

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			06/29/2021 11:00 AM CT	
SOLICITATION RFQ-0000001431 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>			RETURN BID TO 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 06/07/2021	
TITLE: LSU ATHLETICS EMBROIDERY - TERM CONTRACT				
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. 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. 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 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. 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 #	

Amendment 01-ITB-0000001431

Supplier Inquiry & Response

Q1. Will the apparel or fabric that needs to be embroidered be provided or are these going to be patches only?

A1. We will provide all garments to apply embroidery to. No patches.

Q2. Also, I'm not sure what line item 6 is referring to. Is this supposed to be the set up fee for the embroidery?

A2. Typically there is an artwork set-up charge to digitize any graphic so that it can be read by the machine.

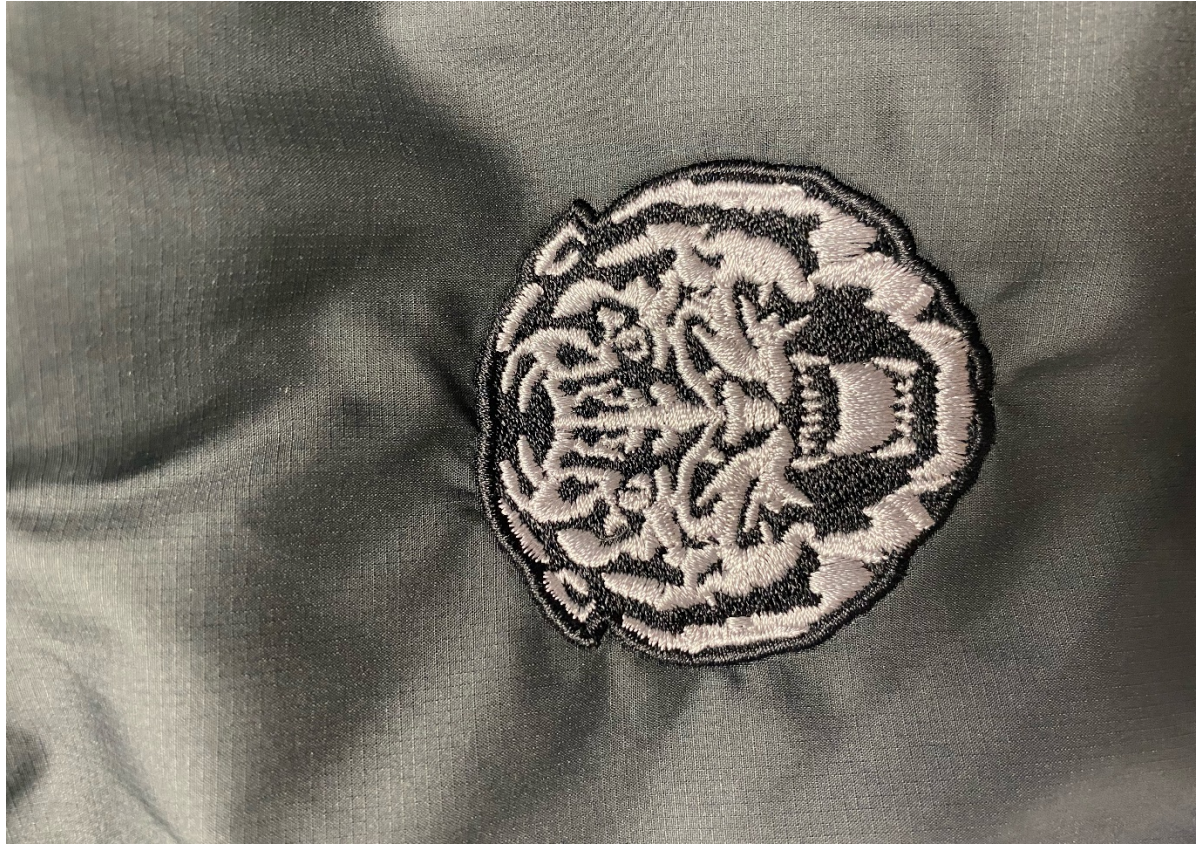
Q3a. I want to verify that the bid is not asking for embroidered blanks (shirts, polos, ect.), but rather is asking for patches that will be sewn onto garments.

A3a. There are no patches. This is direct embroidery to the supplied garment.

Q3b. If such is the case, is logo stitch count listed on the RFQ directly related to the sizes of garments that the patches will be sewn onto?

Ab. N/A

Q4. Is there an illustration you're looking to have embroidered, if so where can I find that.





A4. There will be custom artwork supplied to the vendor as we need them completed. Attached is sample art work, artwork will not be limited to these designs.

Q5. The number of pieces/garments per order? And the mix of garments as well.

A5. The number is dependent on sport and who is receiving the final items.

Q6. Do we need to include the digitizing fee or does LSU give us the digitizing image?

A6. The images are already digitized.