August 8, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000023356 for the Invitation to Bid for the State of Louisiana – \*Rebid\* Meal Services – DPS/FETA, which is scheduled to open at 10:00 am CT on August 13, 2024.

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Following are the Vendors’ Inquiries received and the State’s Responses:

**Vendor’s Inquiry #1**

Regarding the bid, LaPac 3000023356\*Rebid\*Meal Svc/Recruit Academy-DPS/FET, I would like to know if meal service for both breakfast and lunch meals will be five days a week.

**State’s Response #1**

Yes, meal service will be five days a week.

**Vendor’s Inquiry #2**

I had a question regarding the 8/13 RFQ for Recruit training meals. I wanted to specify if it was 5 days or 7 days a week.

**State’s Response #2**

See State’s Response #1.

**Vendor’s Inquiry #3**

Is there a specific schedule for meal provision, such as every other Saturday between 9 am and 3 pm, or will meals be needed per the training schedule?

**State’s Response #3**

Per Attachment B – Specifications, pages 1 and 2**, b**reakfast should be delivered at 7:30 AM, and lunch should be delivered at 11:30 AM, Monday – Friday, per the dates of the Training Academy.

**Vendor’s Inquiry #4**

Will there be a set number of meals expected per schedule?

**State’s Response #4**

The number of meals will be communicated with the awarded vendor by Friday of the previous week of the Academy, maximum of 30 Recruits.

**Vendor’s Inquiry #5**

Where will the meals be served?

**State’s Response #5**

6868 Nicholson Dr., Baton Rouge, LA 70820

**Vendor’s Inquiry #6**

Are you looking for a plated meal with protein, sides, drink, and snack, or a light but filling meal option (e.g., sandwiches, wraps, fruit, and cheese)?

**State’s Response #6**

Meals should include only what is in Attachment B - Specifications

**Vendor’s Inquiry #7**

What is the content of Attachment C, referenced in the bid information? It appears to be missing, and I would appreciate it if you could provide it.

**State’s Response #7**

Attachment C – Price Sheet is attached to the RFx.

**Vendor’s Inquiry #8**

What is the payment schedule for this contract? Specifically:

  - Will payment be remitted within 30 days post the 12th month, considering the award commencement date and 12-month contract period?

  - Or will there be payments during the service period (e.g., monthly, quarterly) for continuous food supply purchases?

  - If so, what is the frequency and timeline for these payments?

**State’s Response #8**

Per Instructions to Bidders, Number 4 – Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoicing can be monthly.

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All else remains as on original Invitation to Bid.

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**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, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - 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 by hand delivery or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - 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, 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: Richard Iverstine

Office of State Procurement

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