

ADDENDUM #1

Request for Proposals
Printing and Mailing Services
Solicitation No. TP23-1005

Originally Issued March 8, 2023

Addendum 1 – Issued March 22, 2023

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. If awarded a contract, how and when will receive the PDF? **This will be determined after the award of a contract.****
- 2. If awarded a contract when and where would we return the items that need sorting, postage and mailing? **This will be determined after the award of a contract.****
- 3. Will the addresses be printed on the letters so that they will show through a window envelope? Will we receive an address file or will we need to create the address file ourselves to print on the envelopes? **Address block positioning is a business side function, not something CMHA does. Typically, letters are designed on the business side with the address block positioned to appear in the window of the envelope. There are variations of window envelopes with the window in different locations. The vendor will be provided with samples of the window envelopes to be used (or CMHA will request the type that is normally used). All letters can then be designed to have the address showing in the window after a standard Z-fold or C-fold.****

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As an example, when working with one of our current printers, CMHA designs the letters, generates them via Yardi batch, mail merge, etc., and then prints the letters to PDF and emails them to the printer. The address is in place after the fold step, and the printer simply prints, folds, stuffs, and mails the letters.

*****END OF ADDENDUM TO DATE 3/22/23*****

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