

State of Louisiana  
Office of State Procurement

Jeff Landry  
Governor

Taylor F. Barras  
Commissioner of  
Administration



**Division of Administration**  
1201 N. Third Street, Suite 2-160  
Baton Rouge, Louisiana  
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Phone (225) 342-8010  
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December 23, 2025

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000025640 for the Invitation to Bid (ITB) for the State of Louisiana – Janitorial Chemicals, Ecolab BN – SW which is currently scheduled to open at 10:00 AM CT on December 30, 2025.

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**The following are the Vendors' Inquiries received by the deadline date of December 16, 2025 and the State's Responses:**

**Vendor's Inquiry #1:** Please describe the ordering process at the location level.

**State's Response #1:** Please refer to the Attachment A – Special Terms and Conditions, page 9, Orders.

**Vendor's Inquiry #2:** What are the vendor's delivery and stocking process and responsibilities?

**State's Response #2:** Please refer to Attachment A – Special Terms and Conditions page 9, Delivery and Package Markings sections for information.

**Vendor's Inquiry #3:** Please provide historical usage for each product.

**State's Response #3:** For historical usage of each product, a public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).

**Vendor's Inquiry #4:** Would the State of Louisiana consider a stream-lined order guide of products with the vendor's justification?

**State's Response #4:** No, please refer to Attachment B – Price Sheet.

**Vendor's Inquiry #5:** Can the State provide a current estimate of historical participating locations?

**State's Response #5:** For a current estimate of historical participating locations, a public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).

**Vendor's Inquiry #6:** Does the State of Louisiana currently receive a rebate directly for the purchases of Ecolab products?

**State's Response #6:** Please refer to Attachment A – Special Terms and Conditions, page 3, Administrative Fees section.

**Vendor's Inquiry #7:** Can you provide a sample of past invoices?

**State's Response #7:** A sample invoice is unavailable.

**Vendor's Inquiry #8:** Is there an order approval process with the State to help manage inventory control?

**State's Response #8:** Please refer to Attachment A – Special Terms and Conditions, page 10, Orders section.

**Vendor's Inquiry #9:** Does the 1% administrative fee apply to this contract?

**State's Response #9:** Yes.

**Vendor's Inquiry #10:** Does the Bid form require a unit price to be filled in?

**State's Response #10:** Prices are to be submitted on Attachment B – Price Sheet.

**Vendor's Inquiry #11:** How would you prefer discontinued items be notated on the pricing sheet?

**State's Response #11:** Please put the word “discontinued” in the unit price box on Attachment B – Price Sheet for items that are discontinued.

**Vendor's Inquiry #12:** I would like to ask a question is this contract will be awarded to a single vendor or if it can be split among multiple vendors?

**State's Response #12:** This contract will not be split among multiple vendors. Please refer to Attachment A – Special Terms and Conditions, page 9, Method of Award section.

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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: Paris King  
Office of State Procurement  
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Email: Paris.King2@la.gov