</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>		<b>RETURN BID TO</b> lsubids@lsu.edu  <b>Buyer</b> Erica Pino <b>Buyer Phone</b> <b>Buyer Email</b> epino2@lsu.edu <b>Issue Date</b> 05/28/2024	
TITLE: Custodial Services for Law Center - Term Contract			
Addendum 01: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. Bid due date and time is hereby extended from 06/20/2024 at 11:00 AM CT to 06/27/2024 at 11:00 AM CT. See attached Specification Change and Supplier Inquiry and Response.			
<b>To Be Completed By Supplier</b>			
1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.			
<b>General Instructions to Suppliers</b>			
1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.			
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>		<b>PHONE #</b>	
<b>TITLE</b>		<b>FAX #</b>	
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>	

Solicitation 0000002254

Addendum 01

Specification Change

The new anticipated start date of this contract is 8/1/2024.

Supplier Inquiry and Response

Q1. Under Specification - Custodial Services - Law Center line item 22. it mentions that we need to bring additional day or night personnel when requested (at no additional cost). How often does this request happen and normally about how many extra personnel is required when it has happened in the past? How many of these special events happen in a year's time? What is the amount of hours they work?

A1. This has not been requested in the last couple of years. If it is requested, it would be one person for a couple of hours at most.

Q2. Just want to confirm that cleaning services will be performed after hours (5pm) Sunday thru Friday?

A2. Correct

Q3. Just wanted to confirm that only one day porter is being requested to work Monday thru Friday ? Will Supervision be required during the day shift?

A3. Yes, one day porter is requested. A supervisor is not required.

Q4. What is the current budget for this contract?

A4. The current annual budget is \$156,200.

Q5. Is this contract being performed by LSU employees or there is a contractor doing the work? If so, what is the current cost? How many employees are currently employed?

A5. Jani King holds the current contract. The current contract price is \$151,524. We do not have the information on their current employees.

Q6. On the pricing sheet items 2 thru 5 it mentions per attached specifications but we didn't see any additional specifications or do we use the attached for all line items pricing requirements?

A6. Special events that require additional cleaning will be in accordance with the scope of work listed in the specifications.