


INVITATION TO BID		BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		05/05/2026 11:00 AM CT	
SOLICITATION RFQ-0000002764 SUPPLIER # SUPPLIER NAME AND ADDRESS <div data-bbox="180 394 792 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		RETURN BID TO lsubids@lsu.edu Buyer Nicole Covarrubias Buyer Phone Buyer Email ncovarrubias1@lsu.edu Issue Date 04/09/2026	
TITLE: RFQ-0000001943 - LSU DIRECT MAIL FULFILLMENT - TERM CONTRACT			
Addendum 02: 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 Supplier Inquiry & Response.			
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> _____ "No Bid" (sign and return this page only). _____ My Company does not wish to receive future solicitations for this spend category. Specify your Delivery: To be made within _____ days after receipt of order. 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> <ol style="list-style-type: none"> Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. Read the entire solicitation, including all terms, conditions and specifications. 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. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 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 #	

Solicitation RFQ-0000002764
Addendum 02
Supplier Inquiry & Response

Q1. We would not be able to use your indicia however we can use our non-profit indicia with the credentials and paperwork referencing and linking back to your account. This avoids issues with payment at the post office, we pay the postage fees, and bill you at net 30, would that be acceptable?

A1. Yes, this is acceptable. However, LSU shall only be billed for actual postage costs with no markup, handling fees, or administrative charges. Postage must be invoiced as a separate line item and shall not be included in pricing submitted in the bid response.