

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
Governor



TAYLOR F. BARRAS
Commissioner of Administration

October 2, 2024

ADDENDUM NO. 01

Your reference is directed to RFX Number 3000023601 for the Invitation to Bid for the State of Louisiana – T-Shirts - LDWF contract, which is currently scheduled to open at 10:00 A.M. CT on October 9, 2024.

Following are the Vendors' Inquiries received by the deadline date of September 25, 2024 and the State's responses:

Vendor's Inquiry #1: Can you clarify the number of shirts per size and color? Also, can you specify if all shirts would have a back design?

State's Response #1: We are unable to specify the number of shirts needed per size and color ahead of time, as the orders will be placed by various LDWF divisions throughout the state, and therefore will be dependent upon their employee needs at the time of order placement.

Vendor's Inquiry #2: The specified brand requested doesn't come in XS so what would be the or equal Brand? Also, is the quantity amount for each line an estimate for the total amount which would include sizes and shirt colors?

State's Response #2: Vendors may bid any alternate brand that meets the written specifications found in Attachment B. If a bidder is unable to supply the size XS, that should be noted on your bid, and will not be a cause for your bid to be disqualified, as the quantity of that size is needed typically very low. The estimated quantities listed for each line on the bid are a combination of all size ranges and colors for that line.

Vendor's Inquiry #3: Can you confirm that the pricing for items 1 – 4 is for silk screening the logo on the front of the shirts only?

State's Response #3: Items 1 – 4 should include the price of the shirt and the logo on the front only.

Vendor's Inquiry #4: Similarly, can you confirm that the optional # 5 item is to add the 3" LDWF letters on the shirt backs?

State's Response #4: Yes.

Vendor's Inquiry #5: If the 3" LDWF letters are to be included in the 1 - 4 base price, what is the silk screen image or letters to be quoted in item # 5?

State's Response #5: The 3" LDWF letters are optional. They should be quoted separately. When the order(s) are placed, the person ordering the shirts will let the vendor know if they want to add Line 5 or not. If asked to include them on the order, Line 5 will be a separate line/charge.

Vendor's Inquiry #6: It says the logo for the back is optional. So, do you think we should include it in the bid? Who determines if there will be a logo on the back?

State's Response #6: Yes. The individual LDWF divisions will make the decision as to whether or not to include a back logo at the time of order placement.

Vendor's Inquiry #7: Will the quantities listed on each line item be for the total of the colors listed or do you need 1,000 Black, 1,000 Navy, etc?

State's Response #7: The estimated quantities listed for each line on the bid are a combination of all size ranges and colors for that line.

Vendor's Inquiry #8: Please confirm – Lines 1-4 are just a 1 color front and Line 5 is 2,000 pieces with 1 color front and 1 color LDWF on back.

State's Response #8: That is correct. Whichever color the logo on the front of the shirt is, will be the same color letters on the back.

Vendor's Inquiry #9: Will there be multiple Deliver To addresses? If so can you please provide them?

Vendor's Inquiry #9: Yes – deliveries will be to multiple LDWF divisions throughout the state. The ship to address will be provided on the purchase order at the time of order placement.

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 to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand

delivery to: 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 proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 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, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

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

Revision:

For: _____ By: _____

By: Emaly Tran
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