
Invitation For Bid 753-2-8617DJF
Printing & Mailing of Annual Fund/CHSS Next Steps Letter

Responses to Questions

Question: Part of the instructions say:
SHSU will email the address list plus overnight payment check for postage upon receipt of Form 3602 postage statement for the Annual Fund mailing.
The postage expenditure is not to be included in this bid.

We need the mail list before we can email form 3602 so is it ok if we note in the bid that postage will be calculated and form 3602 processed after having received the mail list?

Response: Yes.

Question: Are you able to provide us with your non-profit postal permit so we can give you the correct postal amount once we get the mail list?

Response: We can provide our "national" nonprofit standard mail authorization number which allows us to mail at any Post Office that accepts standard mail.

Question: Do you require first class postage or is standard pre-sort ok?

Response: Non-profit standard mail presorted for lowest rates available (as stated in specs)

Question: It says that Version 1 should mail week of Nov 7 and Version 2 should mail the week of Nov 14. Does that mean you want it at the post office the week of the 7th and version 2 the week of the 14th or do you want it in the mail box the week of the 7th and the week of the 14th?

Response: At the post office.

Question: On the #10 regular envelope, is this printed 4 color BOTH sides?

Response: One side only