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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Vendor Inquiry Email: Vendor\_Inq@LA.Gov

An Equal Opportunity Employer

March 13, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000021927 for the Invitation to Bid for the State of Louisiana – Emergency Bottled Water and Sports Drinks, which is scheduled to open at 10:00 am CT on March 20, 2024.

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Following are the Vendor’s Inquiries received by the deadline date of March 6, 2024 and the State’s Responses:

**Vendor’s Inquiry #1**

Is there a required number of orders (deliveries) that a bid winner is expected to supply the contract in any one given day, week or event?

**State’s Response #1**

This is an open-ended requirements contract. Agencies will place orders on an as-needed basis once the contract is activated if an emergency is declared by the Governor of the State of Louisiana. On Attachment A, Page 13 – Questionnaire, you are to state how many cases you will have available within the first 12 to 24 hours after receipt of order and how many cases you will have available per day.

**Vendor’s Inquiry #2**

I'd appreciate some clarification on deliveries of the "Emergency" bottled water of 2024.  There is not nor cannot be determined when and where the Emergency water will be delivered.  If a delivery is to a location where there is no dock facility, will there be a forklift and an available pallet jack for unloading the product delivered?   Or will all deliveries require the transportation / delivery vehicle to carry a forklift or have a lift gate with a pallet jack?

**State’s Response #2**

There is no guarantee that a loading dock or pallet jack or forklift will be available for deliveries at all locations. If and when possible, the vendor may be asked to provide a forklift or lift gate with a pallet jack.

**Vendor’s Inquiry #3**

Alternatively, will there ever be a delivery that will have to be unloaded by hand?  Most transport (combination delivery vehicles) drivers will not touch the product delivered.  This would require a crew of volunteers (?) an extended period of time to complete incurring hourly detention charges beyond two hours.

**State’s Response #3**

If a truck must be unloaded by hand, the State will coordinate deliveries with the vendor and the recipient to ensure staff is available to help unload the truck.

**Vendor’s Inquiry #4**

Will the State Highway Department allow shipments of over 80,000 pounds in a crisis event?

**State’s Response #4**

The Governor’s office has waived the weight requirements before. The waiver will be dependent upon the severity of the event and/or the immediate need for supplies and services.

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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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