

PROPOSAL #P03-039S

PROVIDE MAILING SERVICES

ADDENDUM NO. 1

NOVEMBER 5, 2003

The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids to **PROVIDE MAILING SERVICES** scheduled to open on November 12, 2003 at 2:00 p.m.

Answers to written questions from the Mandatory Pre-bid Conference held on October 30, 2003 at 2:00 PM:

1. Question: Page #3 Section 1.2 states that UMDNJ has a permit in Somerville. Can we mail out of New Brunswick with an authorization from the post office for an additional mail entry?

Response: Yes

2. Question: Page #9 Section 3.0 states that deliveries and pick-ups must be made at the various schools and campus. Where should this charge be listed?

Response: Included in the price.

3. Question: Average size of mailing?

Response: 8,000 to 10,000 pieces.

4. Question: Please provide approximate number of mailings per year broken out package type?

Response: Hard to determined depends on the type of projects that are done, have Mailings 40 to 50 times per year.

5. Question: Page #45 Section 8.0 starts by outlining the envelope size is this information for insertion purpose?

Response: Yes.

6. Question: If so, how many pieces are we to insert into envelope?

Response: 1 pieces sometime 2 pieces.

7. Question: Does any of the inserts required the use of a friction feeder (special attachment to insert open-ended pieces)?

Response: Yes some do.

8. Question: Page #45 Section 8.0, Folding-how many folds?

Response: 2 folds.

9. Question: Page #45 Section 8.0, Item 2 mentions 11"x14" continuous forms self-mailers. Are you requesting a price to fold in half and either affix a label perhaps ink-jet. Please clarify?

Response: the prices are to label an 11"x14 continuous form computer in stock in East/West zip code sequence to the listed mailers/pieces. (This gives the minimum price to charge per mailing or per thousand, and places the mailings in sequential order according to the zip code).

10. Question: Page 45 Section 8.0, item D-Dual Pressure sensitive labels-is that to Print or affix only?

Response: affix only 95% of the time.

11. Question: Item E-again, do we print or affix only?

Response: Affix only.

12. Question: in order to qualify for automation postal discounts, fold over self-mailer, letter size must be wafer sealed. Depending on the layout, you may need one or more wafer seals. Should a line be added for that service?

Response: Yes, see page #47-4D

13. Question: Page #47, Item A. Machine tape stamp-does this mean affixing a meter strip?

Response: Yes, this means a meter strip.

14. Question: Can you provide pricing from the previous bid?

Response: We cannot provide copies of previous pricing information; vendors must contact the buyer and make an appointment to review the previous bid pricing.

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Betty Bankston at (732) 235-9037 if you have any questions regarding this addendum.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.

8.0 PRICE SHEET AND SUPPORTING DETAIL

Total all-inclusive cost per thousand

Envelop size

	UNDER <500	501-1,000	1,001-5,000	5001-10,000	10,001-25,000	OVER 25,000
4 ½ x 9 1/2"	_____/M	_____/M	_____/M	_____/M	_____/M	_____/M
B. 6" x 9"	_____/M	_____/M	_____/M	_____/M	_____/M	_____/M
C. 7 ½ x 10 ½	_____/M	_____/M	_____/M	_____/M	_____/M	_____/M
D. 10" x 12"	_____/M	_____/M	_____/M	_____/M	_____/M	_____/M

Minimum charge: @ _____/Fold

\$ _____

2. Mailers labels, 11"x14" continuous form computer stock in east/west zip code sequence.

A. Mailers (Letters) up to 6x9 @ _____/M

Minimum Charge \$ _____/M

B. Mailers (Flats) up to 9x12 @ _____/M

Minimum Charge \$ _____/M

C. Catalogs (Flats) up to 9x12 @ _____/M

Minimum Charge \$ _____/M

D. Dual Pressure-Sensitive Labels @ _____/M

E. Hand Affix 3-up Labels or Pressure Sensitive Labels @ _____/M

Minimum Charge \$ _____/M

F. Import records from Paradox, Dbase, Access or Ascii, verify zip codes
Export to Cheshire labels in NON-Auto format:

Cost for import/verification @ _____/M

Minimum Charge \$ _____/M

G. Direct imprint addresses from database to mailing pieces

@ _____/M

Minimum Charge \$ _____/M

3. Preparation of Mailing (Non-Automated)

A. Mailers (Letters) up to 6x9 \$ _____/M

Minimum Charge \$ _____/M

B. Mailers (Flats) up to 9 x 12 \$ _____/M

Minimum Charge \$ _____/M

C. Catalogs (Flats) up to 9 x 12 \$ _____/M

Minimum Charge \$ _____/M

D. Charge for Zip Sequencing Mailing \$ _____/M

Minimum Charge \$ _____/M

4. Preparation of Mailings (Automated)

A. Charge for import and preparation of Automated labels \$ _____/M

Minimum Charge \$ _____/M

B. Mailers (Letters) up to 6x 9 \$ _____/M

Minimum Charge \$ _____/M

C. Catalogs (Flats) up to 9 x 12 \$ _____/M

Minimum Charge \$ _____/M

D. Wafer Sealing \$ _____/M

Minimum Charge \$ _____/M

5. The bidder shall advance postage expenses for each mailing.

A. Service charge for this services \$ _____/M

Charge for application of first class postage

A. Machine tape stamp \$ _____/M

Minimum Charge \$ _____/M

B. Machine print stamped \$ _____/M

Minimum Charge \$ _____/M

C. 1st Class stamps affixed \$ _____/M

Minimum Charge \$ _____/M

7. Charge for application of bulk rate postage \$ _____/M

A. Machine tape stamped \$ _____/M

Minimum Charge \$ _____/M

B. Machine printed stamped \$ _____/M

Minimum Charge \$ _____/M

C. Bulk rate stamp affixed \$ _____/M

Minimum Charge \$ _____/M

D. Charge for surplus hold \$ _____/M