



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 5952  
AMENDMENT #1**

**TITLE:** INDOOR AND OUTDOOR SIGNAGE AND GRAPHICS  
**DATE:** MARCH 20, 2020  
**BUYER:** AMY HANCOCK  
**EMAIL:** abhancock@semo.edu  
**PHONE:** (573) 651-2021

**PROPOSAL MUST BE RECEIVED NO LATER THAN:**

**DATE:** APRIL 3, 2020  
**TIME:** 3:30 P.M.

**DELIVERY INSTRUCTIONS**

For USPS/FedEx/UPS, etc.  
Proposals must be mailed to:  
Purchasing Department  
Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701

OR (if not already mailed)  
Due to extenuating circumstances as a result of the Coronavirus Pandemic, responses should be emailed to [abhancock@semo.edu](mailto:abhancock@semo.edu). The University will only open responses after the due date AND will keep all proposal responses secure.

The notice of award is made subject to availability and appropriation of funds as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

**MUST BE SIGNED TO BE VALID**

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

|  |                              |                    |                       |
|--|------------------------------|--------------------|-----------------------|
| AUTHORIZED SIGNATURE   |                              | PRINTED NAME/TITLE |                       |
| COMPANY NAME   |                              |                    | CURRENT DATE          |
| MAILING ADDRESS  |                              |                    | TELEPHONE NUMBER/EXT. |
| CITY   | STATE                        | ZIP CODE           |                       |
| CONTACT PERSON   | CONTACT PERSON EMAIL ADDRESS |                    | FACSIMILE NUMBER      |
| DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION      PROMPT PAYMENT TERMS: _____%    _____ DAYS    NET _____ DAYS |                              |                    |                       |
| NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)   |                              |                    |                       |
| AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY   |                              |                    | DATE                  |

**SOUTHEAST MISSOURI STATE UNIVERSITY  
INDOOR AND OUTDOOR SIGNAGE AND GRAPHICS  
REQUEST FOR PROPOSAL 5952**

**AMENDMENT #1**

The offeror is hereby notified that Request for Proposal 5952 is amended and clarified as follows:

**A. If proposals have not already been sent, due to extenuating circumstances as a result of the Coronavirus Pandemic, responses can be sent electronically to abhancock@semo.edu. The University will only open responses after the due date/time AND will keep all proposal responses secure.**

**B. Questions and Answers**

Q1. I understand we are not bidding installation of the wall/window graphics and the vehicle does include installation. Does installation need to be included on the pole banner portion? It says describe the installation considerations but isn't clear on who would be installing them. Also, do these need to be double sided or single sided?

A1. **The University will install pole banners. The University requests any additional information, if applicable, for the installation considerations/needs by your proposed product(s), such as pole banners. Though it is anticipated that most pole banners will be double-sided, please quote both one- and double sided in your response.**

Q2. Are you expecting actual designs to be included in the proposal for any of these items? If so, do you provide logos and/or content you are comparing? Or are you just looking for photos of other jobs we've completed?

A2. **The RFP requests a narrative from the offeror which describes its approach to the projects listed on the Pricing Page. Thus, no original designs are necessary for purposes of your response.**

Q3. Our organization is very much interested in supplying the University with pull up banners, yard signs, outdoor banners and tablecloths but would have to contract through an outside vendor for the items listed on the pricing page, especially the building and shuttle wraps. We can provide pole banners but are not equipped for installation. Is there a way to be available for the smaller items not on the pricing sheet without pricing items 1 - 3?

A3. **The University is interested in contracting with multiple vendors with a variety of strengths. Please submit a response highlighting the strengths your organization possesses in any or all projects listed in the Scope of Work (e.g. yard signs, tablecloths, etc.)**

**C. The RFP closing date and time remain the same. All other terms and conditions of Request for Proposal 5952 remain the same.**

\*\*\*\*\*

If you have any questions regarding this Amendment, please contact Amy Hancock, Senior Buyer, at abhancock@semo.edu.

*To acknowledge receipt of this amendment, the offeror should complete, sign, and return such with the proposal response.*