

ADDENDUM NO. I

BID NUMBER: 305690

BID TITLE: Mailing Services

DEPARTMENT: City Attorney's Office

DATE OF ADDENDUM: November 13, 2019

BID DUE DATE: November 19, 2019

BID DUE TIME: 2:00 p.m., e.s.t.

REASON: ANSWERS TO QUESTIONS

- Q. What is the anticipated project award date?
- A. *The first week in December*
- Q. If awarded to a new vendor, what is the timeline for setting up the first letter?
- A. *The second week in December*
- Q. Please provide a sample letter and envelope.
- A. *Please find attached: 1) a sample of the Complaint and Summons (which will be the first mailing); a sample of the Motion for Default and Corresponding Exhibit Page(s) to be sent to the Property Owner(s) and Lienholders (which will be mailed in March); and 3) a sample of a Notice Letter (which will be the remainder of the mailings).*
- Q. How many sheets of paper - per letter type – will be in each envelope?
- A. *Complaint and Summons - 5 pages; Motion for Default - 3 pages average; Notice Letter - 1 page*
- Q. Do any of the letters require duplex (double-sided) printing?
- A. *Yes. The "ADA: Public Notice" that is included after the Sample Summons can be printed on the back of the Summons.*
- Q. Are the letters printed in black and white?
- A. *Yes*
- Q. Is there any variable data to be printed in color?
- A. *No*

- Q. Is a #9 (return envelope) to be included?
A. *No*
- Q. What size is the paper?
A. *8 1/2" x 11" for all mailings*
- Q. Is any perf (return stub) required?
A. *Instead of a Green Card return stub, the City prefers to receive copies of electronic signature sheets for each mailing that is sent.*
- Q. Do you prefer a local vendor?
A. *N/A*
- Q. Are you happy with your current vendor?
A. *N/A*
- Q. Do you think you might stay with your current vendor?
A. *N/A*
- Q. Will you prepay for postage?
A. *Yes*

(SIGNED): _____(DATE): _____

(COMPANY): _____

Sign one (1) copy of this page and return it with your bid, or separately and clearly labelled only if your bid has already been submitted to the Purchasing Department (email: aberkowitz@chattanooga.gov; or fax to 423-643-7244 Attn: A Berkowitz; or mail to Purchasing Dept., Attn: A Berkowitz, 101 E. 11th Street, Suite G-13, Chattanooga, TN 37402.

Retain a copy for your file.