ADDENDUM 1

To: All Interested Bidders

From: Lucy Balderama, Inventory Bid Technician

Date: December 19, 2011

Subject: BID # 11-055, Printing and Preparing for Mailing of Confirmation Forms for the Next Two Years 2012-2013

Due to pending questions the bid opening date has been extended for December 27, 2011 at 2:00 p.m.

The Purchasing Department received the following questions relating to the above referenced bid.

1. What kind of paper stock (weight and color)?

   **Tag Basis WT. 100, Color Cream.**

2. What is the flat size of the form?

   **12 ½ x 6**

3. Are there perforations on the form?

   **Yes, will discuss final layout.**

4. What is the finished folded mailing size of the form?

   **4 X 6**

5. What color ink(s) will be used?

   **Black**

6. How often do you anticipate mailings (weekly, bi-weekly, monthly, quarterly, etc...)?
After the initial mailing, on a monthly basis.

7. Page 5 indicates mailing via Permit #80... but in order to do so you must mail at a minimum of 500 pieces to receive Presort First Class rates. Will the minimum mailing always be at least 500 pieces?

At times there will be more than 500 pieces and at other times there will be less than 500 pieces.

8. Who is the current vendor and what is their location?

   Information Management Solution LLC.
   2422 Freedom
   San Antonio, Texas 78217

9. What is the current contracted cost and does that cost INCLUDE postage?

   Current cost $ 10,200.00, Not including postage for the initial mailing separate check was issued for 12,765.00.

10. Can these pieces be mailed from another location such as Austin or Waco, using our permit?

    Yes

11. Can you estimate the volume of each mailing and frequency? Will these mail full postage or need presorting?

    Monthly, can’t estimate volume it depends on returns.

12. What is the preferred paper stock?

    Tag Basis WT. 100

    Must meet all U.S. Postal Services standards or regulations.