May 23, 2025

**ADDENDUM NO. 04**

Your reference is directed to RFx Number 3000024283 for the Invitation to Bid (ITB) for the State of Louisiana –Emergency Support for LSA - GOHSEP, which is currently scheduled to open at 10:00 AM CT on May 30, 2025.

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

1. Attachment B – Scope of Work is replaced in its entirety with Attachment B – Scope of Work – Revised per Addendum No. 4 dated 5/23/25.
2. Attachment C – Price Sheet is replaced in its entirety with Attachment C – Price Sheet – Revised per Addendum No.4 dated 5/23/25.

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**The following are the Vendor’s Inquiries received by the deadline date of May 14, 2025 and the State’s Responses:**

**Vendor’s Inquiry #1: Fuel Reimbursement / Pass-Through Costs, Reference:** *Attachment B – Scope of Work, Section titled “Rental price list does not include the cost of: Shipping to point of delivery” and Attachment A – Standard Terms & Conditions, FEMA Reimbursement Rate Method.* This implies that additional operational costs such as fuel may not be included in the rental pricing and might be treated separately or subject to FEMA guidelines.

**State’s Response #1:** The complete cost of shipping the requested equipment to the LSA site and its subsequent retrieval at the conclusion of the event should be factored into the mobilization and demobilization costs respectively per section as shown on Attachment C – Price Sheet. It is also noted on Attachment C – Price Sheet that all vendors should “Assume all equipment requires full wrap around services, including daily fueling, service, and maintenance as required, as well as all consumables. If not included in the provided rental rates, these items should be considered reimbursable at the vendor’s cost with back up documentation. This includes fuel cost for delivery of items to requested sites as well as daily fuel costs for the continued operation of the LSA and deployed equipment, if requested.

**Vendor’s Inquiry #2: LSA Asset Assignment / Shared Use, Reference:** *Attachment B – Scope of Work, Section “GOHSEP may choose to activate all or only parts of the contract” and “Stockpile of equipment…available within the first 24 to 72 hours”* These sections describe levels of activation but do not clarify whether quantities will be increased to account for LSA support. Further clarification is needed.If our team is expected to operate directly out of the LSA using the same equipment (e.g., generators, sanitation units, etc.) that is ordered for general deployment, will the State increase the overall order quantity to account for the LSA operations and personnel, or designate certain assets exclusively for LSA support?

**State’s Response #2:** Please refer to the revised Attachment C - Price Sheet which has been amended to include equipment such as restroom trailers, laundry trailers, shower trailers, etc. to support the LSA under the LSA Support section, so as not to pull from the numbers of available equipment to send out into the field.

**Vendor’s Inquiry #3: Asset Reassignment to PODs / Shelters, Reference:** *Attachment B – Scope of Work, Section “The Contractor will be responsible for...hauling...equipment at any site, to include the LSA, RSA, and any mission site”* This implies flexibility in asset use across various sites, including LSA and mission-specific locations.We would like clarification on whether these assets are to be used exclusively to support LSA operations and personnel, or if they may be reassigned to mission-specific locations such as PODs, shelters, or first responder staging areas.

**State’s Response #3:** Points of Distribution (PODs) and shelters have their own contracts for support and the State will prioritize the use of these contracts, however whatever equipment is asked for in the price sheet that gets generated for an event request, is going to be the Contractor’s responsibility to haul to any site asked for, including those mentioned. LSA support has its own section added to the revised Attachment C – Price Sheet. If certain additional items from the general deployment section are needed to support the LSA, the State will work with the Contractor(s) to identify where those items will be taken from and where the State stands on numbers after that.

**Vendor’s Inquiry #4: Mobilization / Demobilization Billing, Reference:** *Attachment B – Scope of Work, Section “Packages are to begin mobilization within 12 hours of order” and “Provide on-site deployment and installation services…”* However, the method of billing (per item vs. grouped) is not specified.

Please clarify how mobilization and demobilization costs for LSAs should be billed:  
a. Can mobilization/demobilization be billed at actual cost?  
b. Should mobilization/demobilization be billed per individual line item (e.g., per unit of equipment), or can it be billed as a grouped line item for the entire LSA setup?

**State’s Response #4:** The State intends for the mobilization and demobilization costs to be billed at actual cost and be billed collectively for each section per each unit of equipment with back up documentation. Each section of equipment listed on Attachment C – Price Sheet has its own mobilization and demobilization fee that is a collective of what each unit would cost. Bidders should provide a cost that is reflective of the total possible quantity to be requested by LSA activation type, however the State anticipates that actual costs may be lower than the collective when invoicing based upon the actual quantities of equipment being requested. A section regarding this has been added to page 2 of the revised Attachment B – Scope of Work. (See Section 3. Mobilization & Demobilization)

**Vendor’s Inquiry #5: Inclusion of Restroom Trailers / Portalets in LSA, Reference:** *Attachment B – Scope of Work, Section “Specialists… haul, install, and uninstall all equipment… including shower / laundry / restroom trailers, portalets”* These units are clearly included in the scope and outlined in Attachment C – Price Sheet. Can restroom trailers and/or portalets be added to the LSA support package?

