Office of State Procurement

State of Louisiana

Division of Administration

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| Jeff Landry  **Governor** |  |  |  | Taylor F. Barras  **Commissioner of Administration** |

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An Equal Opportunity Employer

March 26, 2024

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000022534 for the Invitation to Bid for the State of Louisiana – MREs – Pre-Order, which is scheduled to open at 10:00 am CT on April 3, 2024.

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Following are the Vendor’s Inquiries received by the deadline date of March 20, 2024 and the State’s Responses:

**Vendor’s Inquiry #1**

Quantities (Page 4):

It is stated that “ it is a open -ended requirement contract and that the Quantities shown are based on the previous contract usage or estimates” By looking at the Attachment B price Sheet from the 6 items only the Item #4 has an estimated case count not the others.

1. It is our understanding that these products have not been purchase before?
2. Can you guarantee a Minimum order quantity to the one you are showing quantities?

(Item 4)

**State’s Response #1**

1. The estimated quantities listed on the RFx are based on usage from the previous contract.
2. No, there are no minimum order quantities.

**Vendor’s Inquiry #2**

Prices: It is written: *“Prices shall be complete, including transportation/freight charges prepaid by bidder to destination, inside delivery, unpacking, assembly of all components and removal of all associated debris from premises.   Prices should be quoted in the unit (each, box, case, hour, flat, mile, etc.) as specified in this solicitation.*” In order to provide competitive prices can you please provide more details of the Minimum order quantities per Order or per destination, it is very different to quote few cases with inside delivery or via courier and a Truck load or a truck

with few pallets. Can you please explain the term “unpacking, assembly of all components and removal of all associated debris from premises.”   We don’t believe this is applicable for the supply of Boxed MRES

**State’s Response #2**

There is no minimum order quantity specified in this Invitation to Bid.  However, Attachment B - Price Sheet includes blanks on each line where bidders can add discounts for full-truck loads and/or list a tiered pricing breakdown. The expectation is that each pallet of MREs will be removed from the transportation vehicle and placed in the designated area.  The vendor will not be required to remove MREs from the pallet.

**Vendor’s Inquiry #3**

Lead Times: Can you specify the required lead times for delivery of this MRES to the State upon receipt of the delivery order?

**State’s Response #3**

There is no defined required lead time for delivery, as this is a non-emergency contract. Per page 5 of Attachment A – Special Terms and Conditions, Contractors will maintain an adequate supply of all items in order to meet specified delivery. Delivery times can be coordinated with the agency at the time of order.

**Vendor’s Inquiry #4**

The Solicitation name Description is stated as “Meals Ready to Eat (MREs)- Preorder – SW ‘

1. Can you please define the Term: Preorder?
2. A specific quantity of MREs is going to be ordered by the State from the awarded companies immediately?
3. If so can you disclose the quantity?
4. If is not immediately do you have a projected date for purchase?
5. If this become a purchase based on need what will be the difference between this contract and the Other solicitation for Emergency Meals?

**State’s Response #4**

1. Pre-order is considered any non-emergency order needed to replenish inventory Periodic Automatic Replacement (PAR) levels.
2. There are no specific quantities guaranteed, and timing of order placements will be at any ordering Agency’s discretion, depending on their current inventories and specific needs throughout the contract period. Various Agencies throughout the State may place orders on an as-needed basis.
3. See State’s Response #4 b.
4. There is no projected date of purchase at this time. See State’s Response #4 b.
5. This Invitation to Bid (ITB) is to establish regular Statewide Contract(s) to furnish MREs – Pre-order, and various Agencies may place orders to re-stock inventories on an as-needed basis throughout the year, during the specified term of the contract. RFx 3000022531 is to establish Emergency Contingency Contract(s) for Emergency MREs that will potentially be ordered by various Agencies throughout the State on an as-needed basis once the contract is activated, ONLY if a state of emergency is declared by the Governor of the State of Louisiana. Expedited delivery terms on the emergency contract is the main difference.

**Vendor’s Inquiry #5**

Packaging (Page 4)

it is stated that : “Quantities per package which are greater than specified may be considered bulk packaging and may be cause for rejection.”

1. By looking at the attachment B There are not specifications of case count on items 1, 2 & 3 can you please advice?
2. On Items 4, 5 and 6 it is specified 12 meals per case. Due to new packaging technologies, some of our stock products we offering are 15, 16 and 18 per case and are specified in our other Federal and State contracts. This allows savings in transportation and warehousing , Are you willing to accept more than 12 meals per case on the items 4,5 and 6 where 12 meals per case is specified?

**State’s Response #5**

1. The standard case count for items 1, 2 and 3 is 12 meals per case.
2. The expectation is for cases on all lines to include a count of 12. However, as stated in Attachment A – Standard Terms and Conditions, pages 4 & 5 – if alternates to the packaging or portion sizes are proposed, they should be as close as possible to those specified.

