

Addendum No. 1

Utility Billing Inserts – Reprographic Services

Bid # 1011-002
June 30, 2010

The following information, clarifications, changes and modifications are by reference incorporated into the bid documents for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. The bid date and time remains the same.

Question Received:

1. I'm working on quoting these items for you and I have a few questions. The detailed specs don't mention shrink wrapping or banding, but then it looks like in the Pallet Requirements section that it asks for banding. Do you really want all of these inserts banded and in what amount? I know some fulfillment houses will charge extra if they need to "undo" bands, so just wanted to make sure.

Answer:

Yes, we really want all of these inserts banded no matter how they are delivered to Kubra. Banding ensures that the product will be consistent through the billing cycle which takes up to a month to complete.

The number of items in a band depends on the thickness of each insert. Pursuant to the specifications, page 12 of 19: Inserts must be banded using a 1 ½" to 3" wide paper band in increments of 500. All quantities banded shall be clearly labeled on the band and the total quantity in the box shall be indicated on outside of the box.

End of Addendum No. 1