

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

December 11, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFX Number 3000023733 for the Invitation to Bid for the State of Louisiana – Paper & Media Shredding Services - Statewide contract, which is currently scheduled to open at 10:00 A.M. CT on December 18, 2024.

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

**Vendor's Inquiry #1:** What was the previous pricing structure for this project?

**State's Response #1:** Please refer to the current contract pricing available at the following link:  
[https://www.cfprd.doa.louisiana.gov/osp/lapac/eCat/dsp\\_LagovContractDetail.cfm?Contract=4400018929](https://www.cfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_LagovContractDetail.cfm?Contract=4400018929)

**Vendor's Inquiry #2:** Is the current solicitation identical in size and scope to previous contracts?

**State's Response #2:** The size of the current solicitation may vary based on the needs of the Agencies, but the scope will remain unchanged.

**Vendor's Inquiry #3:** Is there a budget cap or target price range for this project?

**State's Response #3:** No, this is a Statewide open-ended contract without a specified budget or target price.

**Vendor's Inquiry #4:** What were the costs in prior years?

**State's Response #4:** The total usage for the previous contract was \$526,046.50 for the past five years. See State's Response #1 regarding previous contract pricing.

**Vendor's Inquiry #5:** Was there a previous incumbent for this project? If so, who was it, and what were their terms?

**State's Response #5:** Information Management Solutions is the current contract holder. The contract can be viewed at:

[https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp\\_LagovContractDetail.cfm?Contract=4400018929](https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_LagovContractDetail.cfm?Contract=4400018929)

For any additional information regarding the contract, please submit a public records request using the following link:

<https://www.doa.la.gov/oa/ogc/public-records-request/>

**Vendor's Inquiry #6: Frequency of Services:** Could you kindly clarify how often the shredding services will be required for both on-site and off-site locations? Are there specific schedules or volumes anticipated?

**State's Response #6:** This is a Statewide contract that will be utilized as-needed by agencies. Shredding services, both on-site and off-site will have schedules and volumes that vary by Agency.

**Vendor's Inquiry #7: Budget Information:** Is there an estimated budget or range allocated for this contract?

**State's Response #7:** Please refer to the State's Response #3.

**Vendor's Inquiry #8: Previous/Current Contract Details:** Could you share any information about the current or previous contract for these services, including awarded vendor details, service history, or pricing structure?

**State's Response #8:** Please refer to the State's Responses #1 and #5.

**Vendor's Inquiry #9:** If an agency is requesting on-site services, but we do not offer in that location, would they accept off-site service instead?

**State's Response #9:** Please refer to Attachment A – Special Terms and Conditions, Page 9, Method of Award. To be eligible for an award, bidders must bid on every item within the Region(s).

**Vendor's Inquiry #10:** Does the State know which locations would need on-site vs off-site shredding service?

**State's Response #10:** All locations must have on-site and off-site shredding services available.

**Vendor's Inquiry #11:** Can the State provide a list of location addresses where services will take place to determine if we offer services to that location?

**State's Response #11:** Please refer to Attachment D – Region Map. Services must be provided to all Regions. Vendors should only bid on those Regions for which they can provide all services throughout that Region.

**Vendor's Inquiry #12:** Can the State provide an estimated quantity and type of bins at the current locations?

**State's Response #12:** Please refer to Attachment C – Price Sheet for types of bin. We are unable provide an estimated quantity, as this is an open-ended requirements contract.

**Vendor's Inquiry #13:** Does the State require the capture of unique serial numbers on media for destruction?

**State's Response #13:** No, the capture of unique serial numbers on media for destruction is not included in the scope of work.

**Vendor's Inquiry #14:** Does the State require the capture of unique serial numbers on small assets for destruction?

**State's Response #14:** This contract does not have assets for destruction.

**Vendor's Inquiry #15:** Will batteries and glass be removed from phones and tablets that must be destroyed on-site?

**State's Response #15:** Phones and tablets are not included in the contract for destruction.

**Vendor's Inquiry #16:** Can the pricing model be altered to include a charge for the removal of batteries and glass on small media for on-site destruction?

**State's Response #16:** No, Attachment C – Price Sheet will remain as-is.

**Vendor's Inquiry #17:** Can the State provide historical volumes of media destroyed by media type and service location?

**State's Response #17:** No, the State cannot provide a historical breakdown by media type and service location.

**Vendor's Inquiry #18:** If mixed media is destroyed at the box level, it will need to be destroyed off-site and a Certificate of Destruction by weight will be created. Is this acceptable to the State?

**State's Response #18:** Please refer to Attachment B – Specifications, Page 1, Bidder Requirements. Disposal methods of hard media/hard drives shall be in accordance with National Institute for Standards and Technology (NIST) Special Publications 800-88-Guidelines for Media Sanitization.

**Vendor's Inquiry #19:** Would the State consider any exceptions to the terms and conditions if they are called out in the Vendor's proposal?

**State's Response #19:** Please refer to Attachment A – Special Terms and Conditions, Page 3, Terms and Conditions.

**Vendor's Inquiry #20:** Does the State require an approval of subcontractors prior to any work beginning?

**State's Response #20:** Please refer to Attachment A – Special Terms and Conditions, Page 3, Vendor List.

**Vendor's Inquiry #21:** If the State requires on-site or off-site media destruction at a time different from paper shredding service, can an on-site and off-site line be added to the pricing model to allow the choice of this method?

**State's Response #21:** Attachment C – Price Sheet currently includes separate lines for on-site and off-site media destruction.

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All else remains as on original 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. 3<sup>rd</sup> 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, by hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Claiborne Bldg., 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: Emaly Tran  
Office of State Procurement  
Telephone No. 225-342-4820  
Email: [emaly.tran@la.gov](mailto:emaly.tran@la.gov)