**Vendor’s Inquiry #6**

Attachment B - Line Item 1

1. Is the 15oz amount of food is the Minimum or Maximum, do you accept different net weights?
2. This must be a Can? or can be flexible pouches or more than one pouch totaling at least 15oz ?
3. Can you please define “can entrée” what are the minimum requirements for a 15oz can to be considered an entrée?
4. Limestone Heating Component: Can you specify more about this type of heating component?
5. Does this Individual Hot Meal require to have utensils?
6. What is the Minimum remaining shelf Life that you are willing to accept in case of emergency?
7. Can you point us to an example of this meal either Online with a link, a brand name or a representative picture?

**State’s Response #6**

1. 15 oz is the minimum. Minor variances exceeding this will be acceptable.
2. A can or pouch is acceptable for Line Item #1.
3. By definition, to be considered an entrée the product would need to be the main course of a meal, not a snack or side dish, etc.
4. Limestone Heating Component will be replaced with: a Flameless Ration Heater (FRH)
5. Yes, utensils are required.
6. This Invitation to Bid (ITB) is for non-emergency needs, so all meals delivered are expected to meet the minimum three year shelf life, or the shipment may be rejected.
7. The State does not have an example of this meal to provide. All specifications for this item are included on Line 1 of Attachment B – Price Sheet.

**Vendor’s Inquiry #7**

Attachment B - Line Item 2: SINGLE MEAL EMERGENCY KIT

1. “Fruit cups and Beverages are not by default 3 years shelf life Would you accept the fruit to be dried ready to eat and the beverages to be powdered to be mixed with a water not supplied in the kit?
2. Can you define the term “Nutritionally Balanced “and a reference? What is the Minimum remaining shelf Life that you are willing to accept in case of emergency and during regular procurement?
3. Can you point us to an example of this meal either Online with a link, a brand name or a representative picture?

**State’s Response #7**

1. Yes, dried fruit or powdered drink mix are acceptable.
2. Meals should follow standard USDA guidelines for nutrition and in general contain a source of carbohydrates, protein, and one or more vegetable/fruits.
3. See State’s Response to #6 f.
4. The State does not have an example of this meal to provide. All specifications for this item are included on Line 2 of Attachment B – Price Sheet.

**Vendor’s Inquiry #8**

Attachment B – Line Item 3

a. Can you define the term “Nutritionally Balanced” and a reference?

b. Most if the Items described are not 3 years Shelf life, would you accept other type of Long Shelf life Meals suitable for 24 Hours for one person?

c. Can you specify the minimum Total amount of calories required for this Item?

**State’s Response #8**

1. Meals should follow standard USDA guidelines for nutrition and in general contain a source of carbohydrates, protein, and one or more vegetable/fruits.
2. See State’s Response to Inquiry #6 f
3. 1050 Calories

**Vendor’s Inquiry #9**

Attachment B - Line Item 4

1. Would you accept other case count configuration like for example 15, 16 or 18 meals per case? Instead of only 12?
2. Based on other State and Federal contracts that are in place and mostly for Emergencies it is accepted to have a minimum variety of 4-6 different menus per case , can this be accepted as well by you for this item ?
3. Can the State guarantee a minimum order purchase quantity from the 10,959 estimated cases?
4. If we would like to present different SKUs for this Item that will conform with the specifications what is the best way to present them in the attachment B?
5. What is the Minimum remaining shelf Life that you are willing to accept in case of emergency?
6. In case of Emergencies as in previous years, supply chain can be interrupted and sometimes the availability of Flameless Ration heaters is limited, other Federal institutions do not require heaters for this type of meals. Since all the components in this type of MRE are fully cooked and ready to eat, Would you accept MREs without Heaters in case that the heaters are not available at the time of Emergency?

**State’s Response #9**

1. The expectation is for cases on all lines to include a count of 12. However, as stated in Attachment A – Standard Terms and Conditions, pages 4 & 5 – if alternates to the packaging or portion sizes are proposed, they should be as close as possible to those specified
2. The bid specifies six different menus per case. This ITB is for non-emergency needs, so Contractors will be expected to provide the minimum number of menus as listed.
3. No, the State cannot guarantee a minimum order purchase quantity on any line.
4. If bidding alternate items, please submit a separate price sheet for each different product bid, clearly stating the brand and model number along with pricing, in the blanks provided on Attachment B – Price Sheet.
5. See State’s Response to Inquiry #6 f.
6. No. This ITB is for non-emergency needs, and the prices to be provided are for meals containing heaters only.

**Vendor’s Inquiry #10**

Attachment B - Line Item 5

1. Can you define a Minimum calorie requirement for this Item?
2. The standard MRE entrée within the US Government and Commercial MRES is 8 oz and when combined with other components like side items it make significant more food to meet the nutritional requirements. Would you accept a minimum of a 8 oz entrée instead of 9 oz for this item? We believe that accepting this will allow more fair competition and will not change the quality or purpose of the product.
3. What is the Minimum remaining shelf Life that you are willing to accept in case of emergency?

**State’s Response #10**

1. 1050 minimum calorie requirement.
2. The expectation is for meals on this line to be 9 oz. However, as stated in Attachment A – Standard Terms and Conditions, pages 4 & 5 – if alternates to the packaging or portion sizes are proposed, they should be as close as possible to those specified.
3. See State’s Response to Inquiry #6 f.

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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, 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 or by hand delivery 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: Richard Iverstine

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