



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

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

Addendum Three

PRINTING AND MAILING NEWSLETTER

Date of Issue: October 20, 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
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Questions and Answers

Question 1: It appears that one of these newsletters is scheduled to mail on November 15th. Is that correct, and which one of these below is that? We are concerned that the contract date of November 1st does not leave much time to ramp-up for mailing on the 15th. Is there any flexibility in the 15th mailing date?

Item No.	Description of Item	Frequency	Pages	Estimated Quantity
1	Health Matters	one per year	8	41,500
2	Health Matters	one per year	12	41,500
3	PERS	one per year	4	50,000
4	PERS	one per year	8	50,000
5	TRS	one per year	4	22,500
6	TRS	one per year	8	22,500

Answer 1: it is item number 2, the 12 page Health Matters newsletter, that is schedule to be mail on November 15. Yes, we have some flexibility with the mailing date but would like to mail as close to November 15 as possible. This newsletter MUST be in mailboxes before January 1, 2022.

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