

April 23, 2026

ADDENDUM NO. 5

PROPOSAL FOR FURNISHING ALL-INCLUSIVE ROUND-TRIP TRAVEL PACKAGES FOR THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ALL-INCLUSIVE GUIDED TOUR SERVICES FOR A 5 DAY TRIP TO SAN ANTONIO, AUSTIN, AND HOUSTON, TEXAS FOR THE UNIVERSITY OF LOUISIANA AT LAFAYETTE CAMPUS IN LAFAYETTE, LOUISIANA (JUNE 1-5, 2026).

Due Thursday, April 30, 2026 2:00PM Solicitation No. 26024

The following clauses/alterations shall be made part of the original specifications as though issued at the same time and shall be incorporated integrally therewith.

Item No. 1. – Response to vendor question:

Vendor question:	Department response:
<p><u>Question 1: Meals</u> Regarding the “breakfast en route” and “lunch en route” specifications, could you please confirm whether these meals are expected to be consumed on the motorcoach or during designated stops for dining? Additionally, should these meals be arranged as grab-and-go options, or are sit-down restaurant stops anticipated?</p>	<p>All meals requested as “enroute” will be grab and go and consumed on the motorcoach.</p>
<p><u>Question 2: Tour Guide/Course Leader:</u> I would like to confirm whether the person coordinating the trip may also serve as the tour guide/course leader, or if these roles must be assigned separately.</p>	<p>UL Staff attending the trip can be part of the tour guide/course leader team. I hope that answers the question.</p>
<p><u>Question 3: Campus Tour</u> I am currently reviewing the bid requirements and noticed that the University of Texas at San Antonio is not showing as available in the selection options. Could you please advise whether alternative UT system campuses should be selected in its place?</p>	<p>Below is a list of institutions that can be selected from in San Antonio. Let me know if anyone has any questions.</p> <ul style="list-style-type: none"> • Texas A&M University-San Antonio (A&M-San Antonio) • University of Texas Health Science Center at San Antonio (UT Health San Antonio) • Trinity University • St. Mary's University • University of the Incarnate Word (UIW) • Our Lady of the Lake University
<p><u>Question 4: Campus Tour</u> I have researched the requirements for school group tours based on the criteria listed in your bid package. I learned the following: 1) No school is conducting group or individual tours during the month of June. Or the location already is at capacity for group tours. These group tours are booked long in advance and this request is "last minute" which limits availability.</p>	<p>1. In the past, when a school was unavailable to provide a tour guide, the travel agency was able to obtain information from the university so that we were able to do a self guided tour. Course leaders and UL staff received the information from the university and visited sites on campus and relayed facts and historical information.</p>



Purchasing Office

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Vendor question:	Department response:
2) Some schools limit the group size and this group exceeds the maximum number for their group tours.	2. If necessary, we can split the groups to make adjustments. If that is unavailable, we would like to perform a self guided tour with the same guidelines as in the above question.

For questions related to bidding these projects, please contact the UL Lafayette Purchasing Department at BidQuestions@louisiana.edu or 337.482.1078.

Business hours are: Mon-Thu 7:30am – 5:00pm CST (lunch 11:45-12:30); Fri 7:30am -12:30pm.

ACKNOWLEDGEMENT: ACKNOWLEDGEMENT: If you have already submitted your bid, and this Addendum creates a need to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be submitted/delivered PRIOR to bid due date and time, by email. Bid revisions received after bid due date and time cannot be considered, whereupon the bidder must either honor or withdraw its original bid. If you have already submitted your bid and this addendum does not cause you to revise your bid, acknowledge receipt of this addendum by signing below and returning it to the Purchasing Department prior to bid due date.

Kristi Montet, CPPB
Director for Procurement and Travel
University of Louisiana at Lafayette
Department of Purchasing

Firm Name: _____ **Signature:** _____