



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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ADDENDUM NUMBER ONE

RFQ # 7459218

TITLE: MAILING SERVICES - DMV

Closing Date and Time: 1/29/13 at 11:15 AM

**Per the issuance of this ADDENDUM #1
(3 pages, including this cover sheet)**



Specification Change / Addition / Clarification

**Attached is a list of questions we received regarding this Request for Quote,
along with the answers.**

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Question #1 (spec page 1)

Is a label produced and then applied on top of the glassine window ? Or is the outside of the envelope actuarially being variable imaged with the new address info?

Answer # 1

If an updated address needs to be applied it is affixed on the outside of the envelope. The address can never be changed on the registration renewal form, but if the address is different to what the post office has, then the address can be changed on the envelope, but again never the registration form.

Question #2

The Registration and Delinquent Renewals Document sizes and specifications are different on specification page one (3rd paragraph from bottom) vs. specifications found on page two. Please clarify which to follow.

Answer # 2

The language is different, but the same material is used. 24# Bond paper is the same as 60# offset paper. The paper weight is 24# bond or 60# offset. Sorry for the confusion.

Question 3: (spec page 2)

On the page 2 spec sheet - 8th BULLET down description on methods for validating the document inside the #10 envelope without opening it.

Is the quantity on these the 81,000 annually - (same as Tax delinquent renewals) out of the 550,000 Registration Renewals annually?

Answer # 3

- (1) The envelope used will be a window envelope without the sheer across the window; it will be open so the cities can stamp the renewal form without opening the envelope.**
- (2) The quantity is NOT the 81,000. This process is done every month. Each month with Registration renewals the vendor will separate the ones that have tax blocks on them and mail them to the assigned city or town. The city or town will then stamp the ones which are paid and send back all renewal forms for mailing out to the customers.**

Question 4:

Can a vendor use its own permit with same signature authorization system requirements as permit #1286 to be mailed from its local District BMEU?

Answer # 4 NO

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Question 5:

Would the State be open to a having a new permit with the same authorization system requirements as permit #1286 in vendors state/location so to mail at vendors local USPS BMEU?

Answer # 5 NO

Questions Re: Individual Monthly Runs:

1) Monthly Registration Renewal Application: Qty avg. 550M yearly, 8 1/2 x 11 on 24# white OCR bond duplex variable imaging 1/1, #10 window 1/0. Also 81,000 of these #10 window envelopes will have a hole/die cut flap or other method on back so a city clerk can stamp-validate taxes paid on document inside envelope without removing it. And a #9 BRE 1/0

Answer # 1) OK, No volume is guaranteed.

2) Monthly Handicap Renewals: Qty avg. 9,400 yearly, *3.66 x 8.5, 24# white OCR bond, variable 1/0, #10 window 1/0, #9 BRE 1/0

*presently vendor producing 8 1/2 x 11. Can quote that way to.

Answer # 2) OK, No volume is guaranteed

3) Monthly License Renewal: Qty avg. 201M yearly, 8 1/2 11 on 24# white OCR bond, variable 1/0, #10 window 1/0. No #9.

Answer # 3) OK, No volume is guaranteed

4) Monthly Photo License Renewal: Qty avg. 10,000 yearly, 3.66 x 8.5, 24# white OCR bond, variable 1/0, #10 window 1/0. No #9.

Answer # 4) OK, No volume is guaranteed

5) Annual Run for Tax Delinquent Notice: Qty avg. 81,000 yearly. 60# Blue bond variable 1/0, 6 1/2 x 7 with a micr perf at 3 1/4. These are delivered to the city and towns. NO Envelopes. Not Mailed.

Answer # 5) Incorrect: 60# offset paper or 24# bond paper. Everything else is OK.