



ADDENDUM NO. 2, DATED 6/24/2024

RE: TO FURNISH AND DELIVER DIPLOMA COVERS ON AN AS NEEDED  
BASIS FOR THE SOUTHEASTERN LOUISIANA UNIVERSITY  
OFFICE OF THE REGISTRAR

Dear Bidder,

BID OPENING DATE/TIME: June 25, 2024, 4:00 P.M., Central Time  
SEALED INVITATION TO BID OPENING DATE EXTENDED  
New Opening Date: July 2, 2024, 4:00 pm CST

For Clarification:

THIS IS A SEALED INVITATION TO BID.

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in Addendum No. 2. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail to:  
Southeastern LA University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

Delivery:  
Southeastern LA University  
Purchasing Department  
Property Control & Supply Bldg  
2400 North Oak St.  
Hammond, LA 70402

Bidder should reference the addendum in the appropriate blank on the Bid Response Form to acknowledge receipt of the addendum.

Sincerely,

*Monette Scott*

Monette Scott  
Procurement Analyst

cc: Physical Plant  
File

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Addendum Acknowledged By:

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_