

OFFICE OF PURCHASING
O'KEEFE ADMINISTRATION BUILDING
501 City Park Avenue, Bldg 37
New Orleans, LA 70119
(504) 762-3027 FAX: (504) 762.3089
www.dcc.edu

Addendum No: (1)

Bid No: 40006-133
Bid Name: Personal Protective Supplies
Opening Date: September 1, 2020 at 12:00PM CST
Revised Opening Date: September 8, 2020 at 12L:00PM CST

Addendum No: 1
Date Issued: August 24, 2020

This addendum is hereby officially made a part of the referenced solicitation. The questions submitted have been answered and specifications clarified as follows.

NOTICE: Change in Bid due date

Due to the inclement weather affecting the area, the bid date has been changed: Bids will be due on September 8, 2020 by 12:00PM CST.

- I do not understand what you are asking for regarding item #14, the expedited charge and why there is only a quantity of 5

The Bid calls for delivery of the materials to be (10) days from the receipt of an order. There may be an occasion where we may need materials shipped within a (48) hour timeframe. What we are asking for is what the expedite fee would be for that. We do not expect this to be an everyday occurrence. All other shipping charges must be included in the unit price of each item.
- Do the items have to be the exact product and unit of measure? For example, does the box of gloves have to be 200 per box?

The gloves must be at least 100 per pack/box
- Do the items have to be as specified?

Please see pages 7 & 8 under General Conditions.
- Is it possible to obtain a copy of the current awarded contract.

This is the first year for this contract so there is no previous award.

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5. The nitrile gloves you are looking for, would you like medical or non-medical? We have both but want to make sure I give you the correct price as they vary a little bit. Non-medical

6. Do the 3-ply disposable mask need to be a certain level? We currently have Level 1 and Level 3 Level 3

7. How soon would you need the products? We have quite a bit of the ask warehoused in the U.S. but some we will need to manufacture and ship to the states. Our shipping partner, Flexport, has the ability to ship by container ship or cargo plane depending on your needs. This does change the unit price as air costs more. Please see Section II, Scope of Work, Page 3

8. Cloth Face Masks – Can we bid this item only? Have you purchased this before? What was your cost? Please see pages 7 & 8, General Terms and Conditions. Yes, prices varied according to quantity

9. I know the RFP says mail in submission, but will there be any email submission option available too? No. Please see Section II; Bid Submittal for submission requirements

10. Is this an invitation only bid? No, this is an open solicitation

11. I would like to know if you have specifications on the Nitrile Gloves. We don't know of a brand that is packed 200. We have a 100 box and 250 box. Also do you have a spec on the Mil thickness the glove has to be? Should we quote a specific brand or just quote what we need to as an alternate? Nitrile glove are to be bid in packs/boxes of 100 See pages 6 & 7 regarding equivalency and alternate bids. Gloves should be 4-8 mils thickness.

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| 12. I was looking over the bid form for term contract #133 and wanted to see if you all are accepting partial bids? Item number 7 on the bid form lists Qty. 5000 cloth face masks, which is the only item our company would be able to provide. Please see attached for more information on our Performance Neck & Face Gaiter (Style #1G58G10). Would this be an acceptable product if you're allowing partial bids? | Please see pages 7 & 8, General Terms and Conditions |
| 13. Would these quantities be purchased monthly or as they are needed? | Please see Section II Scope of Work, Page 3 |
| 14. What would be purchasing process be like? Blanket PO or PO's issued for each order? | Please see Section III, Terms & Conditions, Page 6, Orders & Shipping |
| 15. Nitrile gloves – requested 200pk, are 100pks okay? | Nitrile gloves are to be bid in packs of 100 |
| 16. Are vinyl gloves an acceptable substitute for Nitrile? | Nitrile gloves are required due to the necessity of chemical protection. |
| 17. What is the difference between items number 5 & 6. (disposable face masks) | One has a nose bridge strip and the other does not. |
| 18. Can we submit bid electronically. | No. Please see pages 2, 4 & 5. |
| 19. How are the facial masks to be packaged? Is there a certain quantity to be individually wrapped and placed per box? | The items on this contract are on an as needed basis. Once orders are placed, the vendor may ship in packaging appropriate to the order. All orders must be shipped in packaging to ensure that all supplied arrive in a sanitary manner. |
| 20. Advise as to how the procedure is handled when there is a need by the purchasing department to make changes to the bid whether increase or decrease? | We do not anticipate many changes to the materials on this contract. If a new item is requested, comparison prices will be obtained and compared to the consumer price index for the materials. |

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| 21. If products are damaged en route to the location (s) via the transporter how is this handled? The vendor will re-ship the product's supply.
Now, this might reflect in a late shipment of products. | The vendor is responsible for handling all material returns and costs related to the return of the materials damaged in shipment. Vendor will be required to immediately re-ship replacement supplies in accordance with the contract timeframe. |
| 22. What is the minimum order of each product that might be requested per the eight (8) campuses via an invoice at any given time? | There is no minimum and no minimum guarantee. Contract is on an as needed basis. See page 6 regarding payments and invoices. |
| 23. There are unforeseen circumstances and issues due to: 1)-the pandemic state that we are in and 2)-the weather. These at any given time might affect the receiving of on-time shipments of products. How is this taken into consideration on behalf of the contractor and vendor?
Are there retributions for these types of circumstances? If so, please advise. | Bidders are to carefully consider all requirements and circumstances prior to submitting a Bid. By submitting a Bid, vendor agrees that they can supply all materials on an as needed basis, within the time frame required and that they agree to abide by all terms and conditions of the Bid. Non-compliance with terms and conditions may result in a termination of the contract. |
| 24. What indicates the termination of the contract once awarded? | All notifications between the vendor and Delgado will be in writing. Please see pages 9 & 10 of the Bid Documents. |
| 25. Are samples needed with the Bid | Only upon request. |

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27. Is there a requirement for country of origin for the product?

R.S. 39 §1602. Right to reject bids from Communist countries; In awarding contracts for supplies, any public entity is authorized to reject the lowest bid if received from a bidder domiciled in a Communist country, or if the supplies are manufactured in a Communist country, including but not limited to Russia, China, North Korea, and Vietnam, and to award the contract to the next lowest bidder, provided this Section shall not apply to any country having established trade relations agreements or approvals from the government of the United States.

The Vendor must comply with the required timeframe for delivery as stated in the Bid.

Acknowledgement: Acknowledgement of this addendum is required. **Bidder must sign where indicated below and submit the Addendum in its entirety with the bid.**

*If your bid has already been submitted, please sign below where indicted and fax this form in its entirety to (504) 762-3089 or mail to the address stated in the General Conditions section of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: _____ Signature: _____

Printed
Name _____