

## **ADDENDUM # 1**

TO: ALL PROSPECTIVE BIDDERS

FROM: Dianne Coxson  
Purchasing Agent

DATE: November 26, 2024

SUBJECT: NCSU Request for Quote **#63-DMP1059585**

As a result of many questions raised on the above-referenced Request for Quote, we offer the following addendum:

**THIS ADDENDUM IS FOR INFORMATION ONLY AND IS NOT CONSIDERED PART OF THE REQUEST FOR QUOTE (RFQ).**

**IT DOES NOT HAVE TO BE RETURNED AS PART OF YOUR QUOTE RESPONSE.**

**FAILURE TO RETURN THIS ADDENDUM WILL NOT RESULT IN REJECTION OF YOUR QUOTE.**

(In cases of conflict between specifications in the RFQ and this Addendum, this Addendum will take precedence.)

**Question 1:** Does NC State have their own postal indicia-permit we would use for these mailings? Or do we need to provide a postage estimate for each mailing?

**Answer 1:** Yes, NC State has its own indicia permit that will be provided to the print vendor

**Question 2:** For the deliveries to campus, 1000 initially plus any overages, would there be a loading dock available, or should we plan on these being inside deliveries?

**Answer 2:** These would be inside deliveries to Peele Hall per the bid specs. No loading dock.

**Question 3:** Is there any variable data on the letters or are they all the same? There are no personalized names or addresses of recipients, correct?

**Answer 3:** No variable data (with the exception of the name and address that will go on the envelope).

**Question 4:** Are there any other "matching" components? Or is it all generic?

**Answer 4:** No, no matching components.

**Question 5:** Can you tell me if the envelopes have images that equate to full coverage, or is it simply a logo and words? Can we get a sample of this art work, even if it is not fully approved?

**Answer 5:** Just a logo and words (no sample currently available).

**Questions 6:** To save cost and time while ink jetting the address on the outer envelopes, can we preprint the mailing permit info on all envelopes including the ones we deliver early to you?

**Answer 6:** Yes, that is fine.

**Questions 7:** How soon will the art be available for printing after bids are delivered and awarded. The envelopes and the presentation folders will take longer than the other items and if we receive this order we would like the art asap.

**Answer 7:** Art will be provided no later than December 20.

**Question 8:** Are the presentation folders printed just one side?

**Answer:** No, they are double-sided,