



Division of Administration and Facilities
PURCHASING

ADDENDUM #1

October 17, 2025

**RE: Sealed Bid Number 50012-635-26: Purchase of Letterhead, Envelopes, Business Cards, and Note Cards
Blanket Bid**

The following information is provided to amend the original invitation to bid on October 10, 2025.

- Based upon the following question from a potential vendor:

Please confirm if a 30-day lead time after order placement is acceptable. If not, could you specify the required lead time for this project?
- The original solicitation did not include a turn-around time requirement. To address this question, the bid requirements will now include the following:
 - The Awarded Vendor shall be required to deliver ordered business cards within fourteen (14) calendar days. The fourteen (14) calendar days will begin on the date that the order is approved by University Communications.
 - The Awarded Vendor shall be required to deliver ordered letterhead, envelopes, and notecards within twenty-eight (28) calendar days. The twenty-eight (28) calendar days will begin on the date that the order is approved by University Communications.
 - In rare instances, the Awarded Vendor may request an extension to the above delivery deadlines. Such requests shall be made in writing to University Communications and are required be approved on an individual basis.
- The original solicitation did not include language regarding sub-contractors. To address this, the bid requirements will now include the following:
 - The Awarded Vendor shall be required to perform all printing services requested. For security purposes, the Awarded Vendor shall not subcontract any portion of the printing services requested to an outside vendor. It shall be the Awarded Vendor's sole responsibility to provide artwork services, setup, printing, or cutting at their (the Awarded Vendor's) facility.

All other specifications remain unchanged.

Sincerely,



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