



Purchasing Division

ADDENDUM NO. 1

DATE: January 25, 2019
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Pre-Sorted Mailing Services IFB-4599-19-DH

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Q.** I note that the listing of mailing indication many cases that would not qualify for “bulk, standard or Marketing” mail preparation or rates. Only mail of a **non-personal** nature In quantities of 200 or more (or over 50 lbs) of identical size &weight may be presented as “Marketing Mail”. I note several items on the list under 200 as well as some that likely are of a personal nature.

Marketing mail ranges from postcards to flats & from under an ounce to 16 ounces per piece and there are many variables to rates , preparation requirements & cost. The items to consider in each mailing are:

What is it ? letter, flat , or parcel. Vastly differing prices dependent on shape/size/weight & content eligibilty
Does it meet USPS requirements for the category ?
Is it preaddressed or has a list to be use been provided and if so has it been updated in the last 90 days ?
If needing to be addressed is there adequate room for the address and any barcode info?
Does it require tabbing for closure , if so how many & size depend on the piece.
To be barcoded or carrier routed , or simplified address?
If already addressed is it automation compatible for OCR processing?
If a letter , does it need to be folded & inserted , how many inserts?

The above are not all inclusive of items to be considered , as well as quantities & multiple processing steps , etc. need to be considered.

A “typical” mailing would be 500-1000 like items that have been trifolded with the “open” edge at the top, an address list has been sent to be imported & processed through CASS and/or NCOA.

Workflow as follows: Import file & run through cass certification , If NCOA also desired cost is Minimum of \$15.00 (or \$3.50 per thousand or portion thereof) . Inspect & attempt repair on uncoded addresses

Electronically presort the list per USPS guidelines & produce USPS reports & documents for mailing.

Print address information on each piece along with permit imprint if needed , attach precancelled stamp or hold for metering . Apply any required tabs & Insert into properly labeled trays as directed by the USPS qualification report, complete report & submit mailing to USPS entry office.

A “typical mailing” runs About \$.07 per item per piece plus applicable postage , but may range from \$.03 to as high as \$.15 dependent on steps required, quantities etc.

A. For pricing comparison purposes, firms should presume that all mailings meet the minimum quantity requirements. Please utilize the attached Bid Price Schedule when submitting your bid responses.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,



Duane Hoff Jr., Senior Buyer
City of Grand Junction, Colorado

Price Bid Schedule

Pre-Sorted Mailing Services IFB-4599-19-DH

Qty	Unit	Pre-Sorted Mailing Services	Price for Postage per item	Price for Processing/Handling per item
1	each	First Class Service - Letter Size (automated) – 1 oz. - 815-- zip code (w/11 digit bar code) (500 piece minimum)		
1	each	First Class Service - Letter Size (machineable) – 1 oz. - 815-- zip code (w/11 digit bar code) (500 piece minimum)		
1	each	First Class Service - Letter Size (non-machineable) – 1 oz. - 815-- zip code (w/11 digit bar code) (500 piece minimum)		
1	each	First Class Service - Letter Size (automated) – 1 oz. - 81501 zip code (w/11 digit bar code) (500 piece minimum)		
1	each	First Class Service - Letter Size (machineable) – 1 oz. - 81501 zip code (w/11 digit bar code) (500 piece minimum)		
1	each	First Class Service - Letter Size (non-machineable) – 1 oz. - 81501 zip code (w/11 digit bar code) (500 piece minimum)		
1	each	Flat Size – 3 oz 81501		
1	each	Standard Service – Letter Size (automated) – 3.3 oz or less, to 815-- zip code		
1	each	Standard Service – Letter Size (machineable) – 3.3 oz or less, to 815-- zip code		
1	each	Standard Service – Letter Size (non-machineable) – 3.3 oz or less to 815-- zip code		
1	each	Standard Service – Letter Size (automated) – 3.3 oz or less, to 81501 zip code		
1	each	Standard Service – Letter Size (machineable) – 3.3 oz or less, to 81501 zip code		
1	each	Standard Service – Letter Size (non-machineable) – 3.3 oz or less to 81501 zip code		
1	each	Standard Service – Letter Size (automated) – 3.3 oz or less, to 81501 zip code (saturation) – Simplified Address		
1	each	Standard Service – Letter Size (machineable) – 3.3 oz or less, to		

		81501 zip code (saturation) – Simplified Address		
1	each	Standard Service – Letter Size (non- machineable) – 3.3 oz or less to 81501 zip code (saturation) – Simplified Address		
1	each	Standard Service – Letter Size (automated) – 3.3 oz or less, to 81501 zip code (saturation) (walk sequencing)		
1	each	Standard Service – Letter Size (machineable) – 3.3 oz or less, to 81501 zip code (saturation) (walk sequencing)		
1	each	Standard Service – Letter Size (non- machineable) – 3.3 oz or less to 81501 zip code (saturation) (walk sequencing)		
1	each	Standard Service – Letter Size (automated) – 3.3 oz or less, to 81501 zip code (high density)		
1	each	Standard Service – Letter Size (machineable) – 3.3 oz or less, to 81501 zip code (high density)		
1	each	Standard Service – Letter Size (non- machineable) – 3.3 oz or less to 81501 zip code (high density)		
1	each	Folding – Letter Size, Tri-Fold		
1	each	Inserting – Letter Size, One Insert, #10		
1	each	Tabbing – 15/16”		
1	each	Tabbing – 1 1/2”		
1	each	Addressing – Electronic List		
1	each	Sealing – Letter Size		
1	each	NCOA Services		
1	each	OCR/Barcoding		
		Any Additional Handling Fees – Please Specify		
		Other Fees		

	Any Prompt Payment Discounts	
	State Your Net Payment Terms	

By signing below, the Undersigned agree to comply with all terms and conditions contained herein.

Company: _____

Authorized Signature: _____

Title: _____