



# LOUISIANA TECH UNIVERSITY

Purchasing

## ADDENDUM #2

June 27, 2024

**RE: Bid Number: 50012-572-25 for Admit T-Shirt Kit with Mail Service**

- **Sealed Bids are still due at 2:00PM on Wednesday, July 17, 2024 in the Office of Purchasing located in Keeny Hall room 408 (208 Keeny Circle, Ruston, LA 71272)**
  - **Questions and Answers:**
    - When is the award date? When will artwork be ready? We want to make certain when we bid, our turn time will work with the time the first mailing will be expected of September 1.
      - **Award Date will be within 30 days after the bid opening date. If winning bidder does not choose to include artwork in the bid, the artwork will be provided by the University Communications department in a timely manner.**
    - Will the list come in a CSV or Excel format?
      - **Either format can be provided**
    - Will we need to figure all 7,000 to mail out first and the additional to mail out as needed? Or will the 7,000 be the final count and mailing inventory on daily or weekly basis, as orders come in?
      - **Per the bid specifications: These shirts will be packaged on-demand and mailed by the winning bidder throughout the year either daily on request, or weekly on request.**
    - On the 100lb stock, will that need to be glossy or uncoated?
      - **Glossy**
    - Will there be personalized on both sides of the letter or just on the front?
      - **Personalization will only be on one (1) side**
    - On the packaging, our normal packaging is 10 x 13. Can we use that or is 10 x 14 required?
      - **10 x 13 or 10 x 14 packaging will be accepted**
    - On the design, if design is needed, will that be for tshirt and mailer?
      - **Artwork will be needed for both the t-shirt and the mailer insert**
- All other specifications remain unchanged.**

Sincerely,

Zynthia L. Rhodes

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