



Addendum No. 1

DATE: November 3, 2016

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Printing & Mailing of the Annual Appeal
JJC PROJECT NO.: Q16008

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.

Clarification on Specifications:

1. The 8.5 x 14" sheet is folded twice to 5.5 x 8.5 size, and the bottom portion is perforated to make the 3.5 x 8.5" card for the business reply envelope. Electronic samples are attached to this addendum.
2. Specifications on page 2 of the quotation document mentions an A7 envelope. Please disregard, this is meant to reference the outer envelope (option 1: 6 x 9"; option 2: 6 x 9.5").

Questions Received:

1. Is there no variable data contained in the letter this year for the Printing and Mailing of the Annual Appeal. You show only ink jetting the name and address on the outer envelope. Previously you printed the recipient's name into the Salutation area of the letter.
No variable data will be contained with the letter.
2. On the #9 Return Envelope for the Printing and mailing of the Annual Appeal...that is just a standard #9 envelope. Not a large flap Remittance Envelope. I will quote you both of the Outer Envelope sizes, but for mechanical insertion (which would be the way to do them) you would need to use the 6.5 x 9.5 envelope....and it would need to be a Booklet style. Otherwise you are looking at hand insertion which would take much longer and cost much more.
Yes, a standard #9 return envelope has been specified. Please provide pricing per the specifications provided.
3. My question is regarding the letter. It's not specified that the letter gets imaged, just the OE, but the words "image name/address" and "inkjet name/address" are used twice in the instructions which makes me think perhaps the letter is lasered and the OE is inkjet. This would also affect the letter shop portion, changing it to a matched mailing. Please advise how we should quote this as we want to present the best possible pricing for your project.
There is no imaging on the letter, only on the outer envelope of the names and addresses.

4. Page 2 of the specifications mention a card to be inserted into A7 envelope, but there is no mention of this card anywhere else in the specifications. Please clarify.
There is no card, the "card" inserted is the perforated piece from the 8 1/2 x 14 letter. After the perforated "card" is removed you are left with an 8 1/2 x 11 letter. Attached to this addendum is a sample of all pieces to help clarify.

5. Under Quote Specifications, 2nd paragraph, it says A7 envelope. Is this correct?
INK: Option 2 – says 6 x 9.5 outer envelope, but on page 3 of bid, options 3 & 4 it says 6.5 x 9 outer envelope. Which is correct?
The envelope size for this option should be 6 x 9.5". The size listed in the specifications on page 2 is correct. A revised quote form is attached to this addendum.

6. How many mailing lists will be provided?
One mailing list will be provided.

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