



## Addendum No. 2

**DATE:** April 19, 2016

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**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.

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### **Questions Submitted:**

1. Can this drop from the Peoria Post Office or from your local post office?  
***No, this mailing must drop from the Joliet Post Office.***
2. Does the card get ink jetted with the name/address as well? (I understand the outer envelope does get ink jetted in order to mail)  
***No, only the first name that is located in the letter portion of the appeal will be personalized. The return portion (the perforated section) will be filled in by the individual.***
3. Design—do all 3 items have to be designed? or will electronic artwork files be furnished?  
***Joliet Junior College will be designing the Spring Appeal. Electronic artwork files will be furnished.***
4. Do any of the pieces have bleed?  
***Yes, the appeal has bleed. The envelopes do not have bleed.***
5. Specifications list inserting the card and return envelope into an A7 envelope (this won't fit), so I am assuming the A7 was switched to the 6 x 9 Booklet envelope—just wanted to confirm.  
***See the answer to question #2 on addendum #1. The outer envelope is 6x9; please disregard the information on the A7 envelope.***
6. Mail list file—is it one large file? or will there be multiple files supplied that will have to be combined and deduped?  
***You will receive one file of the names for mailing***
7. Wanted to confirm that the mailing must drop at the Joliet, IL post office instead of at a post office in our local area (Pennsylvania 17405)?  
***Yes, the mailing must drop at the Joliet, IL post office.***

**End of Addendum #2**



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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 #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature