

Ingham County Request for Proposals
Mailing Project for the Ingham County Clerk's Office
Packet #182-19

ADDENDUM NO. 1

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Do you have preliminary artwork available for review?

Answer: No, we have no artwork available.

2. Can you let me know if there is any variable data on this mailer other than the address of the recipient?

Answer: No, there is no other variable data.

3. Is the inside the exact same on all 106,000 pieces?

Answer: Yes, the only variable data will be the addresses of the recipient, located on the side that would face out in the initial mailing.

4. Do you have your own postage permit? If so, which post office is it held at so we know where mail needs to be dropped?

Answer: No, we would rely on the vendor for mailing.

5. Are there more specific paper specifications? *"Paper stock shall be of sufficient quality to successfully be transported twice by the US Postal Service intact."* leaves for huge variable in what will be bid. Are samples of past mailings available? I could pick-up samples that would help quoting on the correct paper.

Answer: No, there are not examples of past mailings available. The stock used should be no less than 80 pound text weight (because of the size and being folded in half). The vendor will need to tab it shut.

6. Is the piece generic on both sides excepting [sic] the recipient's address on the mail panel side? Basically making sure there is no variable data on the piece except for the mail panel.

Answer: Yes, the only variable data will be the addresses of the recipient, located on the side that would face out in the initial mailing.

7. Assuming piece will be filled out by recipient, refolded and mailed back to Clerk's office, are there any bleeds on the piece?

Answer: The piece needs to be of a sufficient weight that the inside information is not visible from the outside. In terms of printing bleeds, the design to be provided would contain that information.

8. Can you tell me for the above Project what stock is to be quoted on?

Answer: The stock used should be no less than 80 pound text weight (because of the size and being folded in half). The vendor will need to tab it shut.

9. Will you supply the mailing list?

Answer: Yes, a mailing list will be provided in excel format.

10. Does this need to mail at a particular post office?

Answer: No.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

Signature

Date

Print Name

Title

Company Name

Phone #