

**SOMERSET COUNTY
NOTICE OF ADDENDUM**

**“Printing, Folding and Mailing Services for a Direct-Mail Newsletter
Contract No. RFQ-0014-16”**

ADDENDUM NO. 1

Addendum No. 1 has been issued for the bid for **Printing, Folding and Mailing Services for a Direct-Mail Newsletter, Contract No. RFQ-0014-16**, on **Friday, June 10, 2016** and has been delivered by electronic transmission to all eligible contractors who have received bid specifications.

The original bid specification packages for the above referenced project are amended as noted.

CONCERNING BID SPECIFICATIONS

- Item 01: Section 3.2 MAILING-Freeholders Newsletter, Wafer Seals for each newsletter is updated to 3.
- Item 02: Section 3.2 MAILING, MAIL LIST: The printer/mailer is responsible for the purchase of the mail list, is added.
- Item 03: Questions and Answers

QUESTIONS AND ANSWERS

- Question 01: The two 11x17 fold to 8 ½ x 11 then saddle stitch on the 11” edge and then fold to 5 ½ x 8 ½ for mailing?
Answer 01: Yes
- Question 02: This 8 page newsletter is perfect for a glued spine which can be done in one pass saving time and money. Would the County consider a glued spine as opposed to a saddle stitch spine?
Answer 02: Please refer to 3.1 PRINTING, FINISHING. The County cannot prequalify your answer. If you choose to take an exception to this section, that can be done on page 10 of the RFQ.
- Question 03: Post Office Delivery: To how many post offices does the mail deliver to? Does it deliver to one or two SCF postal facility?
Answer 03: This is at the discretion of the respondent.
- Question 04: We are unfamiliar with the sort by carrier route & Deliver newsletters.
Answer 04: The carrier route sort is important in towns that share zip codes with neighboring towns not in Somerset County. Sort by carrier routes assists in reducing the potential number of newsletters delivered to non-Somerset County residents.