



WICHITA STATE
UNIVERSITY
OFFICE OF PURCHASING

Wichita-100003.LED Cave System
ADDENDUM #3

FROM: *Robby Murray*

Campus Box 38

Ph: 316-978-5185

Fax: 316-978-3107

TO: Interested Bidders,

DATE: May 1, 2025

SUBJECT: Addendum 3

QUESTIONS AND ANSWERS RELATED TO BID:

Question #1: Can a recording of the Pre-Bid Meeting be posted as an addendum?

Answer #1: No, this was not a mandatory meeting therefore the information was not captured.

Question #2: Can a Sign-In Sheet be Posted?

Answer #2: See answer #1

Question #3: Can an Equal LED Cabinet be proposed?

Answer #3: WSU/NIAR would prefer the Pensar as that is what we have already built a measurements and a tentative 3D model for.

Question #4: Is the requirement to bid exactly the brand of equipment listed or can there be alternate brands proposed?

Answer #4: See answer #3.

Question #5: We have done a lot of work for WSU/NIAR and never had to be a registered Kansas Business. That is now a requirement?

Answer #5: Registering with the State of Kansas is considered best practice by the university. We prefer that the awarded supplier completes this registration before the full execution of the contract. However, suppliers who are unable to register by the RFP closing date will still be considered for the award. Wichita State University can waive the registration requirement based on exceptions outlined in the statute. Determining the applicability of any exceptions will only be possible during final award negotiations.

Question #6: Are our bids to be submitted through the Unimarket digital portal only, or are our bids to be submitted through that portal and dropped off as a sealed hard copy

Answer #6: Please see the updated reference to 3.3 Submission of Proposals

- Submission of Proposals. Proposals must be sent / delivered so that it is received by WSU no later than the RFP Closing Date indicated on the RFP Cover Page. WSU's preferred method of submission is through our eProcurement System – Unimarket Supplier Portal.
- All communications related to Proposals shall contain, for identification, the title, the RFP Number, and the Subject of the RFP as indicated on the RFP Cover Page.
- One (1) electronic version of the Bidder's Proposal, including literature and other supporting documents, shall be entered into the Unimarket Supplier Portal.
- The Bidder shall include the Proposals attachments to their RFP response in the Unimarket Supplier Portal.
- An Adobe PDF document type is preferred, but Microsoft Word, Excel, JPEG, and other formats will be accepted.
- Bidders will be contacted if additional information is needed.
- **If electronic submission is not available, hard copy proposals must be submitted by hand delivery (personally or through a courier/delivery service)**
- Hand delivered Proposals must be in a sealed envelope, clearly marked and properly identified as instructed above for delivery to the Office of Purchasing.
- Proposals received prior to the Closing Date shall be kept secured and sealed until closing if they are properly identified as instructed above.
- WSU shall not be responsible for the premature opening of a Proposal or for the rejection of a Proposal that was not received prior to the Closing Date because it was not properly identified.
- Late Proposals will not be considered a valid Proposal and will not receive consideration.

NO. OF PAGES (including cover sheet): 2

Bid Responses must be submitted to WSU Office of Purchasing prior to the bid closing date and time in the format as described in the original bid solicitation!

Wichita State University
Office of Purchasing
Robby Murray
Sr. Procurement Officer
1845 Fairmount, Campus Box 38
Jardine Hall, Room 201
Wichita, KS 67260-0038
Phone: 316-978-5185
Fax: 316-978-3107