



Office of State Procurement

How to Respond to an Invitation to Bid ("ITB")

Vendor Training



Today's Topics

- What is an Invitation to Bid?
- Louisiana Procurement & Contract Network ("LaPac")
- Understanding the Bid Document & Attachments
- Addenda
- Ways to Submit a Bid
- Bid Openings
- Common Mistakes
- Important Tips for Submitting a Successful Bid
- Who to Call
- New Vendor Resources
- Questions





What is an Invitation to Bid? (ITB)

- All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in La. R.S. 39:1594. See La. R.S. 39:1556(29).
- Most commonly referred to as an “ITB” or “Solicitation”. In the LaGov system, these are also known as an “RFx”.





What is “LaPac”?

- “LaPac” – the Louisiana Procurement and Contract Network is a complete listing of bids by department, by commodity, or by specific bid number. Complete documents can be viewed in .pdf format, and those ITBs of interest to a bidder can be printed and submitted.
- Registered vendors receive immediate email notification each time an “ITB” or “Addendum” is posted for a commodity for which you have registered.
- Award Information showing the successful vendor(s) and their award total(s) is posted to LaPac once a bid is awarded.
- LaPac is available 24 hours per day, 7 days per week.





How to Search for an ITB on LaPac

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Bids by Category

Bids by Department

Search for Open Bids

Search by Bid Number

Vendor Registration Menu

Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

[APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS \(53000000\) - \(9\)](#)

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

[BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES \(72000000\) - \(49\)](#)

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

[BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES \(22000000\) - \(18\)](#)

Heavy Construction Machinery and Equipment

[CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS \(12000000\) - \(4\)](#)

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

[CLEANING EQUIPMENT AND SUPPLIES \(47000000\) - \(21\)](#)

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

[COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. \(25000000\) - \(22\)](#)

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

[DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. \(46000000\) - \(21\)](#)

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

[DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. \(40000000\) - \(18\)](#)

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings



How to Search for an ITB on LaPac

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Bids by Category

Bids by Department

Search for Open Bids

Search by Bid Number

Vendor Registration Menu

Bids by Department

Click on the underlined Department to view a list of bids for that Department.

***** State Procurement *** - (178)**

+ State - Corrections - (0)

+ State - Transportation and Development - (24)

+ State - Environmental Quality - (2)

+ State - Agriculture & Forestry - (1)

+ State - Board of Commissioners Port of New Orleans - (0)

+ State - Board of Supervisers-University of LA System - (0)

+ State - Capital Area Human Services District - (0)

+ State - Civil Service - (0)

+ State - Coastal Protection & Restoration Authority - (0)

+ State - Commissioner of Elections - (0)

+ State - DCRT- OFFICE OF STATE PARKS - (4)



How to Search for an ITB on LaPac

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Bids by Category

Bids by Department

Search for Open Bids

Search by Bid Number

Vendor Registration Menu

Search for Open Bids

This page allows you to locate open documents by one or more selection criteria. Solicitations are open until the bid open date has passed. To search for open bids, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Department: *** State Procurement ***

Category: FOOD BEVERAGE AND TOBACCO PRODUCTS (50000000)

Date Range: From: (mm/dd/yyyy) To: (mm/dd/yyyy)

To search by date, you must enter a begin and end date.

- Compare Date Range To:
- Open Date** - Opening date for the solicitation
 - Cancel Date** - Cancellation date of the solicitation
 - Issue Date** - Date the solicitation was first entered into LaPAC
 - Last Change Date** - Date the solicitation posting was most recently updated

Keywords: meat

To search for a phrase, enclose in double quotation marks.
To search for multiple words or phrases, separate using spaces.

- Search for documents containing **ALL** the keywords.
- Search for documents containing **ANY** of the keywords.

Search

Reset



How to Search for an ITB on LaPac

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Bids by Category

Bids by Department

Search for Open Bids

Search by Bid Number

Vendor Registration Menu

Search by Bid Number

This page allows you to locate documents by bid number. To search, enter bid number in the form below and click the **SEARCH** button.

Bid Number:

Search



Notification of a Bid Posting

Wed 8/7/2019 3:12 PM

□ noreply@la.gov

LaPac 3000013383 *Site Visit* Air Handler & Condenser

To ■ LAPAC/LISTSERV ADMIN ID

 We removed extra line breaks from this message.

