

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

June 24, 2024

ADDENDUM NO. 01

Your reference is directed to RFX Number 3000022675 for the Invitation to Bid (ITB) for the State of Louisiana – Statewide Contract for Comprehensive Equipment Maintenance, which is currently scheduled to open at 10:00 AM CT on July 9, 2024.

Following are the Vendors' Written Inquiries received by the inquiry deadline date of June 13, 2024 and the State's Responses:

Vendor's Inquiry 1: Instruction to Bidders, # 21, implies that the initial term will be twelve (12) months with up to two (2) twelve (12) month renewals for a total of thirty-six (36) months. In Attachment A – Special Terms and Conditions, Contract Period states an “initial period, not to exceed twelve months (12) and the Renewals section states, “the contract may be extended for one (1) additional twelve (12) month period” and the “Total contract time may not exceed twenty-four (24) months.

- 1) Please provide clarification regarding the initial term and any potential renewal periods.

State's Response: This is a supplemental bid with an initial term stated in Attachment A, page 4. The contract will begin with the date of award and end June 30, 2025, with the option to renew for one additional 12 month period. This will keep the new supplemental contract in line with existing contract(s).

Vendor's Inquiry 2: Equipment changes/additions, A. states “Adding equipment to the program will be based on the bid percentage discount off either the current or most recent OEM or independent service provider (ISO) preventive/corrective maintenance agreement contract price, whichever is lower”.

- 1) Can the bid percentage discount be applied to the list price of the OEM or ISO?
- 2) Can the bid percentage discount be different for an OEM or ISO?
- 3) If the Agency cannot obtain an Equipment Maintenance Contract, can the bidder provide an Estimated National Average cost?

State's Response:

- 1) As stated in the ITB, if an Agency and the successful Contractor wish to add equipment to the program, the equipment will be added at the discount percentage that was quoted in the Contractor's bid for that category of equipment. The percentage discount may be taken from either an OEM or an ISO price, *whichever is lower*.

- 2) No, the bidder should submit one discount amount for each line in Group 1.
- 3) Per Item “Q”, page 3 of Attachment B, in the event that a sole source service provider refuses to contract with the third party successful contract vendor, the State of Louisiana reserves the right to either remove said equipment from the contract or issue a purchase order to the service provider, and submit the service provider’s invoice to the successful Contractor for payment. This arrangement must be mutually agreed upon by the Agency and the successful Contractor, and a written request for deviation from the contract must be submitted to the Office of State Procurement for review and approval prior to services being performed.

If the Agency is unable to obtain an Equipment Maintenance Contract, the successful Contractor can provide an estimated national average cost to the end user for their review and approval.

Vendor’s Inquiry 3: The State of Louisiana Equipment Maintenance Management Program reports for the period of 12/01/21-3/14/2024 show an estimated \$11,833.44 with 11 participating entities throughout the State of Louisiana have utilized the EMMP.

- 1) Can you provide a listing of the Equipment under the EMMP for the time of (12/1/21-3/14/24)?

State’s Response: No our office does not track the specific equipment on each order created by the end users.

Vendor’s Inquiry 4: We noted that Attachment A – Special Terms and Conditions states that “[a]ny vendor contracts, forms terms or other materials submitted with bid may cause bid to be rejected” and “[t]he purchase order is the only binding document to be issued against the contract. Signing of vendor’s forms is not allowed.” We assume that any vendor coverage terms and conditions that are included in a quote that is accepted by an authorized purchase order will be binding, correct?

State’s Response: No. The only acceptable terms and conditions are listed in this solicitation.

All else remains as on original Invitation to 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 delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, 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 delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, 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: Kim Mulder
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