



June 13, 2024

ADDENDUM NO. 1

Your reference is directed to **SB #7652 NSU Print Shop Paper Bid** which is scheduled for bid openings at 2:00 p.m. Thursday, June 27, 2024, at Northwestern State University, Natchitoches, Louisiana.

The following addition is being made to the above referenced solicitation:

PURPOSE OF ADDENDUM:

1) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: For this bid, is this bid just for the print shop or will there be deliveries to different locations?

RESPONSE: This bid is mainly for the Print Shop.

2) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: Is this calling for 1 big delivery or several deliveries throughout the year?

RESPONSE: Several deliveries throughout the year.

3) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: What is the timeframe of the bid? 1 year contract?

RESPONSE: Yes, this is a one-year contract. Please see number 18. Contract Renewal for renewal options.

18. Contract Renewals: Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms, and conditions. In such cases, the total contract term cannot exceed 36 months.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.



NORTHWESTERN STATE

Business Affairs

Failure to acknowledge addendum may result in the non-consideration of the bid submission.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes below and return to Business Affairs/Purchasing Section prior to bid opening in an envelope marked with the bid number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Company Name

Authorized Signature

Date

Submitted by: Ashlee Grayson
Director of Purchasing