ITEM: Diplomas & Diplomas Covers

DEPARTMENT: Kansas State University – Kansas State University, Emporia State University, Fort Hays State University, Pittsburg State University, Wichita State University

CLOSING DATE: April 6, 2020 at 2 p.m.

CONDITIONS OF ADDENDUM:

Note the following CHANGES:

- Page 4, #14 – PROPOSAL DISCLOSURES:
  - DELETE: “Interested vendors or their representatives may be present at the announcement at the following location…”
  - REPLACE: “Kansas State University is maintaining limited operation status through the end of the semester based on the latest guidance from the CDC and KDHE. As a public health precautionary measure, K-State Purchasing will not hold any public bid openings until further notice. Bid tabulations will be available after the release of a purchase order or the contract is finalized.”

- Page 5, #19 – SUBMISSION OF PROPOSALS:
  - DELETE: “Vendor’s proposal shall consist of one (1) original and five (5) copies and one (1) electronic version of the Proposal, including signature sheet, cost proposal form, applicable literature and other supporting documents, submitted in a sealed container.”
  - REPLACE: “The official Signature Sheet, Cost Proposal form, and any other required documentation must be uploaded to the Vendor Bid Submission Secure File Upload portal, https://www.k-state.edu/finsvcs/purchasing/bidsubmission.html, prior to 2 p.m. CT on the closing date. Proposals submitted via any other method will not be considered (effective March 23, 2020).”

- All other instructions remain unchanged.

Please submit a signed copy of this addendum with your bid response.

Julie Wilburn
Purchasing Agent II
kspurch@ksu.edu
P: 785-532-6214

I (we) have read and understand this Addendum and agree it is a part of my (our) bid on the above proposal.

NAME OF COMPANY OR FIRM: _____________________________________________

SIGNED BY: _____________________________________________________________

TITLE: ______________________________________________ DATE: _____________