

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

March 13, 2025

**ADDENDUM NO. 03**

Your reference is directed to RFx Number 3000024150 for the Invitation to Bid (ITB) for the State of Louisiana – Refrigerant Gases, Statewide which is currently scheduled to open at 10:00 AM CT on March 20, 2025.

The following changes have been made to the referenced solicitation:

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**Attachment A – Special Terms and Conditions, page 3, Pricing currently reads:**

Prices shall be complete, including transportation/freight charges prepaid by bidder to destination, inside delivery, unpacking, assembly of all components and removal of all associated debris from the premises.

**Attachment A – Special Terms and Conditions, page 3, Pricing changed to read:**

Prices shall be complete, including transportation/freight charges prepaid by bidder to destination, inside delivery, and return transportation/freight charges for reusable cylinders.

**Attachment A – Special Terms and Conditions, pages 3-4, Contract Prices currently reads:**  
only deposit as charged by manufacturer will be allowed on items 30, 31, and 32 of attachment B.

**Attachment A – Special Terms and Conditions, pages 3-4, Contract Prices changed to read:**  
only deposit as charged by manufacturer will be allowed on items 17 & 18 of attachment B.

**Attachment A – Special Terms and Conditions – Page No. 4, the following has been added:**

**Price Adjustments:**

The price (s) bid shall remain firm and effective for the duration of the contract period. Price adjustments will be considered for the subsequent annual contract renewals. The Contractor must submit a written request for price adjustments to the Office of State Procurement at least 30 days prior to the contract anniversary. No adjustment shall be effective until approved in writing by the Office of State Procurement. The State reserves the right to accept the price adjustment or to

rebid the contract. Orders shall be invoiced at the contract prices in effect on the date of the Agency's purchase order.

Price adjustments shall be based on the producer price index (PPI), commodity data for: Series ID: PCU325120325120 – Industrial Gas Manufacturing, as published by the U.S. Department of Labor, Bureau of Labor Statistics in Washington, D.C. The Base Index shall be the index announced for the month in which this invitation to bid opens. Price adjustments (percent changes) shall be calculated by applying the standard PPI formula to the Base Index. Price adjustments shall be applied to the original price (s) accepted. Price adjustments for each subsequent contract renewal period will be calculated from the Base Index which was re-established at the time of any previously approved price adjustment.

**Attachment B – Price Sheet:**

This document has been revised and replaced in its entirety.

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**The following are the Vendors' submitted questions received by the inquiry deadline date of February 20, 2025 and the State's responses are as follows:**

**Vendor Question 1:** I read the solicitation and had a question about the actual duties of the delivery of the product? In the solicitation that the delivery must include “unpacking, assembly of all components and removal of all associated debris from the premises” Does this include picking up the empty containers and assembling the new ones or is this just a delivery only?

**State's Response:** See revised Attachment A – Special Terms and Conditions, page 3, Pricing.

**Vendor Question 2:** Attachment A, Page 3 at the bottom – deposits are allowed on items 30, 31, and 32? I do not see those items listed on the price sheet attachment.

**State's Response:** Deposits are allowed on items 17 and 18 of the revised Attachment B - Price sheet. Also see revised Attachment A – Special Terms and Conditions, page 3, Contract Pricing.

**Vendor Question 3:** Are price increases permitted? If so, any stipulations around timing?

**State's Response:** A price adjustment clause has been added. Please see Attachment A – Special Terms and Conditions, page 4, Price Adjustments.

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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. 3<sup>rd</sup> 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. 3<sup>rd</sup> 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: Tommy Nolan  
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