August 15, 2024

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000023368 for the Invitation to Bid (ITB) for the State of Louisiana – Janitorial Services-OGM, which is currently scheduled to open at 2:00PM CT on 08/15/24.

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

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RFx Currently Reads: Scheduled to open at 2:00 PM on August 15, 2024.

RFx Changed to Read: Scheduled to open at 2:00 PM on August 19, 2024.

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**Questions from the Vendor and State’s Responses:**

**Vendor Question 1.** How many laborers does this job normally take?

***State’s Response:*** *We have only ever had one person cleaning at any given time.*

**Vendor Question 2.** Are we able to get square footage on the areas they will be covering?

***State’s Response:*** *The building is 25k square feet. We do not have a break down by floor or room. The 3rd floor is excluded from this contract. Cleaned area is roughly 15-20k which includes the ground floor, 1st floor, and 2nd floor. Vendors are also welcome to schedule a site visit by contacting those listed on the Invitation to Bid or refer to Page 4 of Attachment A – Special Terms and Conditions.*

**Vendor Question 3.** Approximately how many square footage is the area- 1st floor- in which services are required?

***State’s Response:*** *Please see State’s response to Vendor Question #2.*

**Vendor Question 4.** How many bathrooms are on the first floor?

***State’s Response:*** *There are four restrooms on the first floor and two on the ground floor.*

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**Vendor Question 5.** The bid asks for cleaning services 2 days from 8-4 PM. Do you want staff to stay the entire time if they are finished with the cleaning checklist or leave when the job is completed. I am asking this as I need to determine how much to charge for the time needed for our team members.

***State’s Response:*** *Addendum No. 1 was published on 08/13/24, to correct the service day. The solicitation now states, Monday, Wednesday, and Friday. Vendors are required to be on site from 8:00AM until 4:00PM for the three days requested.*

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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 or delivery by hand or courier to: Office of State Procurement, 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 bid opening by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, 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: Kayler Holden

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