



LOUISIANA TECH
UNIVERSITY.

Purchasing

ADDENDUM #2

November 6, 2024

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

- Bids are still 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)
- A bid bond is NOT required for this bid.
- Questions and Answers:
 - **Minimum Order Quantities (MOQ):** Since the total quantities are spread across various events and no specific MOQ has been specified by the client, submitting a one-piece minimum price may impact our competitiveness. A higher price per unit without volume could disadvantage our bid.
 - **Per bid specs: Each Event T-Shirt has the total bid quantity to be ordered (1. 2,500 Gildan Softstyle short sleeve-red; 2. 1,200 Gildan Ultra Cotton Long Sleeve-natural; 3. 3,000 Comfort Colors short sleeve pocket t-shirt-washed denim.) There is an option for an additional 500 t-shirts per event t-shirt order.**
 - **Shipping Terms:** Could we include a clear breakdown of shipping terms in our proposal? Specifically, it would be helpful to indicate that shipping is included only for orders above a certain threshold, and that shipping charges will apply for orders below this threshold.
 - **Per bid specs: Include shipping if applicable. Shipping cost is a factor in the awarding of the bid. We will need to know the amount to be able to determine the low bidder.**

All other specifications remain unchanged.

Sincerely,

Zynthia L. Rhodes
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