

**Attachment B – Specifications**  
**RFx 300022510**

Successful bidder(s) to furnish Warehouse Services and Storage for the Louisiana Department of Agriculture and Forestry (LDAF) for United States Department of Agriculture (USDA) food commodities donated to Louisiana through the Food Distribution Program for a period beginning July 1, 2024 or date of award, whichever is later, through June 30, 2027. At the option of the State of Louisiana and acceptance by the Contractor, the contract may be extended for two additional 12 month periods at the same terms and conditions. Total contract time may not exceed 60 months.

Due to fiscal year constraints, the initial purchase order will be for a 12 month period. A new purchase order will automatically be issued at the beginning of each new fiscal year, for the second and third years.

In accordance with La.R.S. 39:1656, prices may be adjusted on an annual basis (contingent upon approval of funds by the Louisiana Legislature) by written request (to be received by March 1 of each year) reflecting the average percentage rate of rise or fall in the Bureau of Labor Statistics Price Index (Producer Price Index (PPI) series PCU493120493120 – Refrigerated Warehousing and Storage) as obtained by the Louisiana Department of Agriculture and Forestry for that year.

The following shall be submitted with bid at the time of bid opening:

- A. Bid Security - Each bid shall be accompanied by a bid security in the form of a bond or a certified or cashier's check or money order made payable to the Treasurer of the State of Louisiana, in the amount of \$75,000.00. If a bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10% of policyholder's surplus as shown in the A.M. Best's Key Rating Guide.

Bid Security in the form of a check or money order shall be returned upon the award of a contract or upon rejection of all proposals.

- B. List exact location of the warehouse being bid for each district. (Attachment B, pages 4-5)

The following documents should be submitted with the bid at the time of bid opening. The State reserves the right to request additional information as needed prior to the award.

- A. Any and all requisite State and Federal certificates or permits for each warehouse facility.
- B. A current Louisiana Office of Public Health (OPH) permit for each facility listed, for the storage of multiple foods.
- C. If the bidder does not own the property listed, a copy of the lease or option to lease effective at time of bid opening. In the event that a bidder intends to subcontract part or all of the storage and handling for any district, a copy of the subcontracting agreement(s), (financial information between the Contractor and subcontractor not being included and/or relevant), wherein the subcontracting entity agrees to be bound by the terms, conditions and specifications set forth in the contract proposal.

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- D. Documentation of compliance with all applicable zoning regulations.

The following shall be submitted by the successful bidder(s) prior to award:

- A. Performance Bond – The successful bidder(s) shall be required to provide a performance (surety) bond in the amount of \$50,000.00 per district (as identified in this bid) to ensure successful performance under the terms and conditions of the contract. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies, which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A – rating in the latest printing of the A.M. Best’s Key Rating Guide, to write individual bonds up to 10% of policyholders’ surplus as shown in the A.M. Best’s Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A- rating by A.M. Best up to a limit of 10% of policyholders’ surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the Treasury list shall not write a performance bond when the penalty exceeds 15% of its capital and surplus, such capital and surplus being the amount by which the company’s assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the La. Department of Insurance.

The performance bond is to be provided within 15 working days from request by OSP. Failure to provide the requested information within the time specified may cause your bid to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

- B. A properly completed Certificate of Insurance (COI) including compensation insurance, public liability and property damage insurance in accordance with Attachment A, pages 6-9 will be required from the successful bidder prior to the award.
- C. If the bidder is the owner of the property, he may be required to show proof of ownership.

**Award of Contract(s):**

The contract(s) will be awarded to the lowest responsive, responsible bidder(s) with a demonstrated ability to warehouse the listed quantities and types of perishable food products within each designated District of the State of Louisiana. For purposes of this solicitation and any resulting contract, “Demonstrated Ability” is defined as the capability to: (A) receive shipments via truck at a food storage facility in each of the districts for which a bid is submitted by the bidder, and for which the bidder holds all requisite State and Federal certificates and permits (a copy of which should be included with their bid); (B) properly protect all United States Department of Agriculture (USDA) donated foods stored in the warehouse against theft, damage, insect, rodent and other infestations; (C) provide supervision of warehouse personnel to ensure products are distributed as first-in, first-out and (D) comply with all other specifications and requirements as set forth in this Invitation to Bid and any resulting awarded contract(s).

