



Office of Purchasing/Contract Management
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

03/29/19

ADDENDUM ONE (1)

RE: RFP #735-19-4309 Flower Mound – Recruitment Communication Flow Service (Response to Questions)

TO WHOM IT MAY CONCERN:

The following questions were submitted and received the following responses:

1. Under 4.2 Freight Terms

QUOTE F.O.B. DESTINATION. If otherwise, show exact cost to deliver. Proposal unit price on quantity specified – extend and show total. In case of errors in extension, UNIT prices shall govern. Proposals subject to unlimited price increase will not be considered.

Is mailer to drop in the city which wins the bid? Or is the mail required to ship and drop at Wichita Falls, Texas post office?

It can be shipped from the nearest post office. The mail out information will be based on city, state, and zip locations. Most will be California and Texas addresses.

2. Under 6.1 Specifications & Scope of Work

Postage: Postage will be paid when mailing occurs, not in advance, as soon as an invoice is received by Accounts Payable at MSU Texas and can be processed.

Please clarify : When mailer is ready to drop and we have a postage total amount ready for you, may we request a postage check made out to US Post Office, once your postage check is received we may mail? *That is fine.*

3. The scope of the project does not look like it changed. So that we do not miss anything may we ask what was the clerical error that caused this to be put out to bid again?

Correct, the scope did not change. The error was part of an internal process, not the Scope/Specs.

4. There are two paper stocks specified. A 111# Gloss Cover and a 14pt cover weight stock. Do you want pricing for both? **Yes. We request these two specs so the cards can handle the amount of color and text.**
5. What kind of coating are you expecting for the "Coated on 2 sides"...Varnish, Aqueous Coating, UV or are you talking about the paper stock being coated 2 sides? **Based on my interpretation of this question, we usually do glossy coating on both sides.**
6. The Post Card Description states 111# Gloss Cover and 14 Point Cover Weight Stock – are we to price each stock option? **The stock paper should be uniformed, and that should be included in your price.**

The Post Card Description states Coated 2 Sides – please clarify if you would like a coated stock or an additional coating treatment Coated. **A coated stock works fine.**

7. Will the art for all 3 art versions be provided for production at one time? **Yes**
8. Will we receive 1 data list per art version or 1 data list with a call out for the art version? **You will receive a data set per art version with the third art version encompassing all versions.**
9. What mail service is expected – Standard Non-Profit? First Class? Presort Standard? **Standard is fine.**
10. Are we to provide an all in one total unit rate or a unit rate for the print/mail and a separate unit rate for postage? **Total for the whole job, yet itemized so we can reference how much each drop cost us.**
11. "Postage will be paid when mailing occurs, not in advance" – are we safe to assume that payment for postage will be received on the mail date? Or is the vendor expected to front the postage amount? **We would prefer the vendor pay for the postage, then bill us directly and we will reimburse you.**
12. Will we be held to our unit rate for the renewal if the data quantity is different? Example – if year 2019 consists of only 10,000 pieces then obviously the unit rate would be required to change – or are we expected to hold the same unit rate? **We anticipate increases for each campaign/year.**

Thank you,
Lori Case
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