



McNEESE
 STATE UNIVERSITY
A Member of the University of Louisiana System

PURCHASING DEPARTMENT
 P. O. BOX 92415
 LAKE CHARLES, LA 70609
 PH: 337-475-5083
 FAX: 337-475-5082

ADDENDUM 04

DATE: August 3, 2023

BID #D2400018 : PRINTING AND MAILING SERVICE

SCHEDULED TO OPEN ON AUGUST 9, 2023 at 2 :00 PM.

 THE FOLLOWING CHANGES ARE TO BE MADE TO THE REFERENCED SOLICITATION:

- **ITEM #1 ADDITIONAL INFORMATION/SPECIFICATIONS: Successful bidder will receive separate art file with 4 pages for the cover (1 sheet). The inside pages will be 12 pages (3 sheets).**
- **REVISED PAGE 4 OF THE OFFICIAL BID FORM IS ATTACHED.**
- **ALL OTHER SPECIFICATIONS, DUE DATE AND TIME REMAIN THE SAME.**

 THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION FOR BID.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum **does not** cause you to revise your bid, you must acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement with your bid or fax to (337)475-5082 or email to debet@mcneese.edu or mail to the address above. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged

VENDOR NAME: _____

Signature: _____ Print: _____

I APOLOGIZE FOR ANY INCONVENIENCE THIS MAY HAVE CAUSED.

DEBET HEBERT
 PROCUREMENT ANALYST III
 McNeese State University

QUANTITY: 20,020
FLAT SIZE: 18" x 24"
FINISHED SIZE: Folded to 9"W x 6"H.
INKS/PRINTS: 4/4 color process, two-sided with bleeds.
PAPER: 100# white with matte silk text.
Use G7 certified or similar color software.

Artwork will be provided to successful bidder via electronic files upon award. Vendor is to provide pre-production proof to the Office of Marketing and Communication and the Department for approval.

20,000 are to be mailed and the remaining 20 are to be delivered to Phyllis Prejean at McNeese State University, Chozen Hall, Lake Charles, LA.

Quantity: 1 LOT OF 20,020 **Unit Cost: \$ _____** **Total: \$ _____**

ITEM #5 – Mail service for Junior Poster Mailers – Item #4 above.

QUANTITY: 20,000 (the remaining 20 to be delivered to the Department).
Includes deduping, NCOA and CASS correction, and addressing from addresses that will be provided to vendor via electronic files by McNeese State University Recruiting Department upon bid award.

To be mailed at the Lake Charles Post Office using McNeese non-profit permit. Postal form is to be picked up from Phyllis Prejean, McNeese State University, Chozen Hall, Lake Charles, LA. Receipt is to be provided to the Recruiting Department.

To be mailed on or before **AUGUST 16, 2023**. By signing and returning this bid, you agree to this deadline.

Quantity: 1 LOT OF 20,000 **Unit Cost:\$ _____** **Total: \$ _____**

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|---------------------------------|
| GRAND TOTAL: \$ _____ |
|---------------------------------|

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery _____ days ARO/TERMS _____

All bids include prepaid delivery, F.O.B. to McNeese State University

SIGNATURE _____ **DATE:** _____