



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

June 7, 2022

ADDENDUM TWO (2)

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. I am gathering all of the cost elements currently for this project to put a quote together and needed to ask if MSU has a non-profit mailing permit that we would be able to utilize for the mailing postage portion of the project? **We do have a non-profit mailing permit**
2. Also, as far as personalizing the packaging itself. Can that be a custom exterior label applied to the custom printed box highlighting the student's name in large font in addition to the mailing information; OR does the individual's name need to be imprinted as part of the artwork file itself? **No, the personalization should be part of the artwork itself on the box**
3. We do not have the equipment for sublimation, we do an overlay of the vinyl on the yard signs. Is it required that it has to be sublimated? **It must be sublimated**

The deadline for additional questions has passed. No additional questions will be accepted at this time.

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management