

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

June 16, 2025

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000024911 for the Invitation to Bid (ITB) for the State of Louisiana – Vegetable Boxes for DOC-LSP, which is currently scheduled to open at 10:00 AM CT on 06/17/25.

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

RFx Currently Reads: Scheduled to open at 10:00 AM on June 17, 2025.

RFx Changed to Read: Scheduled to open at 10:00 AM on June 24, 2025.

Page 2 of RFx currently reads:

Bid Documents Include:

Attachment A – Special Terms and Conditions – Pages 1-7

Attachment B – Online Bidding Instructions – Pages 1-10

Page 2 of RFx changed to read:

Bid Documents Include:

Attachment A – Special Terms and Conditions – Pages 1-7

Attachment B – Online Bidding Instructions – Pages 1-10

Attachment C – Photo Examples – Pages 1-5

Adding Attachment C – Photo Examples – Pages 1-5 in its entirety.

RFx Line #1 Currently Reads: Boxes to be Shipped: 250 or 300 Each Per Pallet

RFx Line #1 Changed to Read: Boxes to be Shipped: 600 Each Per Pallet

Minimum 44 lbs. /in. edge crush

Specify Weight Capacity Bidding: _____

Questions from the Vendor and State's Responses:

Vendor Question 1. Please provide a picture of the boxes?

State's Response: Please see Attachment C – Photo Example – Pages 1-5, which has been added via this addendum.

Vendor Question 2. Can you confirm no bid bond applicable for this solicitation?

State's Response: There is no bid bond requirement for this solicitation.

Vendor Question 3. Can you confirm that the Supplier has the option to use ACH instead of P-card for orders over \$5000?

State's Response: Attachment A, #10 says “please check which option you will accept or indicate if you are already enrolled.” If you are not willing to accept LaCarte payments, please indicate that there. Agencies can also pay the vendor via a paper check. If the vendor prefers a check payment to be mailed to them, they can write that in Section #10 of Attachment A.

Vendor Question 4. Because the minimum order quantity of this solicitation is shown as 15,000 of the boxes for each delivery, and that each pallet should be loaded with 250 to 300 boxes, can you confirm that the agency expects to receive as many as 50 to 60 pallets at each delivery?

State's Response: The agency has changed the pallet load to 600 boxes per pallet. Please see revised specifications.

Vendor Question 5. Will all 30,000 boxes being ordered be one size? If not, what specific sizes will be ordered, and in what quantity? Will there be multiple sizes that, when added together, reach 30,000?

State's Response: The 30,000 quantity boxes are expected to be one size.
Please note this is a Blanket Order Contract.

Blanket Order Contract: Items are to be called for by the using agency as needed. No shipments are to be made until the Agency calls or otherwise submits an order for shipment of a specific quantity. Quantities are estimated, and they may be increased or decreased as needed throughout the contract period. Individual order quantities, when called for, are based on the using agency's demand at the time of order. Minimum orders may be one unit, unless otherwise stated. A blanket order contract is not a guarantee of any quantity. Unit price should be inclusive of any freight charges. Contractor must be able to obtain and supply the item(s) at their bid price for the entire contract period and within the delivery timeframe provided for on their bid. Unused quantities must not be invoiced and will not be paid.

Vendor Question 6. Can you provide us with the previous winning bid price as a reference?

State's Response: The previous winning bid was \$51,000.00.

Vendor Question 7. I would also like to ask how thick the vegetable box is and how much weight it can bear?

State's Response: *The boxes should be able to hold 44 lbs./in. edge crush. The thickness of current boxes is shown on Page 5 of Attachment C – Photo Examples, which has been provided via this addendum.*

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: Chase Williams
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