



LOUISIANA TECH
UNIVERSITY.

Purchasing

ADDENDUM #1

October 29, 2024

RE: Bid Number: 50012-588-25 for T-Shirts for Various Campus Events

- **Bids are due at 2:00PM on Wednesday, November 13, 2024 in the Office of Purchasing located in Keeny Hall room 408 (208 Keeny Circle, Ruston, LA 71272)**
- **The attached form is hereby added to the bid specifications**
- **Questions and Answers:**
 - Please can you share the logo to be printed on each of these t-shirts
 - **Per bid specs: Artwork to be designed by winning vendor or furnished by Louisiana Tech University (event 1 & 3) Provide cost of artwork if applicable on event 1 & 3 shirts. Louisiana Tech will provide artwork for event 2. Any logo/artwork that Louisiana Tech provides will be given to the winning bidder.**
 - Please can you share a picture of the t-shirts
 - **Per bid specs: Each Event T-Shirt has a specific brand/style/color listed on the bid. See manufacturer website for any pics. (1. Gildan Softstyle short sleeve-red; 2.Gildan Ultra Cotton Long Sleeve-natural; 3. Comfort Colors short sleeve pocket t shirt-washed denim)**
 - Please can you share what the material composition and weight is for these t-shirts
 - **See question 2 as t-shirts are brand/style/color specific**
 - Do they have to be of a specific brand? Will you accept t-shirts that are an equal and not of the specific brand you mentioned in the solicitation?
 - **We will only allow the specific brands/styles/colors listed on the bid. See bid specs.**
 - When do you expect the PO to be issued?
 - **We do not have an expected PO issue date. Bid price must be firm for at least 30 days after opening date (November 13, 2024). PO could be issued any day within that range.**
 - Do you need samples to be submitted along with the bid?
 - **No physical sample will be required for this bid as t-shirt brand/style/color is listed from the manufacturer site. See specs for product particulars.**



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- Will the t-shirts be bulk ordered for each line item?
 - **Per bid specs: Each event/t-shirt order shows the total of shirts needed along with size. The additional t-shirt option of 500 will be as needed. We would not know sizes in advance on that additional 500 order.**
- Will the t-shirts all be delivered to the same address?
 - **All t-shirts will be shipped to the same address as listed on the PO.**
- Will you need physical pre-production samples or will you approve over email? I ask because pre-production samples affect total lead time.
 - **We will need a pre-production digital picture to see placement of artwork but an actual preproduction printed shirt is not required.**
- Can you please share the bid tabulation for the prior year or whenever it was last issued?
 - **This is the first sealed bid of its kind. There are no old bid tabulations available.**
- In regards to the above mentioned bid, I was wondering if we can propose alternate branded shirts that share the same specs as the requested shirts?
 - **Answered above**

All other specifications remain unchanged.

Sincerely,

Zynthia L. Rhodes

Assistant Director of Purchasing

Louisiana Tech University

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ATTACHMENT A

Louisiana Tech University licenses logos and marks with CLC-Collegiate Licensing Company. Official Louisiana Tech Athletics Department Logos must be acquired from CLC-Collegiate Licensing Company for the Louisiana Tech University Office of Communications.

Vendor awarded contract from this request for bids shall have a limited, non-exclusive, non-transferable license to use designated, pre-approved, Louisiana Tech logos and marks solely for purposes of fulfilling this Louisiana Tech purchase order. Other than fulfilling the requirements of this Louisiana Tech purchase order, Vendor shall have no other explicit or implicit license, ownership, or any other rights whatsoever to any of the designated Louisiana Tech logos or marks and Louisiana Tech shall retain all rights in and to such logos and marks. Vendor shall use the designated marks or logos only in the form provided by Louisiana Tech and must submit all design artwork to Louisiana Tech's Office of University Communications for approval, prior to production. Vendor shall not transfer, sell, or assign this license or any purported rights to any of the designated logos or marks without the prior written consent of the Louisiana Tech University Office of Communications. In the event of any such transfer or assignment without the prior written consent of Louisiana Tech, this limited license shall automatically terminate and such transfer or assignment shall be null and void. Without limiting any of Louisiana Tech's other remedies, Vendor acknowledges and agrees that Louisiana Tech shall have the right to seek injunctive relief to prevent and/or cure any misuse, transfer, or misappropriation of Louisiana Tech's marks or logos.