A solicitation has been announced which may be of interest to you:

Bid Number: 3000013383

Description: *Site Visit* Air Handler & Condenser

Bid Opening Date: Aug 27 2019

Category: DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. (40000000)

For more information pertaining to this solicitation, visit:

<http://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=documentno&term=71789>

If the above link does not work, either copy and paste or type the web address into your Internet browser address line and press enter.

Please do not respond to this message as this mailbox is not monitored and your response will be deleted.

Bid Created: Aug 7 2019 3:12PM





LaPac Posting

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	<p>Vehicle Inspection Stickers - DPS/OMV Original: 3000013695 Attachments: Attachment A - Special Terms and Conditions - Pages 1-7 Attachment B - Specifications & Distribution Lists - Pages 1-11 Attachment C - Online Bidding Instructions - Pages 1-10</p>	09/20/2019	10/10/2019 10:00:00 AM CT	107001
3000017060	<p>Motorola BN Mobile Radios SW Original: 3000017060 Attachments: Attachment A - Special Terms & Conditions - Pages 1-12 Attachment B - Price List - Pages 1-40 Attachment C - Online Bidding Instructions - Pages 1-10</p> <p>Addendum No. 1 - Contact Change for Bidder Inquiries - Revised Attachm Addendum 1: 3000017060-1 Attachments: Addendum No. 1 - Contact Change for Bidder Inquiries Attachment A - Special Terms & Cond. date 6-17-21 - Pages 1-12</p>	06/15/2021	07/20/2021 10:00:00 AM CT	107001
		06/17/2021		



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Understanding the Bid Document

ONLINE BID RESPONSE LINK

https://aagovenvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Understanding the Bid Document

ONLINE BID RESPONSE LINK

https://aagovrvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Understanding the Bid Document

ONLINE BID RESPONSE LINK

https://aagovrvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC ONLINE
RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK
https://lagovernvender.doa.louisiana.gov/rfx?saosrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Understanding the Bid Document



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK
https://lagovernvendo.doa.louisiana.gov/rfx?saosrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Understanding the Bid Document



STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:

Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE
RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

ONLINE BID RESPONSE LINK

https://lagovernvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9F8021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supples for DOC

RFx text:

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Understanding the Bid Document



STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK
https://lagovernvendo.doa.louisiana.gov/rfx?saosrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Understanding the Bid Document



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK
https://lagovenvendor.doa.louisiana.gov/rfx?saoprm_boid=567620E9FB021EDC8480E9DF3A2BD3AB

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: Plumbing Supplies for DOC

RFx text:
Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER:	TITLE	DATE
EMAIL ADDRESS:		
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Understanding the Bid Document



Name of Solicitation: Lowboy Trailer for DOC

RFx text:

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Invitation to bid: 3000017404 Open Date: 07/15/2021 T-Number:	Bidder:	Page 2 of 9
---	---------	-------------

and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this bid opening. The link will be live at 9:55 AM on the date of bid opening.

All other terms & conditions remain unchanged.

All vendors must be registered in the LaGov system in order to: submit an online bid, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Please include a W-9 form with your bid if you are newly registered. Do not register again if you are already registered in the system. You will need a LaGov Vendor ID and Password in order to submit an online bid.

Bidders are invited to submit bids via the Online Bid Response Link on Page 1 of this bid invitation. Online bidding instructions are attached to this bid invitation.

Please print all attachments to ensure all documents related to this solicitation are reviewed prior to bidding.

All documents associated with this solicitation should be included in the bidder's submission.

- Attachment A - Special Terms and Conditions - Pages 1-6
- Attachment B - Line Item Responses - Page 1
- Attachment C - Online Bidding Instructions - Pages 1-10

Bid delivery instructions for the Office of State Procurement:
Refer to Page 1 in Attachment A – Special Terms and Conditions

Bidders should include a copy of a valid dealer's license issued under the provisions of R.S. 2:1254 with their bid. Vendors must submit a valid dealer's license within 10 days of the bid opening date or their bid will be rejected.

