



Procurement Department Bid Section
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

December 19, 2018

ADDENDUM NUMBER: ONE (1)

TITLE: ITN 96127 Print and Direct Mailing Services

BID DUE DATE: DECEMBER 27, 2018

TIME OF RECEIPT: 12:00 PM EST

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

1. REVISE AND REPLACE the following documents:

- Solicitation
- Technical Specifications (Appendix A)
- Bid Workbook (Appendix B)

2. ADD Appendix B – Response Form

3. Question: Workbook pricing, specifically for orders under a certain quantity. How should we price those?

Answer: We revised the workbook and for all order 0-200, requested a minimum charge. For all orders exceeding 200, we are requesting a price per sheet.

4. Question: Concerns about committing to a set price given the potential of the postage going up. Will this be taken into consideration?

Answer: Yes. We revised the Technical Specifications to reference the postal services pricing and have requested that they use FY19 postage prices for bid responses. When postage prices change, we will allow an increase based on the current postage at that time.

5. Question: How about the cost of folding and inserting items?

Answer: Each line item price should include the cost of folding and inserting. But we have added a separate line item for folding and inserting only with a quantity of one (1) so we could capture the cost should the need arise to get pricing for those services.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID FORM.