



**Department of Administration  
Division of Retirement and Benefits**

**Request for Quotes (RFQ)  
RFQ # 22.09**

**Addendum 2**

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

**Date of Issue: September 15, 2021**

The RFQ Package is hereby clarified or changed as follows:

1. Clarification to the Bid Schedule.
2. Attachment (1 page).

Clarification to the Bid Schedule begin on page two. This Addendum is hereby made part of the RFQ and is a total of 3 pages.

All other terms and conditions for this RFQ remain unchanged.

Issued by: Office of Procurement and Property Management  
Procurement Officer: Brandy L. Halverson  
Email: [doa.oppm.procurement@alaska.gov](mailto:doa.oppm.procurement@alaska.gov)

## Clarification

1. Postage will not be considered in the bid calculation for evaluation scoring.

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

## Bid Schedule

### AMENDMENT TWO

#### RFQ 22.09 Print and Mail PERS and TRS Annual Benefit Statements

**Modifications and any additions/deletions to the form below will not be allowed. Quotes shall be considered non-responsive if any adjustments are made. Reimbursement will be based on the actual quantities printed and delivered. The State does not guarantee a minimum or maximum quantity amount.**

For application of the Alaska Products Preference, Bidders must identify the cost of the qualifying product itself, that is, materials that are produced or manufactured in the State. Costs such as paper and envelope stock (if not produced in Alaska), transportation, delivery, postage, etc. are not to be included in the value of the product qualifying for the preference. As such, please indicate the % of the Rate per Packet entered in the table above that qualifies for the Alaska Products Preference. The applicable class as indicated below will be applied only to the appropriate % of the Rate per Packet for evaluation purposes

Section 36.30.337 (a) In the evaluation of a bid or proposal for an agency procurement of products, the agency shall decrease the bid or proposal by five percent if the bid or proposal indicates that the products being purchased will be recycled products.

Item No.	Description of Item	Estimated Quantity	Unit of Measure	US Cost per Unit	Extension
1	PERS Statements	22,002	Each	\$	\$
2	TRS Statements	6,006	Each	\$	\$

**Total of Bid: US \$** \_\_\_\_\_

Item No.	Description of Item	US Cost Total
3	Postage Estimate	\$

**Total of Estimated Postage: US \$** \_\_\_\_\_

**POSTAGE WILL NOT BE CONSIDERED IN BID EVALUATION**

I certify that the product offered is entitled to a:

(1) Class I @ 3% [ ]

(2) Class II @ 5% [ ]

(3) Class III @ 7% [ ]

Company Submitting the Bid

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date