Understanding the Bid Document



LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:25181700 Lowboy Trailer Manufacturer: Pitts or Equal Model: 2022 LB55-22DC or Equal Product Description: * 55 Ton Detachable Lowboy * 25' Well, swing out outriggers	1	EA		
	<ul style="list-style-type: none"> * 22" Loaded Deck Height * Load Bearing Covered Fenders * Air Ride Lift Rear w/Manual Override * 4 Position Ride Height * Battery Backup * Apitong Wood Floor * Boom and Bucket Trough * 22.5 Tires * Strobe lights Product Specifications: * Year Model: 2022 * Condition: New * Weight and Dimensions: Length: 53 feet Width: 102 inches Height: 22 inches * Capacity: 55 Ton * Body and Chassis: * Suspension: Air Ride * Composition: Steel * Floor Type: Apitong Floor * Number of Rear Axles: Tri Axle with rear axle lift * Axle Type: Fixed * Neck Type: Detachable, Hydraulic * Wheels and Brakes: Wheel Type: Steel Disc Tire Size: 275/22.5 * Motor: 13HP Warranty: 5-year Frame; 1-year remaining components ****Excluding waste tire fee (see Attachment A), any document or other misc. Fees are to be included in your bid price.** **If vendor is located within 200 mile radius, agency will pick up. If located outside of 200 mile radius, delivery required** Specify Manufacturer Bidding: _____ Specify Model and Model Year Bidding: _____				

Understanding the Bid Document



Understanding the Bid Document

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<p>Product Category:82121500 DPSMV 1013 MVI Sticker One Year</p> <p>Printing of:</p> <p>DPSMV 1013 - Motor Vehicle Inspection 1 Year Sticker</p> <p>Print per Attachment B - Specifications and special conditions.</p> <p>Invoice and packing slip must reflect actual ranges and quantities shipped.</p> <p>Proof Required: Send Proof to: Cynthia Russell 7979 Independence Blvd. Suite 105 Baton Rouge, LA 70806 Cynthia.w.russell@la.gov</p>	1,000.00	TH		

- Quantity x Unit Price = Extended Amount
- Firm, Fixed, Final Price



Unit of Measure (UOM)

- A list of all units of measure can be found on the OSP website: <https://www.doa.la.gov/doa/osp/> under “Vendor Resources”

Description	Format
Bag	BAG
Box	BOX
Hundred	CEN
Case	CE
Dozen	DZN
Job	JOB
Each	EA
Foot	FT
US Gallon	GAL
Hour	H
Lot	LOT
Thousand	TH



LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:11162100 White Jersey Material - Width 22 Inches	5,000	LB		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product ID: 23867 Product Category:39101600 FIXTURE,LIGHT,LED	50	EA		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:50192502 Spicy Chicken with Cheese Packaged: 14 each/case	200	CE		

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:72131701 2" asphalt overlay	1	JOB		



Understanding the Bid Document

Be Careful!

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:11111700 Emergency Sand	1	LOT		
No prices are to be submitted on this page. Prices are to be submitted on Attachment B - Price Sheet.					





Boilerplate Language

Understanding the Bid Document

Invitation to bid: 3000013695
Open Date: 10/10/2019
T-Number:

Bidder:

Page 4 of 8

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED, WRITTEN IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION
7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID OR SUBMITTING THE BID ONLINE VIA THE VENDOR PORTAL (WHICHEVER IS APPLICABLE) THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE WITH INK OR TYPEWRITTEN OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.



Bid Attachments

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV Original: 3000013695 Attachments: Attachment A - Special Terms and Conditions - Pages 1-7 Attachment B - Specifications & Distribution Lists - Pages 1-11 Attachment C - Online Bidding Instructions - Pages 1-10	09/20/2019	10/10/2019 10:00:00 AM CT	107001



Terms and Conditions

- The special/standard terms and conditions govern over the boilerplate.
- Some of the typical clauses included in additional T&Cs:
 - Bid delivery instructions
 - Insurance requirements
 - Required documents (bonds, certifications, licenses etc.)
 - Samples needed
 - Payment/invoice information
- Please note that if you take any exceptions to the State's terms & conditions, it may disqualify your bid.



