November 20, 2024

**ADDENDUM NO. 02**

Your reference is directed to RFx number 3000023812 for the Invitation to Bid for an Agency Term Contract to furnish Louisiana Motor Vehicle Inspection Stickers to various regions in the State for the Office of Technology Services/Production Support Services (OTS/PSS) on behalf of the Louisiana Department of Public Safety (DPS), which is scheduled to open at 10:00 AM (CT) on November 26, 2024.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Change to Specifications:**

**Attachment B – Specifications is being replaced in its entirety. See REVISED Attachment B – Specifications (attached).**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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

**Vendor’s Inquiry #1:** Is it necessary to have an overhang of liner?  Or can we use a creative crack a peel score to assist the removal of the protective adhesive liner?

**State’s Response #1:** The overhanging liner is required. The State cannot accept changes to the specifications.

**Vendor’s Inquiry #2:** What is the ship to address for the samples?  How many samples do you need?

**State’s Response #2:** Samples are to be shipped to the Office of Technology Services, PSS Quality Assurance, PO Box 94095, Baton Rouge, LA 70804 by mail, or delivered by courier service to 627 N 4th St, Baton Rouge, LA 70802. The State requires no fewer than five samples of each item, unless otherwise stated in the solicitation.

**Vendor Inquiry #3:** We noticed that the quantity on Attachment B is larger than what the price sheet is asking for.  Is there a reason for this?

**State’s Response #3:** The quantities listed on Attachment D – Price Sheet represent the estimated total annual usage for each line item whereas the quantities listed on Attachment B are broken out by location.

**Vendor’s Inquiry #4:**  Could you please provide pictures of each item?

**State’s Response #4:** Due to the sensitive nature of the items, the State does not retain samples on hand required to provide a photograph of each item. Please refer to Attachment C – Proofs for artwork samples.

**Vendor’s Inquiry #5:** Is the quantity of item 1, 510,000 ea that is 510 TH? Is the quantity for one year?

**State’s Response #5:** Yes, the quantities listed on Attachment D - Price Sheet refers to the estimated total annual usage for each line item.

**Vendor’s Inquiry #6:** Is it one time delivery before 12/31/2024?

**State’s Response #6:** All product quantities must be delivered to the designated distribution locations specified in the Revised Attachment B – Specifications no later than December 31, 2024.

**Vendor’s Inquiry #7:** Can you please provide the current contract $ for this project?

**State’s Response #7:** The following is the previous pricing for the available stickers:

DPSMV 1013 is $89.84/TH

DPSMV 1015 is $89.84/TH

DPSMV 1017 is $7.72/TH

 DPSMV 1021 (’25) is $7.72/TH

 DPSMV 1021 (’24) is $7.72/TH

 DPSMV 1036 is $79.00/TH

 DPSMV 1061 is $11.32/TH

**Vendor’s Inquiry #8:** What is the last awarded unit price?

**State’s Response#8:** See State’s Response #7.

**Vendor’s Inquiry #9:** In going over the quantities on the items to be ordered, I noticed a discrepancy on the DPSMV1061 Inserts for location #028 in Thibodeaux. The quantity amount (page 16 of specs) shows 625,0000 for this location and the quantity should be 62,500. This would bring the total to 400,000 total for this item.

**State’s Response #9:** Page 16 of Attachment B – Specifications has been revised to reflect the correct quantity. The revised Attachment B – Specifications is attached.

**Vendor’s Inquiry #10:** Please provide actual pictures of stickers and inserts, so we can provide the price quote accordingly.

**State’s Response #10:** See State’s Response #4.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLDGEMENT:** 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 signing where indicated. You may return this Acknowledgement by mail, by hand delivery or courier to: Office of State Procurement, 1201 N Third 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 the Invitation to 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 Third Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, and indicate the bid 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 submissions other than via fax are not being accepted at this time.

**Revisions received after the bid opening date shall not be considered and you will be held to your original bid.**

Revision:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Raymond McKnight

 State Procurement Analyst

 (225) 342-4832

 Email: Raymond.McKnight2@la.gov