



**ADDENDUM NUMBER 1
DATED JANUARY 19, 2021
TO
SPECIFICATIONS TO REQUEST FOR PROPOSALS #21070 DIRECT MAIL
SERVICES**

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

Questions and Answers:

October

- 1) **Question:** Are PDF's of the finished pieces from last time available?
Answer: Yes, samples will be left with the Mizzou Alumni Association receptionist at 123 Reynolds Alumni Center, 704 Conley Road, Columbia, MO, 65211 (across from Jesse Hall)
- 2) **Question:** On the smaller quantities of the Fall mailing, example Nursing, is the envelope a different version on these as well?
Answer: See attached Exhibit 1 and Exhibit 2.
- 3) **Question:** Are all 26 jobs for October mailings, for example, that all artwork will be provided at the same time and same question goes for the data?
Answer: All artwork provided at one time, and all data provided at one time.
- 4) **Question:** For the October Mailing, the reply card is specified as 3.75" x 9" and the reply envelope is a #9. The reply card will not fit into the reply envelope unless it's folded in half since a #9 is 8.875" long. Is adjusting the reply card to 8.75" acceptable?
Answer: Yes
- 5) **Question:** The outer envelope is specified as 6" x 9.25", but need 1/2" clearance for machine insertion is 6" x 9.5" okay or can we trim the card down to 5.75" x 8.75"?
Answer: Yes
- 6) **Question:** The outer envelope, you say 100#, can you be more specific on the stock? Matte Text?
Answer: Matte
- 7) **Question:** Is the main postcard piece personalized or generic? I understand the different art versions per segment, but is there personalized data included as well? I see simplex laser printing in the specs, but not sure if that's just for the reply card or both.
Answer: Each piece is specific to the school or unit, but there is no personalized data
- 8) **Question:** Does the artwork on the outer envelope bleed off the edge?
Answer: Yes, there is a bleed, please see Exhibit 1 & 2

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- 9) **Question:** It says fold slit n nest in the specs. Is that applicable with this as it looks like a postcard and separate reply card?
Answer: Yes

May

- 10) **Question:** The main piece, assume 100# Coated Text, not Cover stock, correct?
Answer: Text
- 11) **Question:** The outer envelope, it says white wove which is an uncoated stock but also matte. Is it the semi-gloss matte finish?
Answer: Yes, semi-gloss matte
- 12) **Question:** For Part 2, says jobs 8 - 16 use the same stationery. If so, can they all print and mail together?
Answer: Yes

Pricing

- 13) **Question:** To simplify the pricing portion of this RