



McNEESE
STATE UNIVERSITY
A Member of the University of Louisiana System

PURCHASING DEPARTMENT
P. O. BOX 92415
LAKE CHARLES, LA 70609
PH: 337-475-5090
FAX: 337-475-5082

ADDENDUM 01

DATE: April 10, 2025

BID #S2500075 for Stackable Chairs and Dollies for Parra Ballroom

SCHEDULED TO OPEN ON APRIL 22, 2025 AT 2:00 P.M.

REVISIONS TO THE REFERENCED SOLICITATION/BID AS STATED BELOW:

- **LATEST DATE FOR INQUIRIES IS MONDAY, APRIL 14, 2025 BY THE CLOSE OF BUSINESS. NO INQUIRIES WILL BE ACCEPTED AFTER THIS TIME.**
- **SAMPLES ARE NOT REQUIRED WITH YOUR BID. HOWEVER, McNEESE RESERVES THE RIGHT TO REQUEST SAMPLES FROM THE LOWEST BIDDER. AND SAMPLES MUST BE RECEIVED WITHIN TEN (10) DAYS UPON REQUEST.**
- **SEE QUESTIONS FROM PROSPECTIVE BIDDERS AND THE ANSWERS PROVIDED FROM McNEESE ON ATTACHED PAGE.**
- **ALL OTHER SPECIFICATIONS REMAIN THE SAME.**

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION FOR BID.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you must acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement with your bid or fax to (337)475-5082 or email to dslate1@mcneese.edu or mail to the address above. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged / No Changes:

VENDOR NAME: _____

Signature: _____ Print: _____

I APOLOGIZE FOR ANY INCONVENIENCE THIS MAY HAVE CAUSED.

DANITA SLATE
ASSISTANT DIRECTOR OF PURCHASING
McNeese State University

QUESTIONS AND ANSWERS

1. **QUESTION:** We wanted to clarify that this request is to ship to McNeese 400 chairs and 3 dollies. This is a drop ship site direct requiring no receiving, assembly or delivery.

ANSWER: Yes, this request is to ship 400 chairs and 3 dollies to McNeese. Shipping/delivery will be made to the McNeese warehouse at 4406 Common St. in Lake Charles, Louisiana. Forklifts are provided and a receiving dock is available for unloading. Please include a FIRM shipping/delivery price in the bid. No assembly is required, BUT please provide any assembly instructions with the bid.

2. **QUESTION:** Are there any services that are being requested or will this be a tailgate delivery to one location? If one location, what is that address?

ANSWER: Please refer to the previous response.

3. **QUESTION:** Will all of these chairs be purchased at once?

ANSWER: Yes, all chairs and dollies will be purchased at one time with a purchase order.

4. **QUESTION:** Samples are mentioned – if we are providing the exactly specification and not alternates, are samples required?

ANSWER: Please refer to the addendum number 1.

5. **QUESTION:** What is the estimated time frame for this purchase?

ANSWER: After careful review of all responsible and responsive bids, upon award a purchase order will be processed and sent to the successful bidder.

6. **QUESTION:** What is the expected delivery date?

ANSWER: Vendor is expected to give their earliest delivery date in the blank space provided on the bid request.