



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

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

**Addendum Two**

**PRINTING AND MAILING NEWSLETTER**

**Date of Issue: October 19, 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.

Issued by: Christine Mash  
Procurement Officer  
Email: [doa.oppm.procurement@alaska.gov](mailto:doa.oppm.procurement@alaska.gov)

## Questions and Answers

**Question 1:** Are the 8 page newsletters and the 12 pages newsletters saddle-stitched?

**Answer 1:** Yes, the 8-page and 12-page newsletters should be saddle-stitched.

**Question 2:** Are the 8 pages newsletters and the 12 pages newsletters folded down to 5.5 x 8.5 inches? Or is that only for the 4 page newsletters?

**Answer 2:** Yes, all newsletters should be folded to 5-1/2" x 8-1/2" for mailing.

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**