

Office of State Procurement  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

February 22, 2024

**ADDENDUM NO. 01**

Your reference is directed to RFX Number 3000022414 for the Invitation to Bid for the State of Louisiana – Medical Oxygen Cylinders and Related Supplies, Regular Delivery, which is scheduled to open at 10:00 am CT on February 29, 2024.

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Following are the Vendor Inquiries received by the deadline date of February 15, 2024 and the State's Responses:

**Vendor Inquiry #1**

Do we have a physical address where we would be delivering for each parish? This would help us better in determining whether or not it would be a good fit for our company to submit a bid.

**State's Response #1**

This solicitation is for a statewide contract for Medical Oxygen Cylinders and Related Supplies. Since deliveries will be statewide, there is no one specific physical address for each parish. Any State Agency, Quasi State Agency, or Political Subdivision can potentially order from the awarded contract(s).

**Vendor Inquiry #2**

On Attachment A. it says "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 premises. Prices should be quoted in the unit (each, box, case, hour, flat, mile, etc.) as specified in this solicitation." Does this mean that I will have to pay for the deliveries before being awarded?

**State’s Response #2**

You do not pre-pay for any deliveries prior to a contract being awarded to you and an order being placed by an agency. The referenced language means that when an awarded Contractor does make a shipment on a contract, no separate delivery fees are allowed. The item prices quoted on your bid must be a “delivered price” and include all shipping charges and associated costs listed above if applicable.

**Vendor Inquiry #3**

The price sheet has 35 Items. If I choose section 9, will all 35 items on the price sheet apply to that section?

**State’s Response #3**

Attachment D – Price Sheet, has 32 lines. Each line is for a different item, or is differentiated by purchase/rental/refill etc. This bid is for a statewide contract. However, the State recognizes that not all vendors have the ability to deliver statewide. For purposes of this bid, the State has been divided into nine geographic Regions. (See Attachment C – Regional Map). You are to check each Region for each line for which you can provide delivery. For example, if you can only provide the items listed on Lines 1-20, and you can only deliver to Regions 1-6, then you would check the blanks by 1-6 on Lines 1-20.

**Vendor Inquiry #4**

I understand contract to be for 12 months, how many times per month will deliveries be needed?

**State’s Response #4**

There is no set number of deliveries per month. Orders will be on an as-needed basis from various agencies.

**Vendor Inquiry #5**

Attachment A states Bid should be F.O.B. Destination – title passing upon receipt of goods. Is this saying that I or a company I’m subcontracting will be responsible for the freight until its delivered?

**State’s Response #5**

All prices bid must include shipping. No additional freight/shipping charges may be added to any invoice.

**Vendor Inquiry #6**

Louisiana Preference section A says

A. In accordance with the provisions of La. R.S. 39:1604, each procurement officer, purchasing agent, or similar official who procures or purchases agricultural or forestry products, including meat, seafood, produce, eggs, paper or paper products under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes shall procure or purchase Louisiana products provided all of the following conditions are met:

- (1) The bidder certifies in the bid submitted that the product meets the criteria of a Louisiana product.

- (2) The product is equal to or better than equal in quality to other products.
- (3) The cost of the Louisiana product shall not exceed the cost of other products by more than ten percent, except as otherwise provided in this Chapter as a specific exception.

Do you claim this preference? \_\_\_\_\_ yes \_\_\_\_\_ no

Specify line number(s): \_\_\_\_\_

B, C along with the Procurement of United States Products are also Similar  
 My company do not sell any food, agricultural goods, or selling at all. Do I place N/A for these questions?

**State's Response #6**

Yes.

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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. 3<sup>rd</sup> 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. 3<sup>rd</sup> 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: Christine Schwartzenburg  
Office of State Procurement  
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Email: Christine.schwartzenburg@la.gov