

AUGUSTA COUNTY SERVICE AUTHORITY



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Invitation to Bid (ITB) #1749 – Bill Stock & Envelopes Addendum #1 and Acknowledgement

To: Prospective Bidders

From: Casey McCracken, Augusta County Service Authority

Date: April 21, 2017

Subject: ITB #1749 – Bill Stock & Envelopes Addendum

The Augusta County Service Authority (ACSA) received the following questions from bidders. The answer to each question is provided below.

Question #1:

Regarding Section B. Sample – are you looking for exact printed samples of all the envelopes and forms within this bid? Or will similar envelopes and forms suffice?

Answer #1:

Similar envelopes and forms. Mostly we are looking at the materials and quality. We'll probably also run the samples through our folder/inserter a couple times.

Question #2:

Can hard copy samples of the envelopes and forms be picked up from the ACSA?

Answer #2:

Yes, samples may be picked up from customer service.

Question #3:

To confirm – all shipping/freights costs are to be included in the unit cost and/or total delivered cost? For an example – say we send you 25,000 envelopes four times in a one year span, the freight cost for each lot should be included within the total cost on the bid sheet.

Answer #3:

Yes, please roll all the costs into a unit cost. We tried to estimate our on hand quantities to help with the number of deliveries, but it is possible that number could fluctuate.

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Question #4:

Will ACSA provide print ready art for all envelopes and forms or will the successful bidder have to recreate everything?

Answer #4:

ACSA will provide what it can, but we suspect some things will need to be re-created.

Please print all pages of this addendum and sign and date the acknowledgement below indicating that you have received the changes to the specifications and include it with your submittal for your bid to be considered.

I acknowledge receipt of this Document and the Addendum Changes:

Vendor's Signature

Date

Printed Name