

ADDENDUM NO. 1

NAME: (TNH14-2015)- Printing and Mailing- Town and PI Newsletters

DATE: September 18, 2015

TO: All Prospective Bidders

This amendment is being issued to answer questions concerning the above bid:

Questions/Answers:

1) Page 7 - Town Letter Mailings:

a) Quantity...84,000...is this the total of all 5 print runs or is this per print run?

Answer: per print run

b) Mailing...need a breakdown of quantity for each location-

Answer: see attached sheet

c) Mailing...need physical addresses of the 17 locations

Answer: see attached, disregard # sacks listed on each page- those #s are not accurate

d) Postage...will **your** permit number indicia be printed on the newsletter- **Answer: yes**

e) Total...is this for all 5 print runs together or just 1 run?- **Answer – if referring to the total cost than yes, that is the total cost for 1 run**

f) Mailing...does this get wafer sealed?- **Answer-no**

2) Page 8 - Independence Newsletters

a) Quantity...37,000...is this the total of all 3 print runs or is this per print run?- **Answer- per print run**

b) Mailing...need a breakdown of quantity for each location- **Answer- see attached sheet**

c) Mailing...need physical addresses of the 17 locations- **Answer- same as 1c**

d) Postage...will **your** permit number indicia be printed on the newsletter- **Answer- Yes, same permit number as 1d**

e) Total...is this for all 5 print runs together or just 1 run?- **Answer- total cost is per run, just clarifying this would be opposed to 3 runs as that is the scheduled amount of pioneer mailings**

f) Since this is 8 pages, will this be saddle stitched?- **Answer- yes is it saddle stitched**

g) Mailing...does this get wafer sealed?- **Answer- no**

3) Page 9 - Town Letter Mailings

a) Quantity...84,000...is this the total of all 2 print runs or is this per print run?- **Answer- per print run**

b) Mailing...need a breakdown of quantity for each location- **Answer- same as 1b. It would be the same mailing list. This category is just in case we have more content than normal for one of those 5 newsletters and have to do 6 pages instead.**

c) Mailing...need physical addresses of the 17 locations- **Answer- same as 1c**

d) Postage...will **your** permit number indicia be printed on the newsletter- **Answer- yes same permit number as 1d and 2d**

e) Total...is this for all 5 print runs together or just 1 run?- **Answer- total cost just for 1 run**

f) Size...is the unfolded size 11 x 25.5 and then folds to 8.5 x 11?- **Answer- after it is folded, then each page is 8 1/2X11- this is the same as Town letter mailings on page 7**

g) Mailing...does this get wafer sealed?- **Answer- no**

4- May I adjust the final size of the piece from 8.5 x 11 to 8.375 x 10.875?

Answer- yes

5- Can printer/mail house use company mail permit/Indicia and advance postage to facilitate the 17 DDU postal deliveries?

Answer: The mailer will have to use our Flushing Permit #460 and bring the mail to the Flushing BMU before doing the drop shipments. We have a CAPS account for this permit and payment is automatically deducted.

6 – Mail prep is the newsletters addressed with a physical address such as Current Resident, with street, city , zip or is it simplified mail “Residential Customer” or “Postal Customer” carrier route sort by zip code .

Bundle in 50’s implies simplified mail, laser address implies a physical address need further clarification to quote properly

Answer: For the Townwide newsletters (5/year) they are all ‘Postal Customer.’ For the PIONEER (3/year) they are specific addresses that are provided in a spreadsheet since it only goes to senior citizens.

ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM

Bid – (TNH014-2015- Printing & Mailing- Town and PI Newsletters)

By signing this Acknowledgement and submitting same with its Bid submission, the undersigned Bidder acknowledges receipt of this Addendum No. 1. Bidder further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Bidder agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its bid price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the bid submittal.

Signature: _____

Company Name: _____

Bidder Acknowledgement Date: _____

Print & Sign Company Principal Name & Title: _____
