February 25, 2025

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000023963 for the Invitation to Bid (ITB) for the State of Louisiana – Bottled Water and Sports Drinks - Statewide, which is scheduled to open at 10:00 am CT on March 6, 2025.

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Following are the Vendors’ Inquiries received by the deadline date of February 19, 2025 and the State’s Responses:

**Vendor’s Inquiry #1**

I think it is important for us to know if we can set a minimum delivery quantity or if there is a minimum delivery quantity per location.

**State’s Response #1**

There are no minimum order requirements within the specifications of this ITB.

**Vendor’s Inquiry #2**

We intend to bid on your current bottled water RFP. What is the destination address? Also reconfirming that at truck with lift gate is necessary for delivery.

**State’s Response #2**

The destination address will vary depending on the specific orders placed under the statewide contract. Delivery location will be specified on individual purchase orders issued by authorized agencies. A lift gate may be necessary for the delivery of pallets, depending on the needs of each agency.

**Vendor’s Inquiry #3**

I’ve been given the task of inquiring about the bottled water bid. I’ve looked over the Bid T&C attachment and do not see a delivery location? (am I overlooking it?) This greatly affects bid price.

**State’s Response #3**

Please refer to the State’s Response #2.

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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, 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: Richard Iverstine

Office of State Procurement

Telephone No. 225-342-5474

Email: [Richard.Iverstine@la.gov](mailto:Richard.Iverstine@la.gov)