

REQUEST FOR QUOTATION		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			06/26/2025 11:00 AM CT	
SOLICITATION RFQ-0000002555 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			RETURN BID TO Email: ncovarrubias1@lsu.edu Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803 Buyer Nicole Covarrubias Buyer Phone Buyer Email ncovarrubias1@lsu.edu Issue Date 06/09/2025	
TITLE: PRINTING & FINISHING OF 2025-26 LSU VIEWBOOK				
Addendum 01: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. See attached for Supplier inquiries and responses.				
<p style="text-align: center;">To Be Completed By Supplier</p> 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;">General Instructions to Suppliers</p> 1. Quotations for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing LSU Campus Procurement Office at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices shall include all delivery charges paid by the supplier, F.O.B. LSU Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.				
SUPPLIER NAME			MAILING ADDRESS	
AUTHORIZED SIGNATURE			CITY, STATE ZIP	
PRINTED NAME			PHONE #	
TITLE			FAX #	
E-MAIL			FEDERAL TAX ID #	

Addendum 01 – RFQ-00000002555
Supplier Inquiry and Response
06/19/2025

Q1. For page 6, where we are plugging in our pricing, which option do they want us to use?

A1. Suppliers should submit pricing using Option 2 as outlined in the specifications. In the event that pricing is submitted using a different option, the bid will be evaluated based on Option 2 pricing for award purposes.