Other Types of Attachments

- Mandatory Jobsite Visit Certification Form
- Drawings, Diagrams, Maps
- Price Sheet





Examples of Licenses Required in Bids

- Any special licensing / certification requirements should be clearly stated in the bid specifications or Special Terms & Conditions. Some common examples include:
 - Equipment maintenance / repair – such as a licensed HVAC service technician for an HVAC maintenance contract
 - Security Guards – licensed by the La State Board of Private Security Examiners
 - Labor & Materials / Construction – contractor’s license for whatever specialty(s) needed for that job (i.e. building, electrical, plumbing, etc.)
 - Grounds Maintenance – licensed with the Dept. of Agriculture and the La Horticulture Commission, ground owner operator and commercial pesticide application
 - Medical Personnel – registered nurses (RN) and licensed practical nurses (LPN) for medical staffing contracts
 - Motor Vehicle Dealer – for vehicle bids



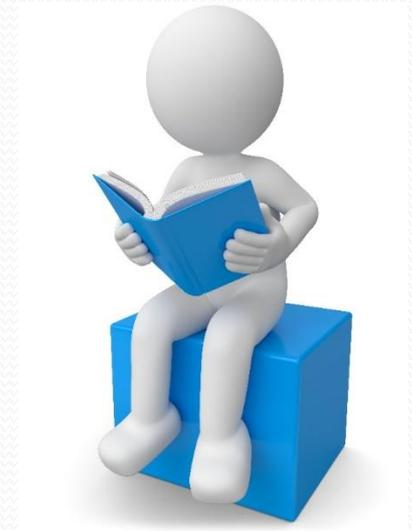
What is a Specification?

- “Specification” means any written description of the physical, functional, or performance characteristic of an item, OR the nature of a supply, a service, a construction job, or a major repair.
- It may include a description of any necessary requirements for such things as: inspecting, testing, training, or preparing a supply, a service, or a major repair for delivery to, or installation at an agency.



Remember...

- “Shall” = imperative
- “May” = permissive
- “Should” = desirable
- “And” = must have both or multiples
- “Or” = either is acceptable





Addendum

- A formal, written change to a bid.
- Listed on the LaPac site, along with the original bid document

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV Original: 3000013695 Attachments: Attachment A - Special Terms and Conditions - Pages 1-7 Attachment B - Specifications & Distribution Lists - Pages 1-11 Attachment C - Online Bidding Instructions - Pages 1-10	09/20/2019	10/10/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Revising Specifications Addendum 1: 3000013695-1 Attachments: Addendum No. 1 - Revising Spec's & Distribution List - Pages 1-2 Attachment B - Specifications & Distribution Lists - Pages 1-11	09/26/2019		



Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 26, 2019

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000013695 for the Invitation to Bid for the State of Louisiana – Vehicle Inspection Stickers, DPS/Office of Motor Vehicles, which is currently scheduled to open at 10:00 am CDT on October 10, 2019.

The following change is to be made to the referenced solicitation:

Replacing Attachment B – Specifications and Distribution List in its entirety

All else remains as on original bid.

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 to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3rd 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 proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3rd Street, 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 proposal opening shall not be considered and you shall be held to your original proposal.



Revision:

For: _____ By: _____

By: CLARETT BLOUNT
Office of State Procurement
Telephone No. 225-342-8044
Email: CLARETT.BLOUNT@LA.GOV



Responsive/Responsible

What's the Difference?

- **Responsive Bidder:** A person who has submitted a bid under La. R.S. 39:1594, which conforms in all substantive respects to the invitation for bids, including the specifications set forth in the invitation.
- **Responsible Bidder:** A person who has the capability, in all respects, to perform the contract requirements, and the integrity and reliability which will assure good faith performance.





Ways to Submit a Bid



STATE OF LOUISIANA Office of State Procurement INVITATION TO BID

**RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW
10/13/2021
10:00 AM CST**

Vendor No.: _____
Solicitation: 3000017765
Opening Date: 10/13/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
DOC LA STATE PENITENTIARY-915 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

**TO SUBMIT AN ELECTRONIC ONLINE
RESPONSE CLICK THE LINK BELOW**

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017765
Version: 1
Buyer: WESLEY LEBLANC
Buyer Phone: 225-342-4814
E-Mail: wesley.leblanc@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:



Ways to Submit a Bid - Mail

- Physical address
- Please note exceptions will not be made if your carrier of choice delivers the bid after the bid opening date/time.
- Do not rely on “guaranteed delivery”.





Ways to Submit a Bid – Drop Off

- Claiborne Building
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802
- Please make sure to give yourself enough time to check in with the security desk.





Ways to Submit a Bid – Fax



STATE OF LOUISIANA Office of State Procurement INVITATION TO BID

**RESPONSES MUST BE
RECEIVED BY
10/25/2019
02:00 PM CST**

Vendor No.: _____
Solicitation: 3000013920
Opening Date: 10/25/2019

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC (ONLINE)
RESPONSE CLICK THE LINK BELOW.

