

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
Governor



TAYLOR F. BARRAS
Commissioner of Administration

October 15, 2024

ADDENDUM NO. 01

Your reference is directed to RFX Number 3000023502 for the Invitation to Bid for the State of Louisiana – Class A Uniforms – LSP/DPS contract, which is currently scheduled to open at 10:00 A.M. CT on October 22, 2024.

Following are the Vendors' Inquiries received by the deadline date of October 8, 2024 and the State's Responses:

Vendor's Inquiry #1: We are doing business in Miami Dade. Can we participate to this bid?

State's Response #1: Yes, you are able to participate in this bid, contingent upon meeting all of the requirements for doing business in the State of Louisiana.

Vendor's Inquiry #2: Do we need to have a local storefront in Louisiana in order to bid on this?

State's Response #2: No, a local storefront in Louisiana is not needed.

Vendor's Inquiry #3: Kindly provide us with the current Bid Tabulation.

State's Response #3: There is no current bid tabulation at the moment, the bid has not opened yet. If you would like to request pricing for the previous contract, please email:

emaly.tran@la.gov .

Vendor's Inquiry #4: Please let us know the details of the vendors for the current contract.

State's Response #4: We do not have a current contract in place. You can submit a public records request for the previous contract details at the link below:

<https://www.doa.la.gov/doa/ogc/public-records-request/>

Vendor's Inquiry #5: Kindly provide us Total Expenditures incurred for the current contract for past 3 years.

State's Response #5: The usage for the previous contract was \$958,159.05 for the past three years.

Vendor's Inquiry #6: Do we need to provide unit price on each line item to be bid responsive?

State's Response #6: Yes.

Vendor's Inquiry #7: Are you in need of on-site uniform measuring/hemming and fitting services?

State's Response #7: No. On-site uniform measuring/hemming and fitting services are not required unless it is requested by the Agency, to obtain a proper fit for any employee experiencing problems with measuring and proper fit of the uniform items per Attachment B – Page 1 under “Measurements”.

Vendor's Inquiry #8: Could you please provide the Embroidery Artworks/ Embroidery Artwork Dimensions or Stitch Count / Silk Screen Artwork (Clear Color Images) / Patches sizing, details and artworks?

State's Response #8: Please see attached for embroidery artwork and specifications. To maintain uniformity, we use a specific vendor for our patches. We will supply the vendor information for the patches to the successful bidder.

Vendor's Inquiry #9: Could you please mention annual usage of each item?

Vendor's Inquiry #9: The total usage for the previous contract was \$958,159.05. If you need a breakdown per item, you can submit a public records request at the link below:

<https://www.doa.la.gov/doa/ogc/public-records-request/>

Vendor's Inquiry #10: What would be the ordering procedure? Is it a one-time purchase, or on an when needed basis? Bulk quantities or small orders?

State's Response #10: The ordering procedure is on an as-needed basis. Please anticipate **at least two bulk orders per year** (may be more depending on the number of cadet classes). Orders are based on inventory minimums and maximums. LSP intends on keeping at least four months in stock.

Vendor's Inquiry #11: Do you place a limit (quantity or in dollars) for individual orders for your employees?

State's Response #11: Uniform quantity limits are established in policy and based on assignment. Personnel assigned to a uniformed section are required to keep five Class Uniforms. Personnel assigned to a non-uniformed section are required to keep two.

Vendor's Inquiry #12: How many employees served under this contract?

State's Response #12: Approximately 1,200 employees are served under the contract.

Vendor's Inquiry #13: What are the shipping addresses?

State's Response #13: There is only one shipping address. Uniforms should be sent to Police Supply at 290 E. Airport Ave., Warehouse B, Baton Rouge, LA 70806.

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, 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, 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: Emaly Tran
Office of State Procurement
Telephone No. 225-342-4820
Email: emaly.tran@la.gov

