



January 25, 2022

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# KLN-1134**
Dated: January 10, 2022
Commodity: *General Printing Services*
RFP Closing On: February 8, 2022 at 2:00 p.m.

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

1. Question: "With regards to Attachment E, do you want pricing only on the paper you have specified or can we provide pricing on a comparable sheet?"

Answer: Please provide pricing on the specified paper, as well as any comparable sheets with regards to quality, size, price-point, PCW percentage.

2. Question: "What are James Madison University Pantone color number(s)?"

Answer: All identity information related to university colors is listed here:
<https://www.jmu.edu/identity/our-style/color.shtml>

3. Question: "Does the JMU permit allow mailings to be sent from any post office, or strictly the Harrisonburg USPS location?"

Answer: Yes, the JMU permit allows mailings from any post office because it is a mail anywhere permit. However, a copy of the postage statement must be sent (emailed) to JMU Mail Services for bill back purposes.

4. Question: "Is James Madison University willing to allow the print/mail company that is selected to apply its own permit or would all mailings need to go out under James Madison University's permit?"

Answer: No, all mailings must use the James Madison University permit.

5. Question: "Would mailings need to be sent out of the Harrisonburg post office, or would the Charlottesville post office qualify as an alternative location?"

Answer: Alternative post offices are acceptable, but the location must be specified.

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

6. Question: “In providing 1 original and 6 copies of the entire proposal, do you want 6 packages of samples we have produced?”

Answer: Yes, we would want 6 packages of samples.

7. Question: “We are asked to provide samples; do you want one complete set or 6 sets?”

Answer: Six sets, specifically to avoid sharing in the heightened pandemic status.

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

Sincerely,

Krista Nealis
Buyer Senior
Phone: 540-568-7523