



Building Community®

Procurement Department Bid Section  
225 North Pearl Street  
Jacksonville, Florida 32202

May 26, 2026

ADDENDUM NUMBER: Two (2)

TITLE RFP 1412164246 Facilities Print and Direct Mailing Services

RESPONSE DUE DATE: ~~May 25, 2026, June 1, 2026~~, June 9, 2026

TIME OF RECEIPT: 12:00 PM EST

**THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:**

1. **JEA has changed the Response Due Date from ~~Monday May 26, 2026, by 12PM ET~~ to ~~Monday June 1, 2026, by 12:00 PM ET~~, Tuesday June 9, 2026, by 12:00 PM ET.**
2. **JEA is having an Optional Site Visit on Friday 29, 2026 at 11AM at JEA Commonwealth Center Room 116, located at 6674 Commonwealth Ave. Jacksonville FL, 32254.**
3. **Question:** We don't have an office located in Florida. Is a local office a mandatory requirement, or does it only result in losing points  
**Answer:** Yes, having an office located within a 50-mile radius of JEA is a mandatory requirement.
4. **Question:** Will JEA be providing pre-printed media? Or will the vendor selected need to supply the pre-printed media?  
**Answer:** JEA does not provide pre-printed media. Orders will be placed on an as-needed basis.
5. **Question:** What is the anticipated start date of this 1yr (12month) contract?  
**Answer:** The anticipated contract start date is October 22, 2026.
6. **Question:** Safety Qualified? If work is being done off JEA premises/facilities why is this a factor/concern?  
**Answer:** Some projects may require onsite deliveries to JEA facilities, including the headquarters mailroom and other JEA locations. As a result, Safety Qualification is required under this contract.
7. **Question:** Can you provide an example of when a service provider will need to be on JEA premises requiring a security badge?  
**Answer:** Please refer to the response provided for Question 6.
8. **Question:** Why would a vendor providing facilities print and direct mail services need to access JEA's computers?  
**Answer:** This requirement does not currently apply to this contract, as access to JEA computer systems is not anticipated. Should the need arise in the future, please contact the Contract Administrator.

**9. Question:** What is the estimated annual volume of mail pieces?

**Answer:** Please see the Print and Direct Mailing orders 2025. Any quantities provided are estimates only and are not guaranteed volumes of work.

**10. Question:** Could we print on blank sheets vs. letterhead (we would use our 60# house stock)? Do you have a Sample file?

**Answer:** Samples will be available during the site visit on Friday, May 29, 2026, at 11:00 a.m. Printing under this contract may include both blank sheets and letterhead, depending on the specific project requirements.

**11. Question:** Do you have a sample file / die line of envelope #14 (special window)?

**Answer:** Envelope #14 samples, including the special window configuration, will be available for review during the site visit.

**12. Question:** When referencing blank stock is there a specific stock used? Is it the same stock as the letterhead stationery? (Items 1-5)

**Answer:** No specific blank stock is required at this time. Stock selection will depend on the individual project requirements.

**13. Question:** Is there a specific weight of plain white stock you would like?

**Answer:** Yes. Letterhead stock requires 24 lb. paper. Other paper weights may be utilized depending on project requirements and will be communicated at the time an order is issued.

**14. Question:** There is a section referring to inserting pre-printed items provided by JEA, would we warehouse these or are they provided on a project-to-project basis? If warehoused, how much warehouse space is anticipated or how many items? Could we produce the pre-printed items once inventory is depleted?

**Answer:** At this time, JEA does not anticipate any warehousing requirements for pre-printed materials. If needed, this would be provided on a project-by-project basis. Also, at this time, there is no anticipated warehousing or pre-printed inventory requirements. However, project needs may evolve during the term of the contract.

**15. Question:** I was hoping I could stop by and pick up a few samples from the bid, a letter/envelope and postcard. I also have a few questions; do you have any reports on previous orders that were placed in the past year? It would help us understand the scope of the project to give JEA the best price.

**Answer:** JEA will host an optional site visit on May 29, 2026, at 11:00 a.m. During the visit, bidders will have the opportunity to review available samples, including letters/envelopes and postcards. Please see the attached report for previous orders. The figures provided are for reference purposes only and may increase or decrease throughout the term of the contract.

**Attachment: 1412164264 Addendum 2 Print & Direct Mailing Orders 2025**

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM**