February 4, 2025

**ADDENDUM NO. 01**

Your reference is directed to RFx number 3000024040 for the Invitation to Bid for a Statewide Contract to furnish Xerographic paper, which is scheduled to open at 10:00 AM (CT) on February 11, 2025.

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Following are the Vendors’ Inquiries received by the deadline date of January 28, 2025 and the State’s Responses:

**Vendor’s Inquiry #1:** What are the requirements for delivery?

**State’s Response #1:** See Delivery section on Page 8 of the Invitation to Bid.

**Vendor’s Inquiry #2:** How far is the delivery service radius? Is it Statewide? 150 miles radius around the capital?

**State’s Response #2:** The service radius is Statewide. Deliveries are to be made to any State Agency or specified storage location in Louisiana.

**Vendor’s Inquiry #3:** Do the drivers need to have a lift gate capability?

**State’s Response #3:** Deliveries must be made inside the destination. Lift gate requirements are implied for locations without suitable docks.

**Vendor’s Inquiry #4:** Will there be dock-high deliveries?

**State’s Response #4:** The terms do not specify dock-high deliveries but require inside destination deliveries. Vendor must accommodate specific agency requirements.

**Vendor’s Inquiry #5:** Inside deliveries? Hand stacking?

**State’s Response #5:** Yes, all deliveries must be made inside the destination. Vendors are responsible for ensuring deliveries comply with the requirements outlined in the Delivery section on Page 8 of the Invitation to Bid.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLDGEMENT:** 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 signing where indicated. You may return this Acknowledgement by mail, by hand delivery or courier to: Office of State Procurement, 1201 N Third 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 the Invitation to 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 Third Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, and indicate the bid 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 submissions other than via fax are not being accepted at this time.

**Revisions received after the bid opening date shall not be considered and you will be held to your original bid.**

Revision:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Raymond McKnight

State Procurement Analyst

(225) 342-4832

Email: [Raymond.McKnight2@la.gov](mailto:Raymond.McKnight2@la.gov)