

SOLICITATION FOR OFFER	LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		09/22/2016	02:00 PM
SOLICITATION RFQ-0000000020 SUPPLIER # SUPPLIER NAME AND ADDRESS <div data-bbox="198 428 786 632" style="border: 1px solid black; height: 97px; width: 362px; margin-top: 10px;"></div>		RETURN BID TO Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803 Buyer Mark Joseph Barcia Buyer Phone Buyer Email mbarci2@lsu.edu Issue Date 08/05/2016	

TITLE: Barber/Salon Services Lease Space

Addendum #2:
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.

Please see attached for vendor inquiries and responses.

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Solicitation #RFQ-000000020 – Barber/Salon Services Lease Space - Addendum #2

Please see the below inquiries and the University responses:

1. **Question:**

When do I need to turn in the background checks on my co-workers? Is that submitted if I win the contract or when I turn in the bid?

Answer:

Background checks information does not need to be submitted with your bid. Once the decision is made to contract with the supplier, the background checks are required to be submitted to Auxiliary Services before the start of the contract. LSU reserves the right to audit records at any time. (Refer to Section 5.1.21.2 of the solicitation: The successful Respondent must conduct and possess a current background check on any employee. A deficiency shall result if an employee of the Respondent cannot produce a background check for the employee or the employee does not pass a background check. This may result in the removal of the employee from the LSU Campus).

2. **Question:**

What would disqualify someone from being able to work on campus?

Answer:

LSU has the discretion to disqualify a worker based on the background check findings. (Refer to Section 5.1.21.2 of the solicitation: The successful Respondent must conduct and possess a current background check on any employee. A deficiency shall result if an employee of the Respondent cannot produce a background check for the employee or the employee does not pass a background check. This may result in the removal of the employee from the LSU Campus. Refer to Section 5.1.21.5 of the solicitation: The University reserves the right to request immediate removal of any personnel for conduct which is determined not in the best interest of the University).

3. **Question:**

Will I have the opportunity to raise my bid if I don't have the highest score?

Answer:

The University reserves the right to request a "best and final" offer.

4. **Question:**

What is the state/LSU looking for in a Capital Investment Plan?

Answer:

Plans for renovations, improvements or interior construction of the Barber space must be submitted with proposal. These would include any modifications necessary to implement the plan for the salon.

5. **Question:**

What exactly is the University looking for when it says Services/Strategy proposed for the University? Is that talking about the services we will be offering?

Answer:

LSU requests a description of the products and concepts that the Respondent proposes to implement in association with the providing of Barber/Salon Services. The University desires innovative offers. Descriptions are to include price and all services, equipment if necessary, and other important information. Offer is also to discuss how Respondent monitors changing salon services, new products, and any innovative strategies used to satisfy consumer demands. All submissions must be in a well-written, articulate format.

6. **Question:**

How 'to the letter' does my proposal need to be when it comes to the Tabs A-F?

Answer:

All requested items must be submitted in order for the submitted proposal to be considered.

7. **Question:**

Should I include my tax returns from the past three years?

Answer:

Tax return information is not necessary, but the required financial statements indicated in the proposal is a requirement. If you wish, you may submit your financial information in a separate, sealed envelope with your proposal; also, include one (1) separate flash drive with just financial information in the same envelope.

8. **Question:**

I have letters of recommendation – should I turn that in to you and if so under which tab?

Answer:

Please submit under Tab B, Section 4a.

9. **Question:**

What exactly is the University looking for in an operational plan?

Answer:

Bidder must provide an operational plan, including an organizational chart listing staff and management personnel positions and identify the individual(s) who would have responsibility for the services. This plan should specifically state the positions and titles of management and personnel necessary for carrying out the proposed services for the University. Included in the operational plan must be a detailed description of the policies and procedures for handling and securing cash. The plan must also include a description of the bidder's general security, safety, sanitation and operating procedures.

10. **Question:**

Where should the W9 form be placed?

Answer:

W9 form may be submitted with your bid in Tab B.