

July 25, 2024

ADDENDUM NO. 1

Your reference is directed to SB #7650 NSU Athletic Bus Charter FY 24-25 which is scheduled for bid openings at 2:00 p.m. Thursday, August 8, 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 the date rate, is there a minimum number of hours or miles for service that this should be based on? And then each additional hour or mile is charged.

RESPONSE: NSU is bidding for a minimum per date rate charge. See "Detailed Cost Calculation" on page 12 of the bid solicitation.

2) **RESPOND TO VENDOR INQUIRY:**

VENDOR INQUIRY: Hotard will charge for deadhead miles on every trip from our bus yard in Lafayette to NSU? Is that your understanding of Deadhead?

RESPONSE: Yes, that is NSU's understanding of Deadhead.

3) **RESPOND TO VENDOR INQUIRY:**

VENDOR INQUIRY: I see the schedule listed after the rate sheets, do these need to be filled in and submitted with the bid?

RESPONSE: Yes, NSU requests the schedules to be filled in.

NORTHWESTERN STATE Business Affairs

4) RESPOND TO VENDOR INQUIRY:

VENDOR INQUIRY: What payment method will be used to pay invoices to the awarded bidder?

RESPONSE: NSU can issue a check or pay via ACH. The awarded bidder will advise the Purchasing office which payment method works best for them.

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.

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 <u>not</u> 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