

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
Governor



TAYLOR F. BARRAS
Commissioner of Administration

January 11, 2024

ADDENDUM NO. 01

Your reference is directed to RFX Number 3000022143 for the Invitation to Bid for the State of Louisiana – Emergency PPE Items which is scheduled to open at 10:00 AM CT on January 18, 2024.

Following are the Vendor's Inquiries received by the deadline date of January 4, 2024 and the State's Responses:

Vendor's Inquiry #1

Can you please provide the bid tabulation (a complete recap) from the previous bid indicating the award pricing per item and winning vendor?

State's Response #1

A bid tabulation of the previous solicitation can be provided upon request submitted to Christine.schwartzenburg@la.gov. For any other information regarding the prior solicitation, a public records request will need to be submitted to doapublicrecords@la.gov.

Vendor's Inquiry #2

Being that no quantities are listed, can you provide us with the estimated annual quantities of the PPE Items that you will be ordering?

State's Response #2

The estimated quantities of the items are listed on Attachment B – Price Sheet. This is an open-ended requirements contract as stated in Attachment A – Standard Terms and Conditions. The quantities shown are based on the previous contract usage or estimates. Orders are placed on an as-needed basis by multiple agencies around the state, therefore no guarantee can be made as to order quantities.

Vendor's Inquiry #3

Based on previous ordering history, approximately how many boxes/cases of the items are generally ordered at one time?

State's Response #3

See response to Inquiry #2.

Vendor's Inquiry #4

Delivery Pallets: (if applicable) All pallets (approximately 48" x 48") used in the delivery of the contract will become the property of the State of Louisiana at no additional cost to the State. All pallets are to be shrink wrapped a minimum of three layers per pallet. Pallets should be reinforced with cardboard rails on the side and cardboard on the top. Pallets must be accessible from all four sides, suitable for handling by forklifts, floor jacks and other similar equipment.

Vendor: We deliver on a 40x48 standard pallet.

State's Response #4

As stated in the specifications, the dimensions listed are approximate. Minor deviations will be acceptable.

All else remains as on original Invitation to 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, 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: Christine Schwartzenburg
Office of State Procurement
Telephone No. 225-342-6634
Email: Christine.schwartzenburg@la.gov