



Capital Projects Contract Administration, Procurement, Contracts & Materials Management (PCMM)
Oregon State University 3015 SW Western Blvd, Corvallis, Oregon 97333
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August 3, 2015

Oregon State University
Capital Projects Contract Administration
Graphic Design Services – Athletic Facilities

ADDENDUM NO. 2

THIS ADDENDUM IS BEING ISSUED for clarification and/or revisions of the RFP as noted. This document is hereby made a part of the Contract Documents to the extent as though it was originally included herein.

QUESTIONS/ANSWERS:

- Item 1 **Q:** Can firms from outside the US submit an RFP?
 A: The RFP is open to any and all firms who submit a response and can comply with the contract terms as stated in the RFP.
- Item 2 **Q:** Is the selected firm required to attend meetings in person?
 A: Yes.
- Item 3 **Q:** Can the selected firm perform the tasks related to the RFP from outside the US?
 A: Yes, but in person attendance will also be required.
- Item 4 **Q:** Can the RFP response be submitted via email?
 A: No.
- Item 5 **Q:** Is the best from of submittal by mailing a jump drive? If not, what is your preferred electronic version?
 A: Jump drive (aka USB flash drive or thumb drive) is preferred, but CD or DVD is also acceptable.
- Item 6 **Q:** Is it required to use MWESB firms, or is it more of a good faith effort?
 A: Use of MWESB firms is not required, however, it is always encouraged when feasible.
- Item 7 **Q:** Is there a percentage of total costs that need to be performed by MWESB firms?



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A: No.

Item 8

Q: What information is required to be provided in the transmittal letter?

A: The transmittal letter shall contain appropriate contact information (including email) for communication purposes as well a signature of an official that is authorized to bind your firm. There are no other requirements for the transmittal letter.

Item 9

Q: Does a firm need to have an Oregon Construction Contractors Board license?

A: Any installation required will need to be performed by a firm that is licensed by the Oregon Construction Contractors Board.

Item 10

Q: Please clarify electronic version requirement in section "11.0 Submission".

A: Response shall be submitted in electronic format on a USB flash drive, CD or DVD delivered to the address listed on the RFP prior to the deadline. OSU will not accept email submissions.

END OF ADDENDUM NO. 2