SUBMIT FAX RESPONSE
TO : Office of State Procurement
Fax Number: 225-342-9756

Physical Address:
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000013920
Version: 1
Buyer: DEBORAH JACKSON
Buyer Phone: 225-342-8025
E-Mail: deborah.jackson@la.gov
Scheduled Begin Date:
Scheduled End Date:

Ship To Address:
LDWF ENF QUARTERMASTER
2000 QUAIL DRIVE, ANNEX RM 18
BATON ROUGE, LA 70808

ONLINE BID RESPONSE LINK
https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021ED9BD81895A0F831703



Ways to Submit a Bid – Fax

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: ***Fax Bid*** Night Vision Camera for LDWF

RFx text:
*****FAX BID*****



Ways to Submit a Bid - Fax

- If an RFx is posted as a fax bid, language stating this will be clearly noted on the front page of the RFx, along with the fax number that bids must be sent to.
- If this language is not listed on the RFx, the bid **cannot** be submitted by fax.
- Fax Bids do not have public bid openings





Ways to Submit a Bid – Reverse Auction



STATE OF LOUISIANA
Office of State Procurement
AUCTION REQUEST FOR INFORMATION

Vendor No.: _____
Solicitation: 3000013901
Opening Date: 10/25/2019

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:

LDH PINECREST SUPP & SERV CTR PURCH
100 PINECREST DRIVE, KINGSVILLE COMMUNITY
PINEVILLE, LA 71360

**TO SUBMIT A REVERSE AUCTION
(ONLINE) RESPONSE CLICK THE LINK
BELOW.**

**ALL RESPONSES MUST BE SUBMITTED
VIA THE REVERSE AUCTION ONLINE
RESPONSE LINK.**

RFx Number: 3000013901
Version: 1
Buyer: CHASITY AUSTIN
Buyer Phone: 225-342-3595
E-Mail: chasity.austin@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

ONLINE RESPONSE LINK

https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021ED9BC8A050B2A5F53D7



Ways to Submit a Bid – Reverse Auction

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you attached / included all required files to the bid response?	YES
3. _____ Have you attached the signature page to the bid response?	YES
4. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
5. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: *Reverse Auction* Tankless Water Heater

RFx text:

All vendors must be registered in the LaGov system in order to: submit a Reverse Auction response, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

<https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest user=self reg>



Ways to Submit a Bid – Reverse Auction

- Reverse Auctions are posted to LaPac and emailed to vendors registered in that commodity in the same manner as all other bids. There will be a note in the description on LaPac that states “Reverse Auction”. There will also be an attachment to the bid with detailed instructions regarding how to submit your bid.
- Bidders **MUST** use the Reverse Auction process in order to participate in one of these bids. Bids submitted in any other form will not be accepted.
- Reverse Auctions do not have public bid openings.





Ways to Submit a Bid – Reverse Auction

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000013901	Reverse Auction Tankless Water Heater Original: 3000013901 Attachments: Attachment A - Special Terms and Conditions - Pages 1-4 Attachment B - Line Item Responses - Page 1 Attachment C - Boiler Plate Instructions to Bidder - Pages 1-4 Attachment D - Reverse Auction Bidder Instructions - Pages 1-13	10/17/2019	10/25/2019 3:00:00 PM CT	107001



Ways to Submit a Bid – Email





Ways to Submit a Bid - Online

- If an “ITB” can be submitted online, there will be a link provided on the front page of the “ITB”, and online bidding instructions will be attached to the bid in LaPac.
- Bidders must be a registered vendor in the State’s LaGov system in order to submit an online bid.





