

**OFFICE OF PURCHASING**  
**O'KEEFE ADMINISTRATION BUILDING**  
 501 City Park Avenue, Bldg 37  
 New Orleans, LA 70119  
 (504) 762-3027 FAX: (504) 762.3089  
 www.dcc.edu

## Addendum No: 01

Bid No: 40006-185  
 Bid Name: Uniforms Purchase  
 Opening Date: April 24, 2024 @ 2:00PM CST

Addendum No: 01  
 Date Issued: April 19, 2024

*This addendum is hereby officially made a part of the referenced solicitation. The below are clarifications and are to be taken into consideration for establishing your pricing. Addenda must be signed and submitted with your Bid or your Bid will be rejected.*

1.	Can you tell me what's your budget annually?	Projected budget \$ 12,000 to \$25,000.
2.	Is there a particular brand and style number of previously purchased items that we can reference?	Carhartt, Cintas comfort flex pro, Vestis, Dickies, Lead Apparel, Aramark.
3.	Can we obtain a copy of the previous contract to estimate quantities that may be purchased?	We do not have previous contract to send.
4.	In order to help estimate shipping costs to be included in the pricing, can you tell us the average order size that has been previously placed throughout the contract?	We can only provide the minimum quantity which is 40 uniform sets.
5.	Can you provide a picture of the logo to be embroidered?	A picture of the logo will be provided.

**OFFICE OF PURCHASING  
O'KEEFE ADMINISTRATION BUILDING**

501 City Park Avenue, Bldg 37  
New Orleans, LA 70119  
(504) 762-3027 FAX: (504) 762.3089  
www.dcc.edu

6.	Do you also have any photos for easy reference?	There are no photos available.
7.	Do you not want an item breakdown with any set-up charges and estimated shipping?	Please break down all cost detailing charges for set-up and estimated shipping.
8.	How do we address this given items will be ordered on an as needed basis and in varying quantities?	A minimum total order was given as a reference.
9.	Do you want Client or Industry references?	Either
10.	Do all uniform and promotional product purchases go solely through your office?  Or would we have to contact individual departments within Delgado to have the opportunity to submit quotes/samples for i.e. Admissions, Business Development, etc.?	No.  No.

**OFFICE OF PURCHASING  
O'KEEFE ADMINISTRATION BUILDING**  
501 City Park Avenue, Bldg 37  
New Orleans, LA 70119  
(504) 762-3027 FAX: (504) 762.3089  
www.dcc.edu

**Acknowledgement:** Acknowledgement of this addendum is required. Bidder is to acknowledge receipt of this addendum where indicated on the Bid Form. See below if your Bid has already been submitted.  
*If your bid has already been submitted, please sign below where indicated and fax this form in its entirety to (504) 762-3089 or email to [aharri@dcc.edu](mailto:aharri@dcc.edu), [purchasingdept@dcc.edu](mailto:purchasingdept@dcc.edu), mail to the address stated in section 1.12.2 Proposer Inquiry Periods of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit the addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_