ADDENDUM NUMBER 1  
DATED MAY 7, 2020  
TO  
SPECIFICATIONS TO REQUEST FOR BIDS #20-6010-LL-K  
FOR A  
BULK MAIL SERVICES  
DATED APRIL 22, 2020

The above entitled specifications are hereby modified as follows and except as set forth herein otherwise remain unchanged and in full force and effect.

Clarification Questions

1. **Question:** Personalized letters with matching envelopes for one insert only – are we printing the personalized letter, inkjet addressing an envelope provided by you, and inserting the personalized letter to match the envelope? If we are printing the letter, we would need to know if it prints in color or black and white, and if it prints simplex or duplex, please.  
**Answer:** Customized letters will match envelopes and there could be multiple inserts. The print is in black and white and letters can be printed either single-sided or duplexed depending on specific request.

2. **Question:** Forms preparation (identify forms, 3602 or other) – are we preparing files and returning the USPS paperwork to you and you do the mailing? Or is this us preparing the USPS paperwork, completing the mail process, and returning the 3602 paperwork to you?  
**Answer:** These are forms required by vendor to complete mailings such as the postal form PS 3602. List forms that apply.

3. **Question:** Curious if the Bulk Mailing Services would be needed to be offsite, or if your organization would considering a proposal that encompasses your current space & equipment to produce these services by a vendor at your facilities.  
**Answer:** The vendor will need to provide all services at their own facility.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

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