

<b>REQUEST FOR PROPOSAL</b>	<b>LSU</b>	<b>BID DUE DATE AND TIME</b>
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>03/05/2026    02:00 PM    CT</b>

<b>SOLICITATION RFQ-0000002683</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div data-bbox="177 394 789 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>RETURN BID TO</b> Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803  <b>Buyer</b> Jamie Phillips Maddie <b>Buyer Phone</b> +1 (225) 578-7552 <b>Buyer Email</b> jphil41@lsu.edu <b>Issue Date</b> 12/19/2025
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**TITLE:** Mail Services and Mail and Copy Center

Addendum 04: 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 specification changes.

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**To update the registration link for the opening of this solicitation. See revised section 2.4.**

## 2.4 Proposal Submittal

This RFP is available in electronic form at the Louisiana Procurement and Contract Network's (LaPAC) website <https://wwwcfprd.doa.louisiana.gov/osp/LaPAC/pubMain.cfm>. It is available in PDF format or in printed form by submitting a written request to the RFP Coordinator with LSU Procurement Services.

Jamie P. Maddie, RFP Coordinator  
Louisiana State University  
Procurement  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803  
E-Mail: [jphil41@lsu.edu](mailto:jphil41@lsu.edu)  
Phone: 225-578-7552

It is the Respondent's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. LSU Procurement Services is not responsible for a Respondent's failure to download any addenda documents required to complete a Request for Proposal.

**NOTE:** To receive the email notification from LaPAC, suppliers must register in the LaGov portal and pay the supplier fee. Registration is intuitive at the following link:

[https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg)

and help scripts are available on OSP website under vendor center at

<http://www.doa.la.gov/pages/OSP/purchasing/vendorcenter.aspx>

To submit a Proposal, LSU requests that five (5) hard copies and one (1) electronic copy on a flash drive in Word or "searchable" PDF format, of an original version of the Proposal be submitted to the RFP Coordinator at the address specified for the RFP Coordinator. At least one (1) copy of the Proposal must contain original signatures; that copy should be clearly marked as "ORIGINAL" or differentiated from the other copies of the Proposal. In addition, LSU requests that one (1) copy of a redacted version of the Proposal, including redacted versions of exhibits, attachments, and other components of the Proposal, be submitted, and be clearly marked as "REDACTED COPY". One (1) REDACTED copy should be a hard copy and one (1) copy should be electronic on a flash drive in Word or PDF format. The copy of the Proposal with original signatures and a redacted copy will be retained for incorporation in any Contract resulting from this RFP.

All Proposals MUST be received by LSU Procurement Services **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of envelope, box, or package with the following information and format:**

**RFQ# 000002683**

**Opening Date: 03/5/2026**

**Opening Time: 2:00 PM CST**

**Respondents are hereby advised that the U.S. Postal Service does not make deliveries to our physical location. All mail is received at a central receiving location on Campus and then distributed appropriately.**

Proposals may be delivered by hand or courier service or mailed through the U.S. Postal Services to our physical location at:

Louisiana State University  
Procurement Services  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803-3001  
Attn: Jamie P. Maddie

Respondent is responsible for ensuring that its courier service provider makes inside deliveries to our physical location. LSU Procurement Services is not responsible for any delays caused by the Respondent's chosen means of Proposal delivery. Failure to meet the Proposal opening date and time shall result in rejection of the Proposal. *Late Proposals cannot be accepted per LAC 34:XIII.515.B.* Rejected Proposals will not be opened.

Any Respondent who would like to view the opening of this solicitation can access the following link and can register in advance for this meeting at

<https://lsu.zoom.us/meeting/register/zX8uuvNtQMCUARVrdsIuw>.

After registering, a confirmation email will be received containing information about joining the meeting.

**PROPOSALS SHALL BE OPENED PUBLICLY DURING THE ELECTRONIC BID OPENING AND ONLY RESPONDENTS SUBMITTING PROPOSALS SHALL BE IDENTIFIED. PRICES SHALL NOT BE READ.**