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**Contract Area:**

Contract area shall mean the geographic territory of the designed district(s). The physical warehouse shall be located within the specific district in order to be considered for award.

**Prices:**

Prices shall be quoted in the appropriate unit of measure as required and shall be firm. (Per each contract term).

**Substitution of Storage Space:**

For purposes of calculating storage space, available refrigerated space may be substituted for dry space. Payment would be made based upon the storage requirement for the commodity, not the actual place of storage.

**Handling Fee:**

Bidders must bid a one-time handling fee per unit. A single case or single bag is to be considered a “unit”. The handling fee is to be a one-time charge for each unit for the combination of handling units, incoming and outgoing.

**Storage Fee:**

Bidders must bid a storage fee per unit, per month; a single case or single bag is to be considered a “unit”. Payment of the storage fee for each month of storage (storage fee) begins with the original date of the unit’s arrival at the vendor’s warehouse (the anniversary date) and on subsequent anniversary dates.

**Method of Award:**

Total Storage Fee: to be calculated by taking the estimated monthly volume of commodities listed (for dry, refrigerated and frozen) for each district, multiplied times the bidder’s monthly per-inventory unit storage fee. (Per case or bag)

Total Handling Fee: to be calculated by taking the estimated monthly volume of commodities listed (for dry, refrigerated and frozen) for each district, multiplied times the bidder’s one-time per-inventory unit handling fee. (Per case or bag)

Total Storage Fee + Total Handling Fee = Total Monthly Fee (calculated per district for dry, refrigerated and frozen)

The Total Monthly Fee amounts for dry, refrigerated and frozen commodities will then be totaled per district, to make an award to the overall lowest responsive, responsible bidder per district.

\*Bidders are not required to bid on all districts, but must be able to provide all three types of storage (dry, refrigerated and frozen) for any district for which they submit a bid.

**Site Inspection:**

Food distribution personnel may conduct an onsite visit of each listed facility if necessary, within seven days after bids are opened to determine if the lowest apparent bidder meets space specifications. This visit will also include an evaluation of the performance of the freezer and refrigeration equipment. The performance evaluation must include a minimum of 72 hours of temperature logs recorded within the previous 60 days indicating that proper temperatures have been maintained.

**PARISHES INCLUDED IN EACH DISTRICT:**

**District I**      Jefferson  
                         Orleans  
                         Plaquemine  
                         St. Bernard  
                         St. John

**District II**      Allen  
                         Avoyelles  
                         Catahoula  
                         Concordia  
                         Grant  
                         LaSalle  
                         Rapides  
                         Vernon  
                         Winn  
                         Natchitoches  
                         Red River  
                         Sabine  
                         Webster

**District III**      Caldwell  
                         East Carroll  
                         Franklin  
                         Jackson  
                         Lincoln  
                         Madison  
                         Morehouse  
                         Ouachita  
                         Richland  
                         Tensas  
                         Union  
                         West Carroll  
                         Bienville  
                         Bossier  
                         Caddo  
                         Claiborne  
                         DeSoto

**MINIMUM REQUIRED STORAGE SPACE  
 PER DISTRICT  
 (CUBIC FEET)**

	DRY	REFRIGERATED	FROZEN
I.	60,000	70,000	63,000
II.	55,000	50,000	60,000
III.	60,000	50,000	60,000

A warehouse(s) capable of housing the combination of dry, refrigerated and frozen cubic feet of storage space shall be available in each district(s) for which a bid is submitted, at the time of bid opening. For calculation purposes, the maximum usable height shall not exceed 20 feet.

In the space provided below bidder shall state the exact location(s) of the warehouse(s) being bid for each district. Location(s) shall include street addresses. Failure to provide this information will result in automatic rejection.

DISTRICT I \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DISTRICT II \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DISTRICT III \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: Warehouse Storage and Service shall meet all guidelines for storing USDA food as set forth in Attachment D – Warehousing Service & Storage Requirements.