

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

December 16, 2025

ADDENDUM NO. 02

Your reference is directed to RFx Number 3000025691 for the Invitation to Bid (ITB) for the State of Louisiana – DOC Uniform Badges & Unit Insignias, which is currently scheduled to open at 10:00 AM CT on December 23, 2025.

The following are the Vendor's Inquiries received by the deadline date of December 2, 2025, and the State's Responses:

Vendor's Inquiry #1: We currently have badges equivalent to those specified in Attachment B, pages 2-4. Would these be considered acceptable? If not, we will need to create new die for the badges.

State's Response #1: We are not able to determine item acceptance prior to the bid opening. The items bid for lines 1 and 2 must be a Blackinton B38, MTM Elite, Smith & Warren #M180, or an equivalent item meeting the specifications listed. Bidders should also specify the brand and model number that is being provided. This information can be found on Attachment D – Price Sheet pages 1 and 2. The apparent low bidder may be required to provide physical samples upon request and determination on product acceptance would be made at that time.

Vendor's Inquiry #2: The images attached to the Bid show a hollow backing. We typically manufacture our badges with a solid back, which provides better structural integrity. Would solid backings be acceptable?

State's Response #2: The Agency approves of solid backing on the badges.

Vendor's Inquiry #3: In Attachment A page 9-10, it states that samples "MAY" be required. Can you confirm if physical samples are required to be submitted with the sealed bid on December 16th, or until we receive written request from the State after the bid is rewarded.

State's Response #3: Per Attachment A – Special Terms and Conditions, pages 9-10, Samples: A sample(s) may be requested from the apparent successful bidder. When requested, sample(s)

must be received within 10 or 14 business days of written request depending on which sample is requested.

Vendor's Inquiry #4: If a new mold is required, is there a place to add the cost in the price sheet? Likewise, is there a place to list our quantity discounts and rush options?

State's Response #4: No. All costs must be included within the line item pricing that is bid. The pricing that is bid would reflect the maximum charge allowable to the Agency for the item. The solicitation will only be awarded based upon this pricing and compliance with the specifications. No other charges or discounts will be evaluated during the award process.

All else remains as on original Invitation to 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 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, or by fax to: (225) 342-9756, 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: Arielle Bibbins
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