

 **RFP NO: FB20-048 DATE: OCTOBER 4, 2019**

 **BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #2**

FUNDING DEPARTMENT: USDAML

EQUIPMENT/SERVICES REQUESTED: BIO BUS VINYL WRAP

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR BID RESPONSE.**

1. Please provide more information on the 3x5 signs requested in bid specs.

**The signs need to be with a slide in mechanism as the bus is fiberglass. The size can be different then the requested 3x5, but it does need to be a manageable size as the signs will only be on the bus when being used for the specific purpose. The file for the signs will be sent upon award of the vendor, which is pre-determined artwork and vendor is not being asked to make any artwork suggestions for the signs.**

1. Are you requesting vendors to submit artwork designs with bid?

**We understand that artwork designs take time and money and we are not asking you to spend your time without winning the bid. Please include the pricing in with your bid and if you have a preliminary idea of what you would propose for the artwork, please submit that as well.**

1. In regards to preliminary designs, what are you hopes and ideas?

**We would like to have Griffon Lab replace the words Bio Technology. Update the photos so they are more current with science (Chemistry and Biology) based designs. Add the words Griffon Lab to the front of the bus as well as to the back. This will be a walking billboard for MWSU and we want to make sure that is the emphasis.**

1. What is the process for approving designs at MWSU?

**The typical process is to have the proposed designs be approved by department utilizing our printing standards (found in bid specs under artwork section and on our web site). Then the design will be reviewed by the Director of Public Relations and Marketing to ensure continuity and proper use of logo.**

1. When would you like to have the bus vinyl completed?

**Ideally, as close to November 1st as possible. There is no scheduled event, but MWSU would like to have an unveiling around this date. MWSU will work with the vendor to ensure all the files and information are sent as soon as possible to achieve this goal.**

1. Would you like to have the vendor describe the material and the labor warranty and include that information with our bid?

**Yes, that would be helpful.**

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.