

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

10/6/23

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000021862 for the Invitation to Bid for the State of Louisiana – Stratton Hats - DPS, which is currently scheduled to open at 10:00 A.M. CT on 10/11/2023.

Bidders' written inquiries received by the inquiry deadline date of September 29, 2023 and the State's responses are as follows:

1. **Vendor Question:** Is it possible to let us know the brands/ styles you previously purchased?

State's Response: This solicitation is a Proprietary Bid and only the brand(s) specified will be considered per Attachment A – Special Terms and Conditions, Section 4 - Proprietary Bid. The specific Stratton brand models required are listed on Attachment B – Price Sheet.

2. **Vendor Question:** How many employees are served under this contract?

State's Response: This contract will serve approximately 1,200 employees.

3. **Vendor Question:** What would be the ordering procedure? Is it a one-time purchase, or on a when needed basis? Bulk quantities or small orders?

State's Response: DPS will issue contract purchase orders for the items required, as and when needed per Attachment A – Special Terms and Conditions, Section 19 - Orders.

4. **Vendor Question:** Can prices be modified annually during the renewal process of the bid?

State's Response: Prices cannot be modified during the renewal process.

5. **Vendor Question:** What is the procedure for taking measurements from the employees?

State's Response: The Agency has a Sample Rack with all sizes for employees to determine the proper size.

All else remains as on original bid.

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 or by hand delivery to: Office of State Procurement: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802. 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, 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.

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: Tuan Nguyen
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