

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

September 19, 2025

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000025348 for the Invitation to Bid (ITB) for the State of Louisiana – HVAC Maintenance - SOS, which is currently scheduled to open at 10:00 AM CT on 09/25/25.

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

Line 1 of RFx currently reads: Vendor to provide HVAC Maintenance to the Department of State-Louisiana State Exhibit Museum in accordance with the attached terms and specifications.

Line 1 of RFx changed to read: Vendor to provide complete HVAC Maintenance to the Department of State-Louisiana State Exhibit Museum in accordance with the attached terms and specifications.

Line 2 of RFx currently reads: Vendor to provide HVAC Maintenance to the Department of State-Louisiana State Exhibit Museum in accordance with the attached terms and specifications.

Line 2 of RFx changed to read: Vendor to provide quarterly inspections to include filter cleaning/changing as applicable to the Department of State-Louisiana State Exhibit Museum Archives Building. Any and all repairs or maintenance shall be reported in writing to the maintenance superintendent as soon as possible and within 30 days.

Replacing Attachment B – Specifications – Pages 1-9 in its entirety.

Attachment B, page 6 changed to remove “The successful bidder shall maintain Comprehensive General Liability Insurance. The coverage shall be for the amounts not less than: \$100,000 bodily injury each person, \$550,000 bodily injury each occurrence, and \$250,000 property damage each occurrence. The successful bidder shall provide a certificate of insurance indicating at least these minimum amounts.”

Replacing Attachment D – Equipment List – Page 1 in its entirety.

All else remains as on original Invitation to Bid.

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. 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: Torrence Uwagboe
Office of State Procurement
Telephone No. 225-342-4671
Email: Torrence.Uwagboe@la.gov