



Office of Purchasing/Contract Management  
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

June 2, 2022

**ADDENDUM ONE (1)**

RE: RFP 735-22-4365 Customized Yard Sign Kit Printing/Mailing Service

TO WHOM IT MAY CONCERN,

The following question was submitted and received the following response.

- 1) What date are you requiring for delivery: **we need the product ready by early July**
- 2) Are they being delivered all at once or through the year? **The first set of student names, will be given once the product is ready and then weekly thereafter after orientations.**
- 3) When can we expect the list of student names? **The first set of student names, will be given once the product is ready and then weekly thereafter after orientations.**
- 4) Can we convert to digital printing therefore these would be digital printed and the colors would be a CMYK conversion of the PMS colors since you cannot digital print PMS colors.? **Yes, the digital print and conversion to CMYK colors to match the PMS is fine per Marketing.**
- 5) Size of Sign: Does this need to be full bleed.? Based on your artwork, the art bleeds on all 4 sides. To net a 24" wide sign, we would need to go to a nonstandard sheet size that would cost more money. If full bleed width is not required we could achieve a better yield on the sheet and save some money for you... **Full bleed is not required.**
- 6) Does the name of student need to go on the sign or just the envelope? **the name just goes on the nailer, not the sign.**
- 7) Just had one question at the moment, as far as 1 stake per kit, is there a certain type of stakes wanted or preferred? Such as H stakes or wooden single stakes? **As long as the stake works with the specifically designed yard sign and can be mailed as part of the kit, there isn't a specific design for the stake.**
- 8) One more question, Are there any specs to use for us to quote on the print & mail side of these? **No specs**
- 9) We want to check, are there two parts we are quoting or just one? Meaning, are we quoting:  
Customized Polyester Yard Sign Kit Specifications: • Quantity 900 Kits • Size: 24-inches wide x 18-inches wide (landscape) • Polyester • Double-Sided • Sublimated print • Customized with MSU provided artwork • Pantone Color System (PMS match) Maroon & Gold • (1) Stake per kit  
Mailer (900 Each) (for Yard Sign Kits): • Customized with MSU colors (Pantone Color Systems(PMS match) Maroon & Gold • Personalized with student names (from mailing list) • artwork for mailer will be made available once a vendor has been selected and the type of mailer is determined. • Performance specifications If two, what are the print specs for the mailer? Will

it be the 24x18 or are we mailing standard size postcards(what sizes)? Or are we just quoting all as one Yard Signs with stakes to be mailed? [Midwestern State University](#) seeks responses from qualified respondents interested in [preparing \(900\) mailable customized 18-inches x 24-inches double-sided sublimated print yard banner kits and provide mailing/fulfillment services](#) (turn-key) for the University Admissions Office.

- 10) Is there a max. size for the posts? [As long as the stake works with the specifically designed yard sign and can be mailed as part of the kit, there isn't a specific design for the stake.](#)
- 11) Mailer: Need clarification whether the address will be the same but just name different?
  - Need to know what art is to be on mailer and where? [Artwork for mailer will be made available once a vendor has been selected and the type of mailer is determined.](#)
  - Can you please supply an example for previous contracts? [This is the first time we have solicited bids for this type of item.](#)
  - Are stickers acceptable for label? [Yes. Please note: the personalize should be on the mailer itself, not just the label](#)
- 12) Can you please supply award history/pricing for previous buy? [This is the first time we have solicited bids for this type of item.](#)
- 13) Mailer (900 Each) (for Yard Sign Kits): Size? To fit the sign or something more specific? [To fit and mail the specified sign with stand.](#)
- 14) • Customized with MSU colors (Pantone Color Systems (PMS match) Maroon & Gold – Are you requesting the full color logo provided be printed on the mailer? [Provided artwork is specific to the yard sign. Artwork for the mailer will be made available once a vendor has been selected and the type of mailer is determined.](#) If so, do you want this imprint to be edge to edge, full bleed or a specific location on the mailer?
- 15) • Personalized with student names (from mailing list) – Do you want the personalization on the mailer or labeled? [If I am understanding the question correctly, the personalize should be on the mailer itself, not just the label](#)
- 16) • Artwork for mailer will be made available one a vendor has been selected and the type of mailer is determined. • Performance specifications – Can you be more specific? [As long as the mailer can customized and is able to package the specified yard sign \(with stand\) there are no specifications for the mailer.](#)

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Joseph J. Mrugalski Jr.  
Purchasing/Contract Management