

*State of Louisiana*  
Office of State Procurement

**Jeff Landry**  
Governor

**Taylor F. Barras**  
Commissioner of Administration



**Division of Administration**  
1201 N. Third Street, Suite 2-160  
Baton Rouge, Louisiana 70802-5243  
Phone (225) 342-8010  
Fax (225) 342-9756

December 30, 2025

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000025715 for the Invitation to Bid (ITB) for the State of Louisiana – Governor’s Games T-Shirts- LDH which is currently scheduled to open at 10:00 A.M. CT on January 6, 2026.

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**The following are the Vendors’ Inquiries received by the deadline date of December 11, 2025 and the State’s Responses:**

**Vendor’s Inquiry #1:** Can you please advise if an exception in the delivery date is allowed as mentioned " Orders will be placed by the agency as needed and must be delivered within 10 business days of receipt of order"

**State’s Response #1:** No, there will be no exceptions to the delivery date. Per Attachment C – Price Sheet, orders must be delivered within 10 business days.

**Vendor’s Inquiry #2:** Attachment C mentions up to 4 colors on the front. However the graphic on Attachment B has at least 8 colors. See attached. Do you have any insight on how I should quote this?

**State’s Response #2:** Shirts must be printed using a four-color process. Artwork should be created in one of the following formats if needed: Adobe Illustrator, CorelDRAW, EPS, or PDF. We can design and separate colors in these formats. The original design is configured using four process colors - Magenta, Cayenne, Yellow and Black (CMYK). Through color manipulation and layering, these four colors produce the appearance of multiple colors in the graphic; therefore, does not require four spot colors.

**Vendor’s Inquiry #3:** Unfortunately we can’t screen print the entire front of the shirt with the print going onto the sleeves. There are seams where the sleeves are sewn to the body of the shirt and we can’t print going across those seams. We can print a larger center chest print (approx 10-12" wide) but it would go all the way to the edge and across the seams. How do I need to notate that when bidding?

**State's Response #3:** This is a mandatory requirement. Bidders who are not able to meet the specifications outlined in this solicitation would be considered non-responsive.

**Vendor's Inquiry #4:** Can the State provide the historical annual spend for this contract or anticipated budget range?

**State's Response #4:** The annual spend on the previous contract was \$32,000.

**Vendor's Inquiry #5:** Are the estimated annual quantities for each size accurate projections, or does the State anticipate significant increases/decreases?

**State's Response #5:** Estimated annual quantities are based on previous usage and are subject to change based on the agency's needs throughout the term of the contract.

**Vendor's Inquiry #6:** What is the expected order frequency during the year (monthly, quarterly, seasonal peaks)?

**State's Response #6:** The Agency anticipates placing orders during its event season, which runs from January through November.

**Vendor's Inquiry #7:** Will the State issue one large annual order or multiple smaller orders?

**State's Response #7:** LDH shall issue contract purchase orders for the items required, as and when needed.

**Vendor's Inquiry #8:** Does LDH anticipate additional unplanned orders due to program expansion or special events?

**State's Response #8:** Yes, the Agency typically experiences additional unplanned orders due to special events.

**Vendor's Inquiry #9:** Is there a maximum annual order quantity vendors should be prepared to meet?

**State's Response #9:** No maximum orders. See State's Response #7.

**Vendor's Inquiry #10:** Will the artwork remain exactly as shown in Attachment B for the entire first contract year?

**State's Response #10:** The artwork will remain exactly as shown. Please note that this is the current logo and is subject to change.

**Vendor's Inquiry #11:** If the logo changes annually, will the State provide new high-resolution vector files and color specifications (Pantone / CMYK / RGB)?

**State's Response #11:** Yes.

**Vendor's Inquiry #12:** Can vendors modify artwork files for print optimization, or must artwork remain unchanged?

**State's Response #12:** No.

**Vendor's Inquiry #13:** Are exact color matches required for the 4-color front print, and is color calibration testing required?

**State's Response #13:** Exact color matches are required, and color calibration testing is not necessary if vendor uses the four-color process.

**Vendor's Inquiry #14:** Is there any flexibility regarding the shirt brand if equal quality is demonstrated beyond Gildan 2000 (e.g., Gildan Hammer, Hanes Beefy-T)?

**State's Response #14:** Yes, there is flexibility as long as the item meets or exceeds the specifications for the brand listed in this solicitation.

