

Sarah Jones
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McClain Hall 106
100 E Normal
Kirksville, MO 63501-4221

TO: ALL PROSPECTIVE VENDORS

RE: Addendum No. 1
Admissions Printing
Project No. SP25-13

Addendum No. 1 is issued to inform vendors that we have received questions that require a response, and therefore, an addendum. Please refer to the questions and responses provided.

Please confirm that we have the correct email address for your company. This addendum and subsequent addendums will be sent to all firms who have expressed their interest in submitting a proposal.

Vendors are to acknowledge receipt of Addendum No. 1 in their response.

If you have further questions, please contact me at sjones@truman.edu. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Sarah Jones'.

Sarah Jones
Purchasing Buyer

Project No. SP25-13 Admissions Printing Addendum 1

1. We often team up with an external printing partner on these larger quantities such as this. Are we allowed to use a subcontractor for this?
 - a. Please include information on subcontractors in your proposal as well as any relevant samples if applicable. Truman will ultimately hold the primary vendor responsible for quality and timely delivery, not the subcontractor. As outlined in the RFP, “Subcontractor payments will be the responsibility of the vendor, not Truman.”
2. May we use tabs as opposed to fugitive glue?
 - a. You may quote for both tabs and fugitive glue. While Truman generally prefers fugitive glue, it will consider a tabs option that doesn’t obstruct or take away from the appearance of the piece.
3. What stock of paper does Truman prefer for the 3 postcards? Are the postcards printing at the same time?
 - a. Please use #100 Velvet Cover. These items are printed and delivered at the same time along with a roster of associated names.