

**STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA**

**INVITATION TO BID**

**TO FURNISH LABOR AND MATERIALS**

**TO** D. Vickers Hall Renovation and Addition Broadcast Media Equipment  
**AT** Southeastern Louisiana University  
**FOR THE SOUTHEASTERN FACILITY PLANNING DEPARTMENT**

ISSUING AGENT: Holly & Smith Architects, APAC  
208 N Cate St.  
Hammond, LA 70401  
[brittany@hollyandsmith.com](mailto:brittany@hollyandsmith.com)  
Telephone: (985) 345-5210

OWNER REPRESENTATIVE: Southeastern Louisiana University  
Beau Vige', Project & Systems Manager  
Office of Facility Planning  
SLU 10733  
Hammond, LA 70402  
Telephone: (985) 549-3945

DOCUMENTS: Complete Bid Documents for this project are available in electronic form. They may be obtained without charge and without deposit from Holly & Smith Architects, APAC. Printed copies are not available from the Designer, but arrangements can be made to obtain them through most reprographic firms. Plan holders are responsible for their own reproduction costs. Questions about this procedure shall be directed to the Issuing Agent.

RELEASE DATE: January 7, 2025

BID OPENING DATE: February 4, 2025

BID OPENING DATE: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University  
Purchasing Department  
Property Control & Supply Building  
North Oak Street Maintenance Complex  
Hammond, Louisiana

BID DOCUMENT INQUIRY DEADLINE: 2:00 p.m., Central Time, January 27, 2025

PRE-BID CONFERENCE: 2:00 p.m., Central Time, January 23, 2025

PRE-BID CONFERENCE ATTENDANCE IS MANDATORY FOR ALL PRIME CONTRACTORS. Bidders may attend in person at the office of Holly & Smith Architects, APAC, located at 208 N Cate St., Hammond, LA 70401, or they may attend virtually using the following:

## Microsoft Teams

Meeting ID: 268 139 494 538  
Passcode: AR95nD75

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### Dial in by phone

[+1 985-238-1645](tel:+19852381645), [658830928#](tel:+19852381645) United States, Pine

Phone conference ID: 658 830 928#

Pre-bid conference representation is to be by a principal of the prime contractor submitting the bid or an individual of the company having authority to make financially binding decisions on behalf of the prime contractor.

Bidders wishing to visit the project site may coordinate by contacting the Owner Representative listed above.