

STATE OF ALASKA ITB NUMBER 2027-0400-0059
AMENDMENT NUMBER _1__

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Revenue
Error! Batch argument not specified. Division

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: 9/10/2026

ITB TITLE: Printing And Mailing Services

The following changes/additions are required:

1. Update ITB Schedule
2. States issued response to submitted questions on ITB 2027-0400-0059-Printing and Mailing Services.
3. Update Bid Sheet

In order for your bid to be considered responsive for ITB 2027-0400-0059 this amendment, in addition to your original bid, must be received by the issuing office of the Division of Administrative Services Procurement Officer prior to the time set for the bid opening. Contact information is outlined below

Kristie Ely
Contracting Officer
Kristie.ely@alaska.gov
PHONE: (907) 465-2313

NAME OF COMPANY

SIGNATURE

DATE

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1. ITB Schedule-Updated

The ITB schedule below represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time (AST).

ACTIVITY	TIME	DATE
Issue Date / ITB Released		08/25/2026
Deadline for Receipt of Questions	3pm	09/03/2026
Deadline for Receipt of Bids / Bid Due Date	3pm	09/21/2026
Bid Evaluations Complete		09/22/2026
Notice of Intent to Award		09/22/2026
Contract Issued		06/23/2026

This ITB does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Revenue, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

2. Submitted Questions on ITB 2027-0400-0059		
Question #	Questions	States Response
1	In Section 1.02 Budget. The Department of Revenue, Permanent Fund Dividend Division, estimates a budget of \$344,900 for this contract.	The maximum budget for this solicitation is \$344,900.00. The total evaluated price must not exceed this amount for the full five-year term, consisting of a two-year initial term and three optional one-year renewals.
2	Is the stated budget an annual budget or for the 3-year length of contract and does it include the associated postage?	The maximum budget for this solicitation is \$344,900.00. The total evaluated price must not exceed this amount for the full five-year term, consisting of a two-year initial term and three optional one-year renewals.
3	Please clarify how the stated \$344,900 budget ceiling is applied for bid evaluation. Does the \$344,900 maximum apply only to the initial two-year firm contract term, or does it apply to the total evaluated price for the full potential five-year term, including all three one-year renewal options?	The maximum budget for this solicitation is \$344,900.00. The total evaluated price must not exceed this amount for the full five-year term, consisting of a two-year initial term and three optional one-year renewals.
4	May the prime contractor subcontract the mailing portion of the work to an affiliated or separate mailing company, provided the prime contractor independently meets the required five years of printing and mailing experience and the three required bulk print-and-mail projects of 100,000 pieces or more?	Per Section 2.11- SUBCONTRACTORS: Subcontractors may be used to print envelopes under this contract. If a bidder intends to use subcontractors, the bidder must identify in the bids the names of the subcontractors and which envelopes the subcontractors will print under this contract. Subcontractor experience SHALL NOT be considered in determining whether the bidder meets the requirements set forth in SEC. 2.01 PRIOR EXPERIENCE. Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.
5	What company is the incumbent for this PFDD work? How long has the incumbent served under the previous contract/s period?	The incumbent is Automatic Funds Transfer Services. The incumbent has served under contract for these services for 5 years.
6	What was the total annual contract cost for printing and mailing (not USPS FCM costs) to PFDD for the past 3 years of this contract (2024, 2025 and 2026)?	Historical expenditures, excluding postage costs, are as follows: FY2024 – \$74,111.66; FY2025 – \$63,084.00; and FY2026 – \$80,089.93 (estimated). The FY2026 amount is an estimate because the current agreement remains active through early November 2026. Total expenditures for FY2024 through FY2026 are \$217,285.59.
7	1. Section 1.02 Budget- Does the not-to-exceed value of \$344,900 include or not include FCM costs for USPS mailings? If included, please provide historical costs for USPS postage over the past 3 years.	The maximum budget does not include USPS postage costs over the life of the contract.
8	1. Is the 3-day SLA for production (final data on Tuesday with USPS drop by Friday COB) a mandatory requirement by PFDD or a preference?	This is not a "statutory" requirement but more of a procedural requirement for the weekly and monthly letter runs.
9	The Bid Sheet lists the Monthly Dividend Distribution Notice Run as 12 runs annually. Attachment C, however, lists 13 scheduled distribution dates, including two October dates. Please confirm the number of monthly distribution runs that bidders should use for pricing and bid evaluation.	PFD has 13 distribution dates scheduled during each calendar year.
10	Please confirm whether the \$344,900 maximum bid threshold applies to the initial two-year firm contract term only or to the total bid amount inclusive of the three one-year renewal options.	The maximum budget for this solicitation is \$344,900.00. The total evaluated price must not exceed this amount for the full five-year term, consisting of a two-year initial term and three optional one-year renewals.
11	For the Weekly Letter Run, the Bid Sheet lists an estimated quantity of 2,800 sheets per run, while Attachment A shows material variability in weekly letters and additional sheets. Please confirm whether the requested unit price is a flat per-run price for all actual weekly volumes, or whether there is an established method for pricing quantities above or below the estimated 2,800 sheets.	Will be a flat per-run price.
12	The scope requires a print preview and PFDD approval after each file transfer. Please clarify the required timing for PFDD's approval and whether the Friday USPS-delivery deadline is extended if approval is not received by a specified cutoff.	PFD only requests a proof for the annual TIN letter and 1099 print jobs; PFD may request a proof for a first-time print job to ensure accuracy.
13	Attachment B states that the mailroom benchmark logic supports up to four pages plus one insert per envelope. The Monthly Dividend Distribution Notices are described as potentially containing one to five sheets. Please clarify the required inserting treatment for a five-sheet letter, including whether it is expected to remain in one #10 envelope.	Mailroom benchmark logic is old language from when PFD used Central Mail for processing our outgoing letters. Each letter is expected to be contained in one #10 envelope, no matter the number of sheets.
14	Please confirm that USPS postage is excluded from the Bid Sheet and charged separately through the PFDD USPS-funded account, while the unit prices include all other required printing, paper, envelope/insert, processing, presort, postal documentation, and USPS-delivery costs.	USPS postage is excluded from the Bid-Sheet and will be charged separately through PFD's own permits with USPS.

