

May 6, 2026

**ADDENDUM NO. 02**

Your reference is directed to RFP Number 3000026183 for Food Services at CARP which is currently scheduled to open at 4:30 P.M. (CT) on May 21, 2026

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

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***Add to Updated RFP- Attachment Updated RFP#3000026183 Food Service for Capital Area Recovery Program, Pages 1-26***

***Page 1 Read: Proposal Due Date/Time: Thursday, May 21, 2026, 4:00 p.m. CT***

***Now Reads: Proposal Due Date/Time: Thursday, May 21, 2026, 4:30 p.m. CT***

***Page 1 Read: Proposal Opening Notice: Proposals will be opened on Thursday, May 21, 2026 at 4:00 PM at the Capital Area Human Services District, 12301 Coursey Blvd, Baton Rouge, LA 70816.***

***Now Reads Proposal Opening Notice: Proposals will be opened on Thursday, May 21, 2026 at 4:30 PM at the Capital Area Human Services District, 12301 Coursey Blvd, Baton Rouge, LA 70816.***

***Page 6 Section 1.6 Schedule of Events Read: Deadline for receipt of proposals and Proposal opening date – Thursday, May 21, 2026, 4:00 p.m. CT***

***Now Reads: Deadline for receipt of proposals and Proposal opening date – Thursday, May 21, 2026, 4:30 p.m. CT***

***Page 22 Section 2.2 Task and Services Read: Contractor shall provide food service for Capital Area Recovery Program (CARP), a licensed residential addiction treatment facility for adult males, located in Baton Rouge, Louisiana.***

***Now Reads: Contractor shall provide food service for Capital Area Recovery Program (CARP), a licensed residential addiction treatment facility for adults, located in Baton Rouge, Louisiana.***

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Questions from vendors and state’s response:

***1. Question: Please verify that the proposal can be submitted electronically or must hard copies be submitted as mentioned in section 1.10 Number of Copies of Proposals.***

***Answer: Electronic proposals can be submitted via <https://www.centralauctionhouse.com/main.php>. Otherwise, paper copies will have to be mailed or delivered to 12301 Coursey Blvd. Baton Rouge, La 70816.***

***2. Question: On the Sample lunch and dinner menu, the variation of the number of meal***

*components varies. Is there required number and category for each meal?*

*Answer: Please refer to Section 2.2 Task and Services, Page 22 of 26 and 2.5 Project Requirements, Page 23 of 26.*

*3. Question: On Page 21, Fiscal Record, second paragraph, please clarify. On previous contracts with the State, this was not required. "When required by state law, Contractor shall have an annual audit conducted by an independent certified public accountant, and it must be submitted within six (6) months of the end of the contractor's business year."*

*Answer: N/A*

*4. Question: Will the Contractor be able to deliver the meals in bulk form or must they be in individually packaged containers?*

*Answer: Meals can be delivered in bulk form.*

*5. Question: Are Open Records available for the current vendors' name, average daily population and price points?*

*Answer: No, as this is a competitive process and the current vendor may also wish to bid. This information will not be provided at this time.*

*6. Question: Section 1.9.6- If the Contractor only delivers the meals, please define "their on-site availability."*

*Answer: In the event of an emergency successful vendor must be able to provide meals. Examples include but are not limited to Covid 19, storms, hurricanes and etc.*

*7. Question: Is the minimum count for each delivery 10?*

*Answer: Yes*

*8. Question: What prompted you to issue this RFP at this time?*

*Answer: Current contract set to expire 6/30/2026*

*9. Question: What are the current FSMC's rates for each meal period that they are charging you?*

*Answer: As this is a competitive process and the current vendor may also wish to bid, this information will not be provided at this time.*

*10. Question: In succeeding years are annual CPI-based adjustments permitted?*

*Answer: After the initial 36 months*

*11. Question: Is it possible to tour the facilities prior to proposal submission to ensure we deliver the most accurate and tailored response or at least get pictures of the kitchen to see what equipment is there?*

*Answer: Yes, you may request a tour of the facilities.*

12. *Question: What required background checks are needed for the food service staff?*

*Answer: Please refer to Section 2.1, Page 21 of 26*

13. *Question: How many staff are fed daily, and what is the feeding structure for staff?*

*Answer: Contract applies to clients only, not staff*

14. *Question: Are staff menus different from resident menus? If so, can you provide samples?*

*Answer: Contract applies to clients only, not staff*

15. *Question: What is the current food service staffing?*

*Answer: N/A, CAHSD does not have food service staff.*

16. *Question: Can you provide a list of equipment by facility, identifying what is owned by you and what is owned by the current food service company?*

*Answer: CAHSD has one steam table that holds four pans.*

17. *Question: Is the Food service company is responsible for maintenance? If so can you provide:*

*Answer:*

- *Purchase dates - N/A*
- *Most recent preventative maintenance records – N/A*
- *Historical annual repair costs N/A*

18. *Question: What has been the annual spend on equipment repairs by the current FSMC over the past two years?*

*Answer: Vendors are responsible for the cost of their equipment; these costs are not passed down to agency so we cannot provide this information.*

19. *Question: Who is responsible for trash removal from the entire facility to the trash pickup company does this require contracting with a third-party waste management provider?*

*Answer: CAHSD covers the cost of waste removal at the clinic, the vendor is responsible for the cost of any trash removal from their site.*

20. *Question: How many residents do you currently have and is 40 your max capacity?*

*Answer: We currently have 16 clients and 40 is the maximum capacity*

21. *Question: What are three to five goals that you want to accomplish as a result of this process?*

*Answer: See Section 1.3, Page 5 of 26*

22. *Question: Are there any special dietary needs we need to be aware of?*

*Answer: There may be times when some residents have special dietary needs. This varies based on the residents housed at the time. Notice is given as soon as staff is aware of the client's need for*

*special meals, which may be as little as one hour prior to upcoming delivery time.*

**23. Question:** *How many food service employees currently work at the facility and what are their hours?*

**Answer:** *There are no food service employees that work on site at CAHSD. The vendor prepares meals and delivers daily. CAHSD employees serves the meals. Please refer to Section 2.2 Task and Services, Page 22 of 26.*

**24. Question:** *What is the current rate that the employees are paid?*

**Answer:** *N/A, Agency does not have any food service staff*

**25. Question:** *Are there any other expenses charged to the food service fund beside the above? If so, please provide what those charges are and their amount(s).*

**Answer:** *N/A*

**26. Question:** *Is there any current equipment from current FSMC that will be removed in the event there is a change on FSMC's?*

**Answer:** *No, the current FSMC does not have equipment located on site at CAHSD*

**27. Question:** *Are electronic signatures allowed?*

**Answer:** *Please refer to Section 1.10 Number of Copies of Proposals, Page 9 of 26*

**28. Question:** *We are looking to come into the Louisiana area as we are currently in 17 states doing over \$400 million in sales. We currently do not have a valid food permit issued by the state of Louisiana or food safety certificate form the state of Louisiana. Can we get it after award or do we need to apply for it and have it before the award is announced.*

**Answer:** *Please refer to Section 1.8 Mandatory Qualifications for Proposer, Page 7 of 26*

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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 to: Capital Area Human Services District, 12301 Coursey Blvd. Baton Rouge, LA 70816 or Otha.Boozer2@la.gov.

The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail or by hand delivery or courier to: Capital Area Human Services District, 12301 Coursey Blvd., Baton Rouge, LA 70816, and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification, or by email to: [Otha.Boozer2@la.gov](mailto:Otha.Boozer2@la.gov)

**Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.**

Revision:

For: \_\_\_\_\_ By: \_\_\_\_\_