



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

**REQUEST FOR QUOTATION  
(RFQ)  
RFQ No: 02-107-22**

**Addendum One**

**PRINTING AND MAILING NEWSLETTER**

**Date of Issue: October 18, 2021**

The ITB Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed to:
2. 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 two pages including the attachment.

All other terms and conditions for this RFQ remain unchanged.

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## Questions and Answers

**Question 1:** Is the 70# paper (or the lighter weight for the 12-page newsletters) a **coated** or **uncoated** type of paper?

**Answer 1:** Uncoated paper.

**Question 2:** Since the USPS allows Standard rate mail to weigh up to 3.5 ounces for the same postage rate, why are you concerned about the 12-page newsletters staying under 1 ounce?

**Answer 2:** As long as the postage remains the same, it is ok if the newsletter is up to 3.5 ounces.

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

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

**End of Addendum**