September 9, 2024

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000023393 for the Invitation to Bid (ITB) for the State of Louisiana –Barber and Beauty Services, which is currently scheduled to open at 10:00 AM CT on 09/11/24.

The following changes are to be made to the referenced solicitation:

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**RFx Currently Reads:** Scheduled to open at 10:00 AM on September 11, 2024.

**RFx Changed to Read:** Scheduled to open at 10:00 AM on September 18, 2024.

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**Replacing Attachment A – Special Terms and Conditions – Pages 1- 8 in its entirety.**

**REMOVE the following clause from the attachment:**

 **Page 4 number 17: Insurance Requirement for Contractors.**

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**Replacing Attachment B – Specifications – Page 1 in its entirety.**

**ADD the following language to this attachment:**

**The Agency reserves the right to excuse the vendor if deemed necessary for the safety and well-being of the residents and staff.**

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**Questions from the Vendor and State’s Responses:**

**Vendor Question 1.** How many stylists does this job normally require?

***State’s Response:*** *One stylist to accommodate the barber services for our residents. This job is normally done by one individual*

**Vendor Question 2.** What is the process for the bedridden guests to get their hair washed?

***State’s Response:*** *Our facility is responsible for washing the residents' hair. For bedridden residents, the barber will perform services in their room and may choose to dry cut or simply wet the hair.*

**Vendor Question 3.** How many shampoo bowls in the facility?

***State’s Response:*** *We have one sink and one barber chair*

**Vendor Question 4.** In the case there are no residents, 9AM to 10AM, if the vendor leaves, that is potentially 6-10 appointments that cannot be rendered in the vendors absence. In such a case of being excused early in a shift, does the agency take the responsibility of the potentially lost 6-10 appointments with no expectation for the vendor to offer an additional 6-10 appointment opportunities that month to make up?

***State’s Response:*** *If after 1 hour there are no residents, vendor will be excused per vendor discretion. If you choose to leave after the minimum hour requirement of no services, there will be no repercussions from SELVH for any potential services that may be lost later in the day. Residents are aware of how the barbershop operates. Our activities coordinator works with the barber and the residents to maximize time efficiency to get the residents the services they need on the day they need it. Services with the activity coordinator will be communicated so that the barber can work out a schedule that satisfies the needs of the residents and the barber’s time.*

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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 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: Kafayat Alli- Balogun

 Office of State Procurement

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 Email: Kafayat.alli-balogun@la.gov