



PURCHASING DEPARTMENT

May 10, 2024

Addendum #2

IFB 50018-240037 – Graduation and Medallions

Update Specifications:

ITEM 1: Are there product specifications for each product listed on page 15? What specs would you like pricing for? Page 15 has the below products listed

ITM 2: Diploma Covers – Black Leather with Gold School Emblem which includes a one-piece Celluloid for each cover.

ITM 3: Diploma Inserts: Printed on Ivory 701b Zellum Cover Paper, with Black Raised Engraved wedding style print and a Gold Embossed School Seal, Size 9” x 7 and 11 x17”

ITM 4: Backdated Diploma Inserts: Printed on Ivory 70Ib Zellum Cover Paper, with Black Raised Engraved wedding style print and a Gold Embossed School Seal, Size 9° x7". And 11” x 17”

ITM 5: Honor Day Medallions - 2.5" medallion two tone finish with black and gold neck ribbon. There are 3 levels of distinction solid gold; black and gold; and gold and silver. The type of metal maybe silver with an overlay they are heavy and appear to be of good quality. University current design was custom made by pervious Vendor.

ITM 6: How would you like vendors to calculate the sum of the bid for page 21 “LOUISIANA UNIFORM BID FORM”. Some of the price tables have estimated quantities along with both wholesale and retail price. **On the table quote per item cost, on the base line overall total.**

ITM 7: Shipping Terms – Can you please confirm shipping terms? Shipping cost will be included in the invoice of the awarded Vendor.

Erin Walker
Acting Purchasing Director
Grambling State University

NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:

SIGN _____ DATE _____