



April 8, 2026

To All Bidders:

Subject: **Bid No. 8683-M6 – Print & Mail – FY2027 Open Enrollment Letter / HR**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

Questions Received by this Office & Answers from The City:

- 1.) What data format will the data be supplied to us in? (.pdf, .txt, etc.)?
The document will be in PDF format, while the recipient names & addresses will be provided as an XLS file.
- 2.) Can you confirm the 14 pages inserted into a 6” x 9.5” envelope equals 7 sheets (printed front and back) or 14 sheets (printed front only)?
The document is seven (7) pages once printed front and back
- 3.) Can we use a 6” X 9.5” single or double window envelope instead of a 6” x 9.5” closed face envelope?
Preferred to use a close faced envelope but City willing to consider alternatives if it lowers pricing.
- 4.) Can we use the blank page (back page of sheet 1) in the sample letter as the front page of sheet 1 where we can print outgoing mail addresses and return mail addresses? The letter would start as the back page of sheet 1
Utilizing the backside of the front page to print the recipients mailing and possibly the senders return address is acceptable.

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Stephen R. McDonald
Assistant Purchasing Director