Office of State Procurement

State of Louisiana

Division of Administration

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

1201 N. 70804-9095  (225) 342-8010

Fax (225) 342-9756

OSP Help Desk Email: DOA-OSP-Helpdesk@LA.Gov

DOA-Professional Contracts Helpdesk Email: DOA-PCHelpdesk@LA.Gov
Vendor Inquiry Email: Vendor\_Inq@LA.Gov

An Equal Opportunity Employer

June 27, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000023134 for the Invitation to Bid for the State of Louisiana – Meal Services – DPS/FETA, which is scheduled to open at 10:00 am CT on July 10, 2024.

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Following are the Vendors’ Inquiries received by the deadline date of June 20, 2024 and the State’s Responses:

**Vendors’ Inquiry #1**

Is there a current contractor in place providing this service or is this a new request?

**State’s Response #1**

This is a new request for a contract.

**Vendors’ Inquiry #2**

Is there an estimated budget or previous allocated amount for this project?

**State’s Response #2**

The current estimated annual budget is $139,230.00.

**Vendors’ Inquiry #3**

Would you like a menu to be created and provided?

**State’s Response #3**

Attachment B – Specifications, pages 1 and 2, contains the Breakfast and Lunch meals that DPS/FETA is requesting. The only menu items that are to be created by the successful Contractor are the **Special consideration meals.** The vendor shall offer additional options for the recruits

with food allergies. The vendor should submit these additional options to DPS/FETA within five business days after request.

**Vendors’ Inquiry #4**

Do you want enough food for each meal or will you have a daily, weekly, or monthly survey sheet for them to fill out? For example: 30 breakfast sandwiches and 30 Breakfast wraps?

**State’s Response #4**

The Agency will not fill out a survey sheet. The successful Contractor can choose the meals, as long as the meals are listed on Attachment B – Specifications and vary daily and weekly. The Agency does not want the same meals provided every day. The Agency will provide the successful Contractor with the number of meals that are to be provided for the following week by Friday of the previous week.

**Vendors’ Inquiry #5**

The menu item descriptions which are provided on the specifications document are these items to be offered for every meal or is it at the contractors discretion on what is offered on a daily basis?

**State’s Response #5**

See State’s Response #4.

**Vendors’ Inquiry #6**

how far in advance are details for the order provided

**State’s Response #6**

The Agency will communicate the number of meals for the following week by Friday of the previous week.

**Vendors’ Inquiry #7**

Would it be possible to get on a phone call?

**State’s Response #7**

Per the ITB, page 2, without exception, all inquiries MUST be submitted in writing by an authorized representative of the bidder, clearly cross-referenced to the relevant bid section. An Addendum will be issued and posted at the Office of State Procurement LaPAC website, to address all inquiries received and any other changes or clarifications to this bid.

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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

 Telephone No. 225-342-5474

 Email: Richard.Iverstine@la.gov