

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott Muri, Ed.D, Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Bldg. T-A1, Houston, Texas 77055-6016 Phone
(713) 251-1100 FAX (713) 251-1115

BARBARA A. ROBILLARD

Director of Purchasing

NOTICE TO QUOTERS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: April 27, 2017

This ADDENDUM forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **Annual Contract for “Printing, Mailing and Distribution Services”**

Original Proposal Opening Date & Time: **May 10, 2017 @ 1:00 PM**

ADDENDUM NO. 1

PROPOSAL NO. 11485

Please make the following additions, revisions, and/or deletions to the Proposal Document:

***See Questions and Answers Below**

The offeror shall acknowledge receipt of this ADDENDUM in the Proposal Form.

ADDENDUM NO. 1, PROPOSAL #11485

QUESTIONS AND ANSWERS

Question #1: Will SBISD work with an out of state vendor?

Answer #1: No.

Question #2: Does SBISD have samples of the letters and envelopes for all options that are available to see? (Scanned images or PDF files that can be sent)

Answer #2: Yes, scanned images attached.

Question #3: Once the job is awarded how long before actual data is sent? Will there be time to create letters?

Answer #3: This is an as needed contract.

Question #4: Is the #9 return envelope with or without a window?

Answer #4: Without window.

Question #5: Options 2 and 3 do not have any details on the paper specs or envelopes specs. Is more information available?

Answer #5: SBISD need pricing on additional services provided for miscellaneous jobs.

Question #6: Are there multiple statements going to the same address or tax payer and does the district want these combined into one envelope to save postage?

Answer #6: Yes, when taxpayer has multiple properties under the same mailing address it will be mailed in the same envelope.

END OF ADDENDUM NO.1

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
TAX OFFICE
P.O. BOX 19037
HOUSTON TX 77224-9037

RETURN SERVICE REQUESTED



PLACE STAMP
HERE
The Post Office
will not deliver
mail without
Postage

Check box if above is a new address

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
TAX ASSESSOR/COLLECTOR
P.O. BOX 19037
HOUSTON TX 77224-9037