**State’s Response #5:** Yes, please see the State’s response to inquiry #2.

**Vendor’s Inquiry #6:** Attachment B – Scope of Work General Overview - Referencing document titled - Attachment B Scope of Work, Para 3 - Even after activating the LSA, the State intends to continue using its existing contracts for larger scale requests, while the LSA would be used to fill the gaps where smaller quantities of equipment are needed.  Will GOHSEP please provide more information for the larger scale requests and what this may consist of?

**State’s Response #6:** Larger scale requests may consist of base camps, shelters, or large amounts of a specific type of item to one location such as a single location requesting long term deployment of 15-20 portalets, etc. In many of these instances the State and/or Agencies already have contracts in place for these goods and services, so the State does not anticipate many larger scale requests.

**Vendor’s Inquiry #7:** Pre-bid Conference Attachment B Scope of work section 6: 6.1 In the Pre-Bid meeting on Apr 30th., there was a discussion regarding the Mobilization and Demobilization Cost for equipment. It was undetermined if the Mobilization and Demobilization cost is required per each unit (piece) or each truck load.  For bidding purposes, how should the contractor price the Mobilization and Demobilization Cost, by each unit (piece) or by each load?

**State’s Response #7:** Please refer to the State’s response to inquiry #4.

**Vendor’s Inquiry #8:** Pre-bid Conference - In the Pre-Bid meeting on Apr 30th., there was a discussion regarding the locations of LSAs as it pertains to Mobilization and Demobilization Cost. Will the State designate a single location for mobilization/de-mobilization to ensure all bidders base their pricing on the same destination? Recommended suggestion is Camp Beauregard

**State’s Response #8:** No one site has the capabilities to fulfill mission requirements for every disaster that may occur in Louisiana. Therefore, as stated in Attachment B - Scope of Work, page 4, section 5. Land for LSA, the Contractor(s) will be required to work in conjunction with the State to pre-identify land that may be useful in a given situation but every emergency/disaster is different and therefore we do not have, nor will we designate, a single location for the LSA. It needs to be as close to the projected impact area as possible without compromising the viability of the equipment or safety of the personnel.

**Vendor’s Inquiry #9:** Pre-bid Conference - In the Pre-Bid meeting on Apr 30th, there was a discussion regarding the locations of LSAs as it pertains to Mobilization and Demobilization Cost. Does the State require a Mobilization/Demobilization plan?  If so, when must these plans be submitted?

**State’s Response #9:** No plans are required to be submitted with the bid response, but the State will expect the Contractor(s) to have internal plans already discussed and implemented regarding standard mobilization and demobilization procedures. Also please note section 1.6 has been added to the revised Attachment B – Scope of Work which states: The State does ask that the Contractor(s) be available at least once per calendar year to participate in a readiness exercise that will be communicated to the Contractor(s) at least 30 days prior to the exercise.

**Vendor’s Inquiry #10:** Pre-bid Conference - In the Pre-Bid meeting on Apr 30th., there was a discussion regarding the locations of LSAs as it pertains to Mobilization and Demobilization Cost. Will the contractor be compensated for mobilization and demobilization of equipment to the LSA, regardless of whether the equipment is utilized?

**State’s Response #10:** Yes, all costs associated with mobilization & demobilization are valid for all equipment requested to be delivered to the LSA regardless of its utilization once on-site. It will be evaluated on a daily basis what equipment is needed on site and what could possibly be demobilized.The State understands that most rentals are by the week so if we activate the contract, the State is responsible for those costs for the time the equipment is activated whether it is sitting in the LSA, or deployed to the field.

**Vendor’s Inquiry #11:** Pricing Sheet 8674700-02     Requirement spells out Shower, Latrine and Port-a-lets are to be ADA compliant? However, the Housing units and laundry trailer are not specified to be ADA compliant. Should all facilities be ADA compliant?

**State’s Response #11:** If Attachment C – Price Sheet does not explicitly call for an ADA compliant piece of equipment, it does not need to be ADA compliant.

**Vendor’s Inquiry #12:** Pricing Sheet 8674700-02 Requirements for housing -sleeping units state “CA Fire Marshall compliant”. We believe that is a typo and should be NFPA, state, local complaint and or Louisiana compliant.  Can you clarify on the statement "CA Fire Marshal Compliant"?

**State’s Response #12:** Generally, CA is used because they have stricter standards that typically need to be met by those units, however the revised Attachment C – Price sheet has been amended to reflect Louisiana standards.

**Vendor’s Inquiry #13:** Please explain the personnel pricing – there is a 40-hour quantity for straight time but the price per unit is based on 24 hours. Should we take the straight time and multiply by 24 to get our cost, and not 40?

**State’s Response #13:** The times are based upon a 16 hour-7 day work week. The State does not anticipate running night time operations but there is always the potential for them if approved by GOHSEP. The times allow for a pool of hours based on the personnel allocated and it is up to the Contractor(s) to manage those hours as allocated amongst their teams.

**Vendor’s Inquiry #14:** The overtime quantity is listed as 72, indicating a 16-hour workday. To get the day – rate over two shifts, are we pricing this at 32 hours? (16 hours on days + 16 hours on nights)

**State’s Response #14:** See State’s Response to inquiry #13.

**Vendor’s Inquiry #15:** Do we then multiply both numbers from 1 and 2 by 7 to get our weekly rates for both ST and OT?

**State’s Response #15:** Yes, work would be based on a 7 day work week.

**Vendor’s Inquiry #16:** Please confirm you are removing the generators from the living and sanitation sections and adding quantity to the generator section listed first?

**State’s Response #16:** Yes, per revised Attachment C – Price Sheet, the generators have been removed from the Living and Sanitation section and those quantities have been added under the quantities of existing generator requirements

**Vendor’s Inquiry #17:** Per the meeting, fuel should be invoiced as market rate with no markup, correct?

**State’s Response #17:** Yes, fuel for deliveries, daily operation of the LSA and wrap around services for deployed equipment should be invoiced at the market rate when purchased with back up documentation. Please refer to the revised Attachment B – Scope of Work, page 6, section 8.10.2.

**Vendor’s Inquiry #18:** Per the meeting, should MOB/DEMOB be invoiced as an actual cost with backup?

**State’s Response #18:** Yes, please refer to the State’s response to inquiry #4.

**Vendor’s Inquiry #19:** Page 4,Invitation to Bid - Please confirm that electronic signatures are allowed.

**State’s Response #19:** Per the Instructions to Bidders, #3, Page 4: This bid is to be manually signed in ink or submitted online via the Vendor portal, whichever is applicable.

**Vendor’s Inquiry #20:** Page 1**,** Attachment - A Standard Terms and Conditions - Please clarify the list of all attachments and forms required to be submitted.

**State’s Response #20:** The State requires the RFx document be submitted and signed by a person authorized to sign bids and contracts on the behalf of the company. Secondly, the State requires the submittal of Attachment C - Price Sheet completed with bid prices. A certificate of insurance meeting all mandatory insurance requirements outlined in the solicitation will be required before a contract is awarded.

**Vendor’s Inquiry #21:** Page 1 **-** Attachment A - Standard Terms and Conditions - Please clarify whether GOSHEP is seeking a technical proposal response or solely a pricing response for this effort.

**State’s Response #21:** Pricing only, but the successful bidder(s) must meet all specifications outlined in the solicitation.

**Vendor’s Inquiry #22:** Page 3 **-** Attachment B Scope of Work - Positions listed in Attachment C – Price Sheet (Personnel) do not match those in Attachment B – Scope of Work. Attachment B lists Manager, Team Lead, Forklift Operators, Labor Personnel, and Specialists. However, these positions are different than those listed in Attachment C. Please clarify position titles and specific numbers needed.

**State’s Response #22:** The amount/numbers of personnel needed will be determined at the start of an emergency/disaster and the numbers provided for personnel, equipment, etc. on Attachment C – Price Sheet are estimates as to what the State may request based on the size and scope of the projected emergency/disaster. The positions have been amended on the revised Attachment B – Scope of Work to correlate with the positions listed on Attachment C – Price Sheet.

**Vendor’s Inquiry #23:** Page 1 – Addendum 1 – Addendum 1 states, “You may return this Acknowledgement by mail, by hand delivery or courier.” Please clarify where GOHSEP prefers the signed addenda to appear in the Proposer’s online response.

**State’s Response #23:** The State does not have a preference about where the signed acknowledgment appears in the response, but it should be included or submitted separately as appropriate.

**Vendor’s Inquiry #24:** When does billable time start? When PO is received, upon deliverables being met or something else?

**State’s Response #24:** Mobilization should cover the cost from the time the PO is issued to when the equipment/staff is on-site. At that point, the billable time will begin.

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All else remains as on original 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, 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: Donald Hunter

Office of State Procurement Telephone No. 225-342-5484 Email: [Donald.Hunter2@la.gov](mailto:Donald.Hunter2@la.gov)