



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