



Addendum No. 1

DATE: April 15, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Spring Appeal
JJC PROJECT NO.: Q16002

This Addendum forms a part of the Quotation Documents and modifies the original quote document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the bottom of page 2. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Quote Clarification:

The Joliet Junior College's Marketing Department will be designing the Spring Appeal. This quotation request is for the printing and mail preparation only. Postage costs shall not be included in your quote.

The revised pricing sheet is include with this addendum.

Questions Submitted:

1. Size – Specs say 8.5 X 14 flat; 5.5 X 8.5 finish – This seems off. Is it really 8.5 X 11 flat; fold to 5.5 X 8.5?
The layout has 3 panels. A perforated reply is the bottom panel at 8.5 x 3. Once it tears off it leaves you with an 8.5 x 11.
Folding: the reply folds up, then the top half of 5.5 x 8.5 folds over it. That will leave you a final folded piece of 5.5 x 8.5
2. Bid specifies A7 envelope that we insert into but that would be too small. It later specifies a 6 X 9 envelope. That size will work but just want to make sure there isn't anything we need to do with an A-7 envelope? Please insert card and return envelope into a 6 x 9 envelope.
The outer envelope is 6x9, please disregard the information regarding the A7 envelope.
3. #9 envelope – Are you aware that this size envelope will need to fold in half in order to fit into the 6 x 9 envelope
Yes, the #9 envelope will be folded and inserted inside the folded appeal.
4. Does this Spring Appeal Mailer have a welded envelope that the prospective donor tears off a perforation to mail back in with their donation? Also would include a glue line to seal.
No, please see above for clarification. There is not a glued or welded reply.

5. Is the Marketing Department designing this? In one area you state that we will be sending specifications to the printer and in another you state that the art will be supplied via electronic artwork.
Yes, the Marketing Department will be designing this. The language "via electronic..." means that we will be supplying the vendor with the files and artwork electronically via ftp site, email, or however the awarded vendor needs the files sent.
6. Will the short panel of the appeal perforate on the fold?
Yes, please see the response to question #1 above.
7. The #9 return vehicle is a REGULAR #9 envelope, not a remittance (wallet flap) envelope, correct?
It is a regular #9, not wallet flap.
8. Lastly, will this mail NFP (not for profit)?
Yes, it will be not for profit.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your quote. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your quote.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature