



**Office of Procurement and Property Management  
Division of Administration**

**Request for Quotes (RFQ)  
RFQ # 22.08**

**Addendum 2**

**City of Juneau, Alaska  
Mailing and Printing Services**

**Date of Issue: September 8, 2021**

The RFQ Package is hereby clarified or changed as follows:

1. Questions and Answers

The questions and answers begin on page two. This Addendum is hereby made part of the RFQ and is a total of 2 pages.

All other terms and conditions for this RFQ remain unchanged.

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## Questions and Answers

**Question 1:** It looks like there are (2) added items not listed in the RFQ: A variable statement that mails by itself, and a #10 Window envelope for it that is printed in 2 colors (black and red).

**Answer 1:** The statement and envelope samples are for the PERS/TRS annual benefit statements, they are not for open enrollment.

**Question 2:** it looks like there is a letter whose content says the 9 x 12 envelope package with enrollment information will be coming, but it looks like that particular letter mails ahead of time, separately. Is this correct? if so, does this need an envelope or is it a self mailer?

**Answer 2:** The sample letter is from a few years ago that was mailed separately. It should be used for printing specifications only. A new letter will be supplied for this year's open enrollment.

**Question 3:** it looks like your postcard mailed via USPS standard mail last time. Did you want to change this to first class this year?

**Answer 3:** Postcards can be mailed standard mail. Everything else must be mailed first class.

Bidders must acknowledge receipt of this addendum prior to the hour and date set for bid opening.

The bid documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any bid received without acknowledgment of receipt of addenda may be classified as not being a responsive bid.

## End of Addendum