Ways to Submit a Bid - Online

Bid Number	Description	Bid Opening Date	Status	Help
3000013695	Vehicle Inspection Stickers - DPS/OMV Original 3000013695 Attachments: Attachment A - Special Terms and Conditions - Pages 1-7 Attachment B - Specifications & Distribution Lists - Pages 1-11 Attachment C - Online Bidding Instructions - Pages 1-10	10/10/2019 10:00:00 AM CT	Date of Award: 10/18/2019	107001



Ways to Submit a Bid – Online



STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW
10/05/2021
10:00 AM CST

Vendor No.: _____
Solicitation: 3000017733
Opening Date: 10/05/2021

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
Danielle Matheme
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE
RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000017733
Version: 1
Buyer: TUAN NGUYEN
Buyer Phone: 225-219-0245
E-Mail: tuan.nguyen@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

ONLINE BID RESPONSE LINK

https://laovervondor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021EDC8480E9DF3A2BD3AB



Ways to Submit a Bid - Online

- You will be prompted to enter your LaGov vendor ID number and password.
- The Bid Invitation (also known as RFX) is displayed. Click the **Register** button at the top of the screen. If you don't see a register button, then you are already registered for this solicitation and you can move to the next step.
- Click the **Create Response** button at the top of the screen. Your RFX response number is displayed at the top of the screen starting with a 4000 number.

(Example: **Create RFX Response: 4000010810**)



Ways to Submit a Bid - Online

- Before proceeding any further you will need to read the Notice and check the box to accept the terms.

Attention: La. R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. By clicking the box below, you acknowledge one of the following four descriptions applies to the signer of this bid:

1. The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents should be attached hereto.
3. The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
4. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

IMPORTANT NOTE:

For the purposes of LaGov Supplier Portal bidding, the Signature of Authorized Signatory of Bidder is represented by the LaGov Supplier Portal user Log-In ID. The Name of Authorized Signatory of Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.

Yes, I have read the above Notice and accept the terms.



Ways to Submit a Bid - Online

- The next step is to upload any attachments that you need to add to the solicitation (RFx). You will click on the tab "Notes and Attachments". Under Attachments, click "Add Attachment" and upload each document.

The screenshot shows a web interface with four tabs: "RFx Information", "Items", "Notes and Attachments" (highlighted with a red box), and "Summary". Below the tabs, there are two main sections: "Notes" and "Attachments".

Notes Section:

- Buttons: Add, Clear
- Table:

Assigned To	Category
Document Header	Header Tendering Text
Document Header	Bidder's Remarks
ItemD1 "Award Medals"	Item Tendering Text

Attachments Section:

- Buttons: Add Attachment (highlighted with a red box), Edit Description, Versioning, Delete, Create Qualification P
- Table:

Assigned To	Category	Description
-------------	----------	-------------



Ways to Submit a Bid - Online

The screenshot shows a dialog box titled "Add Attachment". It contains the following fields and controls:

- Text: "Here you can upload an attachment. You have to assign it to either the document general data or to an item"
- File: C:\Users\sorourk\Documy Browse...
- Description: Price Sheet (highlighted with a red box)
- Assign To: * General Data (dropdown menu)
- Buttons: OK (highlighted with a red box), Cancel

- If there is no price sheet on this bid, then you will need to enter pricing on each line item that you wish to bid on. Click the Items tab near the top of the screen to view the lines.

The screenshot shows the "Create RFX Response: 4000010810" screen. It features a navigation bar with the following tabs and buttons:

- Buttons: Submit, Read Only, Print Preview, Check, Clos
- Number: 4000010810 RFX Number: 3000006753
- Navigation tabs: RFX Information, Items (highlighted with a red box), Notes and Atta
- Bottom bar: Basic Data, Questions, Notes and Attachments



Ways to Submit a Bid - Online

- Each line item of the Bid Invitation is displayed. Select the first line by clicking on the gray box to the left of the Line Number. Then select the Details button.

The screenshot shows a software interface with a navigation bar at the top containing tabs for "RFx Information", "Items", "Notes and Attachments", "Summary", and "Tracking". Below the navigation bar is a section titled "Item Overview" with a dropdown arrow. Underneath, there is a toolbar with buttons for "Details", "Add New", "Add Subline", "Copy", "Paste", "Delete", and "Calculate Value". The "Details" button is highlighted with a red box. Below the toolbar is a table with the following columns: "Line Number", "Description", "Item Type", "Product ID", "Product Category", "Product Category Description", "Required Quantity", "Submitted Quantity", and "Unit". The first row of the table is highlighted in yellow and contains the following data: "1", "Award Medals", "Material", "49101701", "MEDALS", "24,750", "24,750", and "EA". A red box highlights the gray box to the left of the "Line Number" "1", and a green circle with the number "2" highlights the "Details" button.

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit
1	Award Medals	Material	49101701	MEDALS		24,750	24,750	EA



Ways to Submit a Bid - Online

- The Details screen showing Item Basic Data is where your bid price and quoted delivery days after receipt of order (ARO) are to be entered.
- Be sure to note the per/unit of measure for the price to be quoted, in order to be certain that your price is per that unit of measure.

Details for item 0001 Award Medals

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: * 0001

Control Key: Material functional

Item Type: Material

Product Category: 49101701 MEDALS

Product ID:

Description: Award Medals

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency: American Dollar

Required Quantity: 24,750 EA Each

Submitted Quantity: 24,750 EA Each

Price: 25.00 US Per: 1 EA

Net value: 0.00

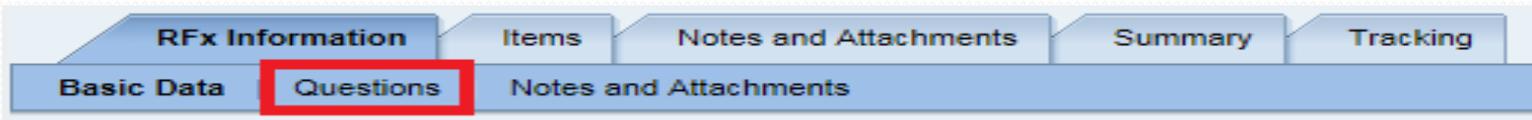
Delivery Date: 04/01/2017 00:00:00

Delivery Days: 35



Ways to Submit a Bid - Online

- After entering pricing for all line items that you are bidding on, the next step is to answer the mandatory questions. Click on the “Questions” tab located under RFX Information tab.





Ways to Submit a Bid - Online

- Answer each of the questions presented. Questions with a red * are required and must be answered.

Rfx Information		Items	Notes and Attachments	Summary	Tracking
Basic Data Questions Notes and Attachments					
Question					Reply
Have you reviewed all attachments to the bid invitation and answered all questions? *					<input checked="" type="radio"/> Yes <input type="radio"/> No
Have you attached/included all required files to the bid response? *					<input checked="" type="radio"/> Yes <input type="radio"/> No
% discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.:					<input type="text"/>
Delivery will be made this number of days After Receipt of Order (ARO):					<input type="text"/>

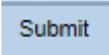


Ways to Submit a Bid - Online

- Once all notes and attachments are reviewed, all questions are answered and all prices are entered, click the  button at the top of the page.

- The following message will appear if there are no errors:

 RFX response is complete and contains no errors

- Once this message appears, you are ready to submit your bid. Click the  button at the top of the page to submit your Bid Response. A message will be presented with the RFX (Bid) Response number showing it has been submitted.

 RFX response 4000010810 submitted



Online Bidding – Vendor FAQ's

- 1. Q – Nothing happens when I click the Online Bid Response Link on the RFX in LaPac.**

A - Check to make sure your pop-up blocker is turned off in your browser security settings.
- 2. Q – I'm unable to login after clicking on the Online Bid Response Link.**

A – Your password may be locked. Please contact the Vendor Help Desk at: 225-342-8010 or Vendr_inq@la.gov
- 3. Q – I've logged in, but do not have a Register button.**

A – Either you were added to the bid by the agency as a suggested vendor – in which case you can go directly to Create Response, or you have already registered for this bid. If you previously registered, you should have a Create Response button.
- 4. Q - I've logged in, and I'm registered, but do not have a Create Response button.**

A - A Response has already been created. Look for a Response number at the top of the screen in blue, starting with 40000****.



Online Bidding – Vendor FAQ's

5. Q – I'm trying to create a Response, but am getting a message saying "A response for this RFX is already being created".

A - It means you have already clicked the Create Response button, but the system may have timed out if you did not finish the Response, and has not refreshed. Log out, wait 30 minutes, and try again. Look for a Response number at the top of the screen in blue, starting with 40000****.

6. Q – Why don't I have an Edit button after creating a Response?

A - If you are logged in to the RFX, click on your Response number at the top of the screen in blue that starts with 4000**** to get an Edit button.

7. Q – I'm in the RFX, but I can't see all of the information that is supposed to be on the page, or I'm getting a "half-blank" blue screen.

A – Check to see what browser you are using. LaGov does not support Chrome, Safari, Edge, or Firefox. The best browser to use is Internet Explorer 11. It is highly recommended to use a desktop computer or a laptop, not a notebook or tablet.

