

<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>06/11/2026 11:00 AM CT</b>		
<b>SOLICITATION RFQ-0000002810</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div data-bbox="180 394 792 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		<b>RETURN BID TO</b> lsubids@lsu.edu  <b>Buyer</b> Nicole Covarrubias <b>Buyer Phone</b> <b>Buyer Email</b> ncovarrubias1@lsu.edu <b>Issue Date</b> 05/06/2026		
<b>TITLE: PRINTING &amp; FINISHING LSU ACCEPTANCE PACKETS - TERM CONTRACT</b>				
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. Bid due date and time is hereby extended from 05/28/2026 at 11:00 AM to 06/11/2026 at 11:00 AM. See attached for Supplier inquiries and responses.				
<p style="text-align: center;"><b>To Be Completed By Supplier</b></p> <ol style="list-style-type: none"> <li>_____ "No Bid" (sign and return this page only).</li> <li>_____ My Company does not wish to receive future solicitations for this spend category.</li> <li>Specify your Delivery: To be made within _____ days after receipt of order.</li> <li>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.</li> </ol> <p style="text-align: center;"><b>General Instructions to Suppliers</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Read the entire solicitation, including all terms, conditions and specifications.</li> <li>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.</li> <li>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.</li> <li>Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.</li> <li>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.</li> </ol>				
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>		
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>		
<b>PRINTED NAME</b>		<b>PHONE #</b>		
<b>TITLE</b>		<b>FAX #</b>		
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>		

Q1. Can you let me know if the staging sequence or order of popups; would be listed as:

- 1st stage: **Congrats** banner, with flag
- 2nd Stage Building with clock tower
- 3rd stage Trees

A1. All the elements should rise in unison and collapse as one. There is no sequence to the popup beyond that.

Q2. In regard to the pocket, Can you share how many inserts will be inserted into the pocket and the paper weight they will be printed on, we want to determine if a capacity pocket is needed and there is no depth listed.

A2. One page is inserted in the pocket, 80lb text uncoated, 8.5 x 11.

Q3. I know LSU commonly uses PMS 268C for the purple, however, the request is speced as CMYK, we just want to make sure that was not missed and it is ok to use a CMYK match.

A3. We will provide either Pantone colors to use or specific CMYK colors for printing.

Q4. The cost on paper stock chosen is very high for such small pieces of the pop up. Is the designer available to discuss options?

A4. No. Bidders can propose equivalent stocks as specified in section II of the specifications.

Q5. Could you please offer some pictures of the physical product for reference?

A5. Below is a picture of the product from the last bid process. LSU will work with the awarded supplier to produce the physical product.