15	For RTF input files, please confirm that files will be fully formatted and print-ready, including required page breaks, fonts, and benchmark stripes, and that bidders are not expected to perform document composition or programming.	Yes, files will be provided fully formatted and print-ready.
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3. ATTACHMENT SEVEN (7): BID SHEET-UPDATED

All quantities are estimates and used for bid consideration only. Actual quantities will vary and be indicated when orders are placed.

ITEM #	ESTIMATED QUANTITY PER RUN	UNIT	DESCRIPTION	UNIT PRICE	ANNUAL PRICE
1	2800 sheets	RUN	Weekly Letter Run (Annual Price = unit price x 52 runs)		
2	2700 sheets	RUN	Monthly Dividend Distribution Notice Run (Annual Price = unit price x 13 runs)		
3	224,462 sheets	RUN	Annual Printing and Mailing of IRS form 1099 Run (Annual Price = the unit price)		
4	3,352 sheets	RUN	Annual Printing and Mailing of TIN form Run (Annual Price= the unit price)		
5	1,860 sheets	RUN	Annual Printing and Mailing of Pre-Note Letter Run (Annual Price= the unit price)		
			Total price for 2-year firm term		
			Total cost for renewal year One (1)		
			Total cost for renewal year Two (2)		
			Total cost for renewal year Three (3)		
			TOTAL COST for 2-year firm term plus 3 1-year renewal options= 5 years		

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

Any bids submitted with a zero-dollar cost will be deemed non-responsive. If submitted bid exceeds \$344,900.00, the bid will be deemed non-responsive.