8. Q – I'm in the Response, but I'm getting a red error saying "Please read the notice and accept the Terms".

A - You must check the "Agree" box on the Terms & Conditions before you can submit your bid Response.



Online Bidding – Vendor FAQ's

9. Q – I'm logged into the Response, but everything is grayed out and I cannot make any changes.

A – Click the “Edit” button at the top.

10. Q – Where do I attach my Attachments for the bid?

A – Once you have created a Response and are in the Edit mode, click on “Notes and Attachments” to upload any documents and Attachments you wish to submit with your bid.

11. Q – I am getting 4 hard stop errors when I am trying to submit my bid that talk about “Attributes” – what is this?

A – When you receive 4 hard stop errors that mention “attributes”, this means you haven't answered the 4 mandatory Questions. These will be found under RFX Information, on the Questions tab. You must be logged into your Response, and in the “Edit” mode to answer these questions.

12. Q – It says there should be 4 Questions to answer, but I only see 3 (or something else is missing from the screen).

A – If you “right-clicked” on anything, you may have accidentally “hidden” some of the elements on the screen. Right-click on the area that the missing information should be, click “invisible elements”, and then “restore”.

Online Bidding – Vendor FAQ's

13. Q – How do I know if my bid has been submitted?

A – When you first submit your Response, you will receive a message at the top of the screen that says “ Response Submitted Successful”. If you log back in later, click on your Response number (starting with 40000****), and you will see a status at the top which will state if your response was “Submitted” or is still in “Saved” status. Your bid status must say **Submitted** or your bid will not be accepted.

14. Q – Can I revise an Online Bid once it has been submitted?

A - Yes. Log back into the RFx, open your Response and click “Edit”. Make the needed changes and then be sure to click “Submit” again. If you do not re-submit your Response before the bid opening date, it will not be accepted.

15. Q – Can I delete / withdraw an Online Bid after it has been submitted?

A - Yes. Log back in to the RFx, open your Response, click “Edit” and then click “Withdraw” at the top.

16. Q – I received an email notification that an Addendum was done. However, I don't see where the Attachments are that the bid mentions that need to be returned with the bid.

A – When an Addendum is done, the buyer selects for the Attachments to be “visible internally only” (to OSP) so that they will not re-post to LaPac, unless the Addendum actually changes something on one of the Attachments. Re-posting them would be a duplication of the Attachments already still showing on LaPac under the original solicitation / RFx. You can always return to LaPac to view and print out all the attachments that are mentioned in the Bid / Addendum.



Bid Openings

Standard Bid
Opening:

**RESPONSES WILL BE
PUBLICLY OPENED AT THE
PHYSICAL ADDRESS BELOW**
10/27/2020
10:00 AM CST

Bid Openings during COVID-19:

RFx text:

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this bid opening. The link will be live at 9:55 AM on the date of bid opening.



Common Mistakes

- No signature on bid
- Bid not received on time
- Bid submitted in an unacceptable format (not on State's forms)
- Freight not included in the bid price
- Failure to meet or exceed the bid specifications or scope of work
- Failure to provide required documentation





Important Tips for a Successful Bid

- Read everything
- Don't wait until the last minute
- Use State's bid forms
- Sign your bid
- Check your math
- Include all required documentation
- Submit before bid opening date/time





Help! Who to Call?

OSP

- Specification questions
- Bid submittal questions
- Bid terms & conditions
- Bid opening

Agency

- Jobsite visits & pre-bid conferences (scheduling, directions, etc)
- Delivery questions
- Invoice & payment, tax exempt documentation
- Work hours / jobsite details





New Vendor Resources

- OSP Website: <https://www.doa.la.gov/doa/osp/>
“Vendor Resources”
 - General FAQs
 - LaGov Registration FAQs
 - Bidding FAQs
 - Statewide Contract FAQs
 - Vendor Forms (contract usage reports, assignment of contract, corporate name change, W9 tax ID form)
 - Links to: LaGov registration and help scripts; UNSPSC commodity code listing, LaPAC, eCAT, Hudson/Veteran information, U/M listing, State regional map, state agency listing, quasi-political sub agency listing
 - Training Catalog: How to Do Business with the State of Louisiana; How to Respond to an ITB; How to Respond to an RFP; LED Small Business Services





Office of State Procurement

Main Phone Number:

225-342-8010

Vendor Helpdesk:

Vendr_inq@la.gov