August 20, 2025

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000024622 for the Invitation to Bid (ITB) for the State of Louisiana – Paper, Janitorial, and Plastic - Statewide, which is scheduled to open at 10:00 am CT on August 27, 2025.

Following are the Vendors’ Inquiries received by the deadline date of July 30, 2025 and the State’s Responses:

**Vendor’s Inquiry #1**

Will this be awarded line by line, by category, or this is a 1 winner take all bid? If 1 winner, must we bid on all items?

**State’s Response #1**

Please refer to Attachment A – Special Terms and Conditions, page 3, Method of Award.

**Vendor’s Inquiry #2**

We are very competitive in the paper towel and toilet tissue category can we bid just on those items?

**State’s Response #2**

No, refer to State’s Response to Vendor’s Inquiry #1.

**Vendor’s Inquiry #3**

Can we provide alternative brands? If yes, how will we know if they are approved?

**State’s Response #3**

Yes, alternative or equal brands are allowable as long as they meet or exceed the specifications outlined in this solicitation. The award information for this solicitation will be posted on LaPac once an award is made.

**Vendor’s Inquiry #4**

What is the budget for this bid?

**State’s Response #4**

Please refer to Attachment A – Special Terms and Conditions. Page 4, Quantities. The annual spend on the previous contract was $2,239,000.00.

**Vendor’s Inquiry #5**

Can we have the most previous bid tabulation and awarded vendors list?

**State’s Response #5**

For a copy of the bid tabulation, please contact Richard Iverstine at [Richard.Iverstine@la.gov](mailto:Richard.Iverstine@la.gov) . Please refer to the current contract 4400025809 at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_LagovContractDetail.cfm?Contract=4400025809> , which provides current contract information.

**Vendor’s Inquiry #6**

Are items to be delivered to 1 location or multiple locations?

**State’s Response #6**

Deliveries will be made to multiple locations throughout the State. The ship to address will be provided on the P.O. at time of order placement.

**Vendor’s Inquiry #7**

How often will orders be placed? Weekly, monthly etc?

**State’s Response #7**

Please refer to Attachment A – Special Terms and Conditions, page 4, Orders.

**Vendor’s Inquiry #8**

What are your current pricing and product brands for this bid?

**State’s Response #8**

Please see link below for current contract pricing and items:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_LagovContractDetail.cfm?Contract=4400025809>

**Vendor’s Inquiry #9**

Do you require samples?

**State’s Response #9**

Please refer to Attachment A – Special Terms and Conditions, page 8, Samples.

**Vendor’s Inquiry #10**

Do you accept minimum orders?

**State’s Response #10**

This RFx does not have a minimum order requirement.

**Vendor’s Inquiry #11**

Is 1-14 day lead time acceptable?

**State’s Response #11**

Delivery is to be made upon the issuance of a purchase order to any Agency of the State eligible and/or authorized to purchase from the contract. Please list your delivery time on Page 1 of the ITB, Questions to be completed by Vendor, Number 5.

**Vendor’s Inquiry #12**

Will you accept out of state bidders?

**State’s Response #12**

Yes, however see Section 36 on page 8 of the ITB regarding Secretary of State Registration.

**Vendor’s Inquiry #13**

We are looking to submit bid for this opportunity and I wanted to inquire about the Green Seal Certification requirement for paper products. We are in the process of having that certification put in place for our products and wanted to ask if that would prohibit us from being considered. It should be in place very soon.

**State’s Response #13**

The specification requires that the item [**Shall be Green Seal Certified and /or Ecologo Certified**.] This means the certification must be in place at the time of bid submission to be considered responsive.

**Vendor’s Inquiry #14**

I am attaching the sheet of the bid with line item 6 which exactly meets the spec of the coreless roll that we manufacture ourselves.  I am also attaching our spec sheet. This is toilet paper that I was trying to have spec’d for bid by itself, just for prison use. There is no one else in the country that produces this same coreless roll with these exact specs that you have on the bid other than us.  So, my question is, can we just bid on this product and if we win it, then we just get this one item?

**State’s Response #14**

No, refer to State’s Response to Vendor Inquiry #1.

**Vendor’s Inquiry #15**

Will you disclose what factors the State will use to score this RFP?

**State’s Response #15**

Refer to State’s Response to Vendor’s Inquiry #1. This is an Invitation to Bid (ITB), not an RFP.

**Vendor’s Inquiry #16**

Can the State discuss how they will score responses with no-bid items?

**State’s Response #16**

Refer to State’s Response to Vendor’s Inquiry #1.

**Vendor’s Inquiry #17**

Will the state clarify the second sentence on Attachment A, Method of Award on page 3 – “the State reserves the right to reject individual items from the award”. Would those items be removed from the awarded contract and added to a different contract, or will you be considering a shared award for the items that are no-bid or unavailable through the lowest responsible vendor?

**State’s Response #17**

Any rejected items would not be awarded, and the State would then decide how to proceed with the non-awarded items. If a supplemental bid for the non-awarded items is posted to LaPac, all vendors registered for that commodity will receive an email notification.

**Vendor’s Inquiry #18**

Will the state consider dual award in the situation a secondary vendor can support lower pricing with select items?

**State’s Response #18**

No, refer to State’s Response to Vendor’s Inquiry #1.

**Vendor’s Inquiry #19**

Recycled Produce Requirements: If we bid items with recycled content, is a specific third-party certification required to verify post-consumer content, or will self-certification via the bid form suffice?

**State’s Response #19**

Requirements of certification types are specified on Line items 1 - 4, 9 -16, 18 and 19 on Attachment B – Price Sheet. Self-certification is not allowed.

**Vendor’s Inquiry #20**

Minimum Order Quantities: Will vendors be permitted to specify minimum order quantities or delivery thresholds, or are vendors required to fulfill any order size at the contract price?

**State’s Response #20**

Refer to State’s Response to Vendor’s Inquiry #10.

**Vendor’s Inquiry #21**

Sample Submission Process: If product samples are requested post-bid opening, will this request apply to all bidders or only the apparent low bidder?

**State’s Response #21**

Sample(s) may be required, see sample section on Pg. 8 of Attachment A – Special Terms and Conditions.

**Vendor’s Inquiry #22**

Delivery Locations: Will materials be shipped to a central location? If so, in what part of the state is that location? If materials are shipped to individual sites, how many sites are there, and in what part(s) of the state are they located?

**State’s Response #22**

Refer to State’s Response to Vendor’s Inquiry #6.

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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)