



ADDENDUM #1

Request for Proposals
Printing and Mailing Services
Solicitation No. 2021-7004

Originally Issued March 24, 2021

Addendum 1 – Issued April 8, 2021

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

QUESTIONS:

1. 9.5" x 4" Envelopes

- a. How often do you order these envelopes? (Weekly, monthly, etc.) **The #10 windowed envelopes are CMHA's most commonly used envelope and 10,000 per month are ordered. The #9 return envelope requires approximately 6,000 ordered per month.**
- b. What quantity do you order? **See #1a. It depends on the service provided. CMHA's use rate is 1,000-2,000 on-site per month and the contractor would need the bulk for rent statements and other correspondence.**
- c. Does the imprinted information change from job to job or does it remain consistent? **It remains the same.**

2. 13" x 10" Envelopes

- a. How often do you order these envelopes? (Weekly, monthly, etc.) **CMHA will need approximately 250 per month.**
- b. What quantity do you order? **CMHA can adjust its orders to meet reasonable vendor minimums.**
- c. Does the imprinted information change from job to job or does it remain consistent? **It remains the same.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: www.cintimha.com

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3. Brochures

- a. How often do you order these brochures? (Weekly, monthly, etc.) **Ad hoc 1-2 times per year.**
- b. What quantity do you order? **It can vary from 1,000-15,000 depending on the job.**
- c. Does the imprinted information change from job to job or does it remain consistent? **Each job would remain the same.**

4. Business Cards

- a. How often do you order these business cards? (Weekly, monthly, etc.) **For new hires 10-15 boxes per month, 250 cards per order.**
- b. What quantity do you order? **250 cards per box.**
- c. Does the imprinted information change from job to job or does it remain consistent? **Each order is different as the personnel are different.**

5. Flyers

- a. How often do you order these flyers? (Weekly, monthly, etc.) **Orders are on an as-needed basis but are a simple design involving a one-page format with printing on front and back and requiring insertion into an envelope.**
- b. What quantity do you order? **Flyers can range from 200 to 15,000 depending on the job.**
- c. Does the imprinted information change from job to job or does it remain consistent? **Flyers change from job to job depending on the subject matter.**

6. Laminating

- a. What items are we laminating? **One-page 8"x11" signs and notices of closing, etc. Corners need to be rounded for safety purposes.**
- b. What quantity do you order? **Typically 30-50 per month.**
- c. Does the imprinted information change from job to job or does it remain consistent? **Information changes from job to job dependent on the subject matter.**

7. Samples. Please provide samples. **Attached to this addendum are samples of a 14-day notice, a standard check, and a monthly rent statement. Brochures, pamphlets, flyers, etc., are printed on 8.5"x11" paper unless different specs are provided or as defined on the Fee Submittal Form. See the details above. Stock color is standard white and standard weight (24#).**

The CMHA logo is Pantone 293 on black & white copies (if doing RGB, coloration is 0-81-186). The logo will be provided.



The window on envelopes requiring a window is 4.5” wide and 1.125” in height.

END OF ADDENDUM TO DATE 4/8/21

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«First_Name» «Last_Name» Account: «Code»
«Address_Line_1» «Address_Line_2»
«City», «State» «Zip»

RE: NOTICE OF TERMINATION OF DWELLING LEASE

Our records show that you have failed to pay rent when due under the terms of your lease.

Because you have failed to pay rent in the amount of \$«Owed», your dwelling lease is cancelled at midnight on December 31, 2020. It is demanded that you move on or before that date.

You are also notified:

1. You have the right to speak with your manager about this termination and give an explanation about why you have not paid your rent and make whatever reply you may wish.
2. You have the right to examine all CMHA documents directly relevant to this termination. To do so, you must come to the management office and make the request in person.
3. You have the right to request a grievance hearing in accordance with the CMHA Grievance Procedure, provided you make that request by January 12, 2021.

Property/AMP: «Property»

Served by FIRST CLASS U.S. Mail on January 12, 2021.

Dear Resident: This notice is sent to advise you that CMHA has not received your rent payment. If you dispute this notice or have made the rent payment, then please report this to your property management office for further discussion. Otherwise, CMHA will consider this as your notice of termination of dwelling lease and will place a late fee on your account.

Cincinnati Metropolitan Housing Authority

Invoice No

Invoice Date
07/01/20
08/01/20

Amount
\$98.00
\$98.00

REMOVE DOCUMENT ALONG THIS PERFORATION

Cincinnati Metropolitan Housing Authority
1635 Western Avenue, Cincinnati OH
45214

13-1/420

0006316

PAY One Hundred Ninety Six DOLLARS

TO THE ORDER OF Lasana [REDACTED]

Cincinnati, OH 45232

DATE
12/01/20

AMOUNT
*****\$196.00

[Handwritten Signature]

[Handwritten Signature]

AUTHORIZED SIGNATURE

VOID AFTER 90 DAYS

AUTHORIZED SIGNATURE

DOCUMENT CONTAINS MULTICOLORED PANTOGRAPH & MICROPRINTING. BAG HAS THERMOCHROMIC INK & WATERMARK. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT.

Cincinnati Metropolitan Housing Authority
1635 Western Avenue, Cincinnati OH 45214

RETURN SERVICE REQUESTED

[REDACTED]
Cincinnati, OH 45232

SEE OTHER SIDE FOR
OPENING INSTRUCTIONS

OPENING INSTRUCTIONS

201php Monthly Billing Statement

Unit: 999999
 Client#: t0999999 Amount Due: \$676.00
 Amount Enclosed: _____

Please write your client # on your check or money order to ensure proper credits to your account

Remit To:	Billing Address:
CMHA	Xxxx XXXXXXXX
P.O. Box 2347	9999 Xxxxx Ave
Cincinnati, Ohio 45273-9909	Cincinnati, OH 99999-9999

0001549422828000131210000676001

Perf must be on this line

Detach here and remit this portion with payment

- OPTIONS TO PAY RENT**
1. Mail pre-paid envelope with the Top of your rent statement.
 2. Go to cintimha.com, click "RentPay" and select "Make Payment" to pay on-line.
 3. To pay by phone call 855-446-1143.

**TO SERVE YOU BETTER
 HOUSEHOLD REPORTING LINE
 977-5642
 WORK ORDER CENTER
 381-CMHA
 381-2642
 TDD: 1-800-545-1833 EXT. 260**

Xxxx XXXXXXXX
 9999 Xxxxx Ave
 Cincinnati, OH 99999-9999

	Date	Description	Charges	Payments	Balance
	01/01/21	Balance Forward	\$655.00	\$0.00	\$655.00
		:Rent 01/21 Xxxxx, Xxxx 9999 Xxxxx Ave, , Cincinnati OH 99999	\$21.00	\$0.00	\$676.00
		Current 30 Days 60 Days Over 90 Current Owed			
		\$21.00 \$0.00 \$21.00 \$634.00 \$676.00			

Rent is due on the first day of each month.
 If the amount shown on your rent statement is incorrect, call your Property Management Office.
YOU MUST REPORT all changes of income and/or family composition as the changes occur. You may report these changes using the household reporting line. To report the changes call (513) 977-5642.