



August 24, 2022

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# KLN-1158**
Dated: August 11, 2022
Commodity: *Athletic Award Frames*
RFP Closing On: September 9, 2022, at 2:00 p.m.

Please note the clarifications and/or changes made on this proposal:

1. Will JMU Athletics be supplying the Varsity Letter?

JMU will not be supplying the Varsity Letter for the Varsity Letter Award Frame.

2. Will the vendor be inserting the letter into the frame? Or will JMU Athletics insert the letter into the frame?

The vendor will be responsible for inserting the letter into the frame. The Varsity Letter Award Frame should be sent to JMU complete and ready to present to athlete.

3. Will the vendor be embossing James Madison University and the Letter recipient on the Varsity Letter Frame or engraving them on a plate attached to the frame?

The frame should have James Madison University on the mat. JMU is not currently planning to have the recipients' individual names on them, but potential the sport.

Signify receipt of this addendum by initialing "*Addendum #1* _____" on the signature page of your proposal.

Sincerely,

Krista Nealis
Buyer Senior
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