ADDENDUM No. 1 TO ALL OFFERORS:

Reference: Request for Proposals: RFP#214-03-Campus Signs
Commodity: Campus Signage
Dated: October 31, 2003
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Proposal Due: December 5, 2003 at 2:00 p.m. local time
NOTE: Change in due date.

To Clarify RFP:

1. Reference Section III, Page 3, Statement of Needs: Additional information regarding the Campus Signage:
   - The interior building sign package will include, but not limited to, the following:
     - Room identification
     - Directional signs
     - Common area signs
     - All necessary signage for the building

2. Reference Section III, Page 3, Statement of Needs: Longwood University will be responsible for the removal of all existing signs both interior and exterior and will perform needed repair.

3. Reference Section III, page 5, B, 4, b and c Specific Proposal Instructions: Change to read: “Plans or methodology to be used to upgrade and standardize signage”. Remove the word “Specific”.

   Change to read: “Plans on flexibility of materials and colors to include fabrication”. Remove the word “Specific”.

November 14, 2003
Addendum #1 continued

4. Reference Section IV, Page 5, A, Evaluation Criteria: Change to point values to read:

<table>
<thead>
<tr>
<th>For Services</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications and experience of offerors in providing Services</td>
<td>35</td>
</tr>
<tr>
<td>2. References from other clients</td>
<td>10</td>
</tr>
<tr>
<td>3. Plans or methodology to be used</td>
<td>35</td>
</tr>
<tr>
<td>To upgrade and standardize signage</td>
<td></td>
</tr>
<tr>
<td>4. Price</td>
<td>20</td>
</tr>
<tr>
<td>Design</td>
<td></td>
</tr>
<tr>
<td>Product – Price ranges based on sign types</td>
<td></td>
</tr>
<tr>
<td>As described in Section III based on all aspects</td>
<td></td>
</tr>
<tr>
<td>Of proposed services</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

5. NOTE: Change in proposal due date from December 12 to 2:00 pm TO December 5, 2003 on or before 2:00 pm.

NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm_________________________
Signature/Title_________________________
Date_________________________________