**Vendor's Inquiry #15:** Will the State accept blended fabric (e.g., 50/50 cotton-poly) or is 100% preshrunk cotton mandatory?

**State's Response #15:** The State will only accept 100% preshrunk cotton.

**Vendor's Inquiry #16:** Do you require individually bagged shirts or special packaging beyond standard commercial packaging?

**State's Response #16:** No, shirts are not required to be individually bagged. Orders should be separated by sizes and boxes should be labeled by size.

**Vendor's Inquiry #17:** Will evaluation samples be required from all bidders or only from the apparent low bidder?

**State's Response #17:** Please see Samples section beginning on Page 9 of Attachment A – Special Terms and Conditions.

**Vendor's Inquiry #18:** For evaluation samples, what specific criteria will be evaluated (weight, color accuracy, print quality, stitching, shrinkage)?

**State's Response #18:** See Samples section (1) on Page 9 of Attachment A – Special Terms and Conditions.

**Vendor's Inquiry #19.** How many shirts must be provided for the evaluation sample?

**State's Response #19:** One high – quality shirt is sufficient for the evaluation sample, with clear images of both the front and back.

**Vendor's Inquiry #20:** For pre-production samples, will vendors receive final artwork and print specifications before sample requests are issued?

**State's Response #20:** Yes.

**Vendor's Inquiry #21:** Will the State return evaluation samples, or should vendors consider them consumed?

**State's Response #21:** See Instructions for Submission and Return of Samples on Page 10 of Attachment A – Special Terms and Conditions.

**Vendor's Inquiry #22:** Is there any penalty if the evaluation sample differs slightly from the printed production run due to ink or garment lot variations?

**State's Response #22:** No.

**Vendor's Inquiry #23:** Can LDH confirm the exact delivery location(s) and whether there will ever be multiple delivery points?

**State's Response #23:** Deliveries could be made to multiple locations. The ship to address will be provided on the PO at the time of order placement.

**Vendor's Inquiry #24:** Is a loading dock available at the LDH delivery site?

**State's Response #24:** Yes, loading docks are available at LDH delivery sites.

**Vendor's Inquiry #25:** Are inside deliveries required or only curbside?

**State's Response #25:** Deliveries are primarily curbside and left on the dock for the receiver to retrieve. Inside delivery is not required.

**Vendor's Inquiry #26:** Is a delivery appointment required?

**State's Response #26:** No.

**Vendor's Inquiry #27:** How often does the State expect to place rush orders (<10 business days)?

**State's Response #27:** The Agency does not anticipate having a fixed frequency for rush orders; however, based on past experiences, such orders have occurred very infrequently – approximately twice per year between January and November, and typically only in emergency situations.

**Vendor's Inquiry #28:** Is there a maximum allowable surcharge for rush orders?

**State's Response #28:** Bidders are to submit their charge for rush orders on Line 6 of Attachment C – Price Sheet.

**Vendor's Inquiry #29:** Are vendors permitted to drop-ship from manufacturers or printing partners directly to LDH?

**State's Response #29:** The Agency does not dictate or participate in the Contractor's fulfillment or delivery methods. The contract holder may ship items however they desire, provided all contract requirements are met.

**Vendor's Inquiry #30.** Does the State require barcoded boxes, palletization, or specific carton counts?

**State's Response #30:** See Packaging on Page 4 and Packaging Marking on Page 5 of Attachment A – Special Terms and Conditions.

**Vendor's Inquiry #31.** What is the allowable defect rate for finished shirts?

**State's Response #31:** See Quality level on Page 10 of Attachment A – Special Terms and Conditions.

**Vendor's Inquiry #32.** If shirts are rejected, what is the required turnaround time for replacement?

**State's Response #32:** As soon as possible.

**Vendor's Inquiry #33.** Will LDH conduct random inspections on delivery?

**State's Response #33:** Once a shipment arrives, the Agency will check to ensure the correct number of boxes have reached its destination.

