

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Scott Muri, Ed.D, Superintendent of Schools

**PURCHASING DEPARTMENT**

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**BARBARA A. ROBILLARD**

Director of Purchasing

**NOTICE TO QUOTERS**

**ADDENDUM TO REQUEST FOR PROPOSAL**

DATE: May 5, 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. 2

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. 2**

## **QUESTIONS AND ANSWERS**

### **Question #1**

Section 8.13.0 OPTION No.1 - (1) each Laser printing of alphabetic tax roll

- A. Is this a different piece from the statement itself?
- B. Is this a static tax rate sheet for SBISD? Please describe and provide specifications.

### **Answer #1:**

- A. Yes, the alphabetical tax roll is different.
- B. It is a different piece from the statement, SBISD usually do not print unless it is requested.

### **Question #2.**

Section 8.14.0 OPTION No.2

- A. Is the Static copy (return address and logo) the same as copy for the envelopes in Option 1?
- B. Is this a separate project(s) in addition to the option 1?
- C. Frequency?

### **Answer #2:**

- A. No
- B. Yes
- C. As needed

### **Question #3:**

Section 8.15.0 OPTION No.3 - SBISD will print correspondence, stamp and label envelopes, vendor will fold, insert and mail/deliver letter(s) to post office for distribution.

- A. If pre-labeled envelopes are provided from the district, will they be in the same sort sequence as the pre-printed letters?
- B. Is this is a hand match?
- C. Is this a separate project(s) in addition to the option 1 & 2?
- D. Frequency?

### **Answer #3:**

- A. Yes
- B. No
- C. Yes
- D. As needed

**Question #4:**

Section 8.16.0 OPTION No.4 - Does your company print banners? If yes, please provide the following: both retractable banners, sewn and grommet banners, printed one side or two sides, indoor or outdoor banners, on various substrates, in various size are available. Please provide specifications, most frequently ordered quantities, sizes, and styles required.

**Answer #4:**

As needed, please provide sample pricing.

**Question #5:**

Most tax collector assessment notices have a disclaimer and rights sheet printed on back side of statement. Are all statements just printed on one side?

**Answer #5:**

Two (2) sided.

**END OF ADDENDUM NO.2**