



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM # 1

10/21/14
Solicitation #7549060

Title: Alumni Letter Mailer

Submission Deadline: 10/29/14 @ 10:30 AM

Per the issuance of ADDENDUM # 1 the following are noted:

- Vendor Questions
- Attachment (sample envelope)

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

**Gary P. Mosca
Senior Buyer**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

Solicitation No. 7549060

Vendor Questions:

Question: Is the letter a generic letter or is it customized, i.e. laser printed with name and addresses?

Response: *The inside piece we are mailing will not be customized, nor will we be using a window envelope. It will be a standard #10 with the Alumni address. The outside envelope will now be customized.*

Question: Line 4- Alternate cost for additional 4 pages. This bid is for mailing one page (printed both sides). Please confirm you are looking for pricing on 4 additional pages printed both sides for a total mailing of 5 pages size 8 ½ x 11. Which would be 5 x 52,000= 260,000 total 8 ½ x 11 inserts.

Response: *Line item deleted form solicitation.*

Question: Line 7- Alternate cost for mailing preparation for each additional 1,000 after 272,000 indicated? The bid is for printing and mailing 52,000. Can you please clarify the 272,000?

Response: *Line item deleted form solicitation.*

Question: Is there any way we could get samples of the envelopes? If we can't get physical samples, you could scan and email samples over for review.

Response: *Attached is a #9 envelope sample. The #10 is a window envelope and has the Alumni Association return address.*

The #9 envelope is just an example. In the REQ, the actual envelope is a 6 3/4 remit. We do not have artwork for that size, just sent along the #9 as an example of something used in the past.

Question: Lines 4 & 5 mention addition or subtraction of 4 pages. What are the 4 pages and how do they figure into the mailing?

Response: *Line item deleted form solicitation.*

Question: Line 7 mentions a quantity of 270M. Is the first mailing for 52M pieces? How many other mailings are there after that and quantities of each mailing. Will the static printing on the 2 envelopes change for each mailing?

Response: *Line item deleted form solicitation.*

End

Changing lives for 50 years.



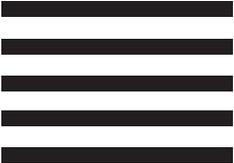
Kiersten Fraser
Dental Assistant program
Bellingham, Massachusetts

“Thank you for making my dreams come true, and even possible for me to obtain. You truly have helped more than you will ever know.”

SAMPLE



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 1193 PAWTUCKET, RI

POSTAGE WILL BE PAID BY ADDRESSEE

Foundation/Alumni Association
Community College of Rhode Island
1762 Louisquisset Pike
Lincoln, RI 02865-9977



Thank you for your support.

SAMPLE

AR-2014

Yes, I would like to support CCRI students.

\$1,000 \$750 \$500 \$250 \$100 \$50

Other _____

Payment options:

Check *(Please make your check payable to the CCRI Alumni Association.)*

MasterCard Visa American Express

Card number

Expiration date (mo/yr) Security code

Name as it appears on card (print)

Cardholder's signature

Please join MyAlumni & Friends, our online community,
or make a gift online at www.ccri.edu/alumni.

Name

Home address

City State ZIP

Home phone Cell phone

Preferred email

Business title and company name

Company address

Work phone