**Vendor's Inquiry #34.** How strict is the enforcement of “no irregulars, no seconds, no defects”?

**State's Response #34:** Refer to State's Response to Vendor's Inquiry #31.

**Vendor's Inquiry #35.** Does the State require shrinkage testing or wash durability testing?

**State's Response #35:** No.

**Vendor's Inquiry #36.** Will pricing remain fixed for the entire contract year, including fabric cost fluctuations?

**State's Response #36:** Pricing will remain fixed for the duration of the contract.

**Vendor's Inquiry #37.** If cotton prices spike, will the State consider price adjustments during renewals?

**State's Response #37:** This contract will have no provisions for price adjustments.

**Vendor's Inquiry #38.** Does the State anticipate exercising all renewal options?

**State's Response #38:** This is unknown at this time. The initial term of the contract is 12 months, and at the option of the State of Louisiana and acceptance by the Contractor, the contract

may be renewed for two additional 12 month periods. Renewals will be reviewed on an annual basis.

**Vendor's Inquiry #39.** Can vendors propose incentive pricing for larger order volumes?

**State's Response #39:** Yes.

**Vendor's Inquiry #40.** Can vendors propose alternate pricing for Youth sizes or bulk orders?

**State's Response #40:** Yes.

**Vendor's Inquiry #41.** What is the invoice approval turnaround time for LDH?

**State's Response #41:** Normally, 5-7 business days.

**Vendor's Inquiry #42.** Will LDH accept consolidated invoices for multiple shipments or must each purchase order be invoiced separately?

**State's Response #42:** Each purchase order must be invoiced separately.

**Vendor's Inquiry #43.** Will LDH require proof of delivery (POD) with each invoice?

**State's Response #43:** Yes.

**Vendor's Inquiry #44.** Will payments be strictly through LaCarte or EFT depending on order size?

**State's Response #44:** Payments will be made through LaCarte.

**Vendor's Inquiry #45.** What is the average payment cycle currently observed for similar contracts?

**State's Response #45:** Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

**Vendor's Inquiry #46.** Must vendors be fully registered with the Louisiana Secretary of State before award or before contract execution?

**State's Response #46:** Yes.

**Vendor's Inquiry #47.** Are vendors allowed to subcontract manufacturing, printing, or logistics fully?

**State's Response #47:** Yes.

**Vendor's Inquiry #48.** Does the State require disclosure of subcontractors at time of bid?

**State's Response #48:** No.

**Vendor's Inquiry #49.** Is offshore production permissible without restrictions?

**State's Response #49:** See State's Response to Vendor's Inquiry #29.

**Vendor's Inquiry #50.** Is any additional insurance required beyond general liability?

**State's Response #50:** Insurance is not required for this solicitation.

**Vendor's Inquiry #51.** Does the State require background checks for delivery personnel?

**State's Response #51:** No.

**Vendor's Inquiry #52.** What penalties apply for late delivery beyond ARO deadlines?

**State's Response #52:** If the contract holder fails to comply with the terms of the contract, a deficiency complaint will be submitted to the Office of State Procurement, which could possibly lead to cancellation of the contract.

**Vendor's Inquiry #53.** Will LDH accept partial shipments when necessary?

**State's Response #53:** Only if there is an emergency, natural disaster will the Agency accept partial shipments, and the remaining shipments must be restored or made whole.

**Vendor's Inquiry #54.** If artwork changes mid-year, will the State issue a new setup fee or expect vendors to absorb costs?

**State's Response #54:** Artwork will not be changed mid-year.

**Vendor's Inquiry #55.** Is there any liquidated damages clause associated with event timelines?

**State's Response #55:** No.

**Vendor's Inquiry #56.** What exact format is required for the annual usage report?

**State's Response #56:** See Attachment A – Special Terms and Conditions – Page 6 – Usage Reporting Requirements.

**Vendor's Inquiry #57.** What details must be captured (size, order date, PO, unit cost, freight, vendor contact)?

**State's Response #57:** See Attachment A – Special Terms and Conditions – Page 6 – Usage Reporting Requirements.

**Vendor's Inquiry #58.** Is the usage report required earlier if the State anticipates early renewal?

**State's Response #58:** Yes. OSP will request a usage report 4 months prior to renewal.

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**Attachment A – Special Terms and Conditions, page 10, Section: Deliveries:**

Remove the following language: “The desired delivery is 10 business days after receipt of order (ARO). If your delivery days ARO is other than 10 business days ARO please specify:

Delivery days: \_\_\_\_\_ ARO.”

**Replacing Attachment C – Price Sheet – Page 1 in its entirety.**

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All else remains as on original Invitation to 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. 3<sup>rd</sup> 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. 3<sup>rd</sup> 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: Emaly Tran  
Office of State Procurement  
Telephone No. 225-342-4820  
Email: [emaly.tran@la.gov](mailto:emaly.tran@la.gov)