



# LOUISIANA TECH UNIVERSITY.

Division of Administration and Facilities  
PURCHASING

## ADDENDUM #1

November 22, 2024

**RE: Bid Number 50012-592-25: Promo Items for Various Campus Events**

- **Proposals are due at 2:00PM on Wednesday, December 18, 2024 in the Office of Purchasing located in Keeny Hall room 408 (208 Keeny Circle, Ruston, LA 71272)**
  - Proposals must comply with instructions contained in the proposal documents and scope of work and must be on the Public Works Bid Form (in the proposal documents) enclosed in a sealed envelope with project title, project number, and contractor's license number prominently displayed on the envelope.
- **Key dates:**
  - Deadline for Written Questions is 5:00PM on Wednesday, December 11, 2024.
  - Please submit questions to at least two (2) of the following email addresses:
    - [zrhodes@latech.edu](mailto:zrhodes@latech.edu), [purchasing@latech.edu](mailto:purchasing@latech.edu), [mhughes@latech.edu](mailto:mhughes@latech.edu), and [wcoleman@latech.edu](mailto:wcoleman@latech.edu)
- **The following is hereby changed in the specifications:**
  - Item 1 for Promo Keychain states that the ring size should be 2"
    - Please **OMIT** this from the specifications.
    - Promo Keychain should be bid as per the standard ring size ranging from 1" – 1.1"

**All other specifications remain unchanged.**

Sincerely,

Zynthia L. Rhodes  
Assistant Director of Purchasing  
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