

**ORLEANS PARISH SCHOOL BOARD**  
**PROCUREMENT DEPARTMENT**  
**2401 Westbend Parkway, Suite 5055 | New Orleans, LA 70114**  
*Paul A. Lucius, Executive Director of Procurement*

**April 24, 2024**

**ADDENDUM NO. 1**

**ITB No. 25-CN-0003**

**PAPER PRODUCTS**

**This Addendum and Clarification item forms a part of the Contract Documents and modifies the original Invitation to Bid, issued Wednesday, April 16, 2024. Acknowledge receipt of this Addendum on the Addendum Form of the original Invitation to Bid. Failure to do so may subject Bidder to disqualification.**

**This addendum consists of two (2) pages:**

**THE ORIGINAL INVITATION TO BID DOCUMENT IS CHANGED AS FOLLOWS:**

1. Can we bid on selected items, like the Liners and gloves? Or do we have to bid on all items in the bid?

**RESPONSE:** This is an “All or None” bid. The lowest responsive and responsible Bidder, meeting the required specifications, will be chosen.

2. The bid documents says that the “bidder must demonstrate the ownership or the source of a sufficient number of trucks”, we deliver our products (Trash can Liners, Gloves) using major carriers, we do not have trucks for delivery, can we still participate?

**RESPONSE:** All deliveries must be made directly to the individual school cafeterias. The delivery schedule is outlined in the bid. Signature from the Child Nutrition team is required. No freight deliveries.

3. The same applies for part in the document that says: “Bidder shall furnish certification and evidence of the mechanical refrigeration to keep any specified food”, we do not supply food.

**RESPONSE:** This is generic language and applicable to any Food Vendor and/or perishable items.

4. The item list has a column for Units per Case, item #8 (30"x37" 1.3 mil Garbage Liner) says 1, can you tell us how many liners per case?

**RESPONSE:** Usually, 4/rolls per/case, with 25 liners per roll=100/case.

5. We provide our own brand of Can Liners, how can we get pre-Approved? Do you need samples? Or just the specs?

**RESPONSE:** All or none Bid. Not liner only.

6. Can you provide the award pricing per item and winning vendor from the previous bid?

**RESPONSE:** This is an "All or None" bid. The lowest responsive and responsible Bidder, meeting the required specifications, will be chosen.

7. Can you tell us, based on previous purchase orders, how often are orders typically placed and about how many cases of trash can liners are ordered at a time by each location?

**RESPONSE:** Depending on the school site, deliveries will be monthly or twice a month.

8. Can you also provide us with the same delivery information for the Gloves?

**RESPONSE:** All deliveries must be made directly to the individual school cafeterias.

The delivery schedule is outlined in the bid. Signature from the Child Nutrition team is required. No freight deliveries.

9. With regard to the attached Paper Products solicitation, is there a pre-approved brand list for substitute products? Ex. I want to submit a substitute for Reynolds plastic wrap item number 7 to Choice Safecut plastic wrap. Is Choice Safecut on your preapproved list?

**RESPONSE:** Substitutes meeting specifications may be considered.

**END OF INSTRUCTIONS FOR ADDENDUM No. 1.....**