

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

May 21, 2025

ADDENDUM NO. 01

Your reference is directed to RFX Number 3000024760 for the Invitation to Bid for the State of Louisiana – Rebid-Emergency Management, Staffing & Operational Shelter Services – DCFS, which is currently scheduled to open at 10:00 A.M. CT on May 28, 2025.

Following are the Vendors' Inquiries received by the deadline date of May 14, 2025 and the State's Responses:

Vendor's Inquiry #1: We have a question regarding the pricing sheet for RFX Number: 3000024760 - ER Mgt. Staff & Oper. Svcs – DCFS. Regarding the Mobilization and Demobilization charge entries, there does not seem to be accommodations for the differing amount of equipment and trailers that the different resources may need. The Pricing Example Scenario states that if an order for 12 shower heads for region 1 was to be ordered, 1000 for mobilization and 1500 for demobilization would be charged if the vendor bid that amount. However, based on the columns on the sheet, If 250 shower heads were to be ordered for Region 1, 1000 for mobilization and 1500 for demobilization would also be the same line item and applicable but require a much larger effort of mobilization and demobilization.

This is very similar in regards to the Services. A Type VIII vs a Type I service requires a much different mobilization and demobilization fee amount.

Please advise how you would like us to move forward with the pricing sheets. Thank you!

State's Response #1: Pricing should reflect a single unit of each resource or service. This revised pricing model has been developed to ensure the solicitation is mutually beneficial and provides greater transparency for all parties involved.

For example, if your mobile restroom fleet includes 66 stalls and the total rental cost is \$110.00 per day, divide the total by the number of stalls to determine the per-unit daily rate. In this case, $\$110/66 \text{ stalls} = \$1.67 \text{ per unit, per day}$. This rate should be inclusive of typical overhead costs.

To determine service pricing, divide the total cost of the service by the number of days. For example, if five janitorial service workers are needed for every 250 individuals and the total cost for the service is \$100 per week, divide the \$100 by five to arrive at a daily rate of \$20. Likewise, if only three workers are needed to service 100 individuals, and the total cost is \$50 per day, then you have \$50 daily rate for Janitorial Services Type VIII.

Mobilization and Demobilization must be location based and should reflect the distance from your base of operations to the deployment site. For example, if your company is based in Region 1 and the service location is in Region 3 – at least 50 miles but no more than 150 miles away- your mobilization and demobilization charges must account for that travel range.

Vendor's Inquiry #2: Following up, we also have concerns about the pricing sheet on the equipment pricing also as many of them include full wraparound services and pricing normally can vary depending on the scale of resources ordered. Example, if 1 shower head is ordered, a full service response involves potable water, gray water and power. If 20 shower heads are ordered, the same amount of ancillary services (trucks) are required and activated. Thus, the price for a 1 head response could be much higher per head, than a 20 head response. Please let us know how to properly price this as it has drastically changed over the last contract cycle and we just want to make sure that there is ample time to prepare our proposal and proper pricing. Thank you.

State's Response #2: Please see States Response #1.

Vendor's Inquiry #3:

Under Equipment Description -
Mobile Restroom Trailers
Mobile Shower Trailers

Should the equipment unit prices requested represent turnkey pricing - to include:
Potable water sourcing and equipment?
Wastewater disposal and equipment?
Generators?
Cleaning of the units?
Other ancillary equipment?

State's Response #3: As outlined in Attachment B- Specifications: Equipment for Shelter Management, Operations and Logistics Support: *Equipment: Mobilization:*

“The Contractor shall mobilize all ablution equipment and ancillary support to ensure the services and equipment will be operable.

The Contractor shall provide and set up the appropriate number of shower trailers, handwashing stations, mobile restroom trailers, waste disposal, janitorial services and/or wastewater collection systems for each location determined by DCFS as per specifications in Schedules 1, 2, 3, 4 and 5 in this solicitation.”

Attachment B – Schedules 1, 2, 3, 4 and 5 give detailed information, including All Ablution Equipment and Ancillary Support, as well as Waste Disposal.

Vendor's Inquiry #4: Attachment A, Pg. 13, 11b: How do we calculate the flat fee? The rate would be different based on type base camps, single resource, etc.

State's Response #4: Detainment and rerouting charges are at the discretion of the Bidder. The State reserves the right to establish reasonable rerouting and detainment charges, using the lowest rerouting and detainment rates of a responsive bid as a benchmark, as stated in Attachment A, Pg. 13, 11.

Vendor's Inquiry #5: Pricing spreadsheet: Pricing for type base camps, mob and demob across the 9 regions, will be different as they require more or less equipment and services.

State's Response #5: This solicitation is for Emergency Management, Staffing & Operational Shelter Services. The purpose of this solicitation is to provide either a complete management and service package or a partial provision of services needed for operating evacuation shelters located within the State of Louisiana during emergencies and disasters. In regards to pricing of Turnkey Shelters Type I - VIII, the price sheet is asking for the Daily Rate and 7-Day rate for an inclusive rate (all standalone equipment and services added together) to service the maximum amount of persons for each type. Mobilization/Demobilization charges a separate standalone rate. See States Response to #1 for further clarification.

Vendor's Inquiry #6: Additional Pricing Questions:

- a. There are 7 types of shelters/sizes- all would have different mob/demob rates. Can we use the regional rate sheet 7 times to reflect all mob demob prices for all regions and all Types?
- b. Verifying that for single resources- Showers for example- in the price, you are wanting per head price and for that to include the shower stall, water services, power and fuel as well as any labor?
- c. Would you like to add a "potable water" and/or a "gray water" line item?

State's Response #6:

- a. As stated on Attachment C - Price sheet, only one price sheet is needed. Submitting multiple price sheets may eliminate your bid from consideration.
- b. See States Response #1 & #3
- c. No, Potable Water and Gray Water are addressed in Attachment B - Schedules 1, 2, 3, 4 and 5. They should be inclusive in your pricing as outlined in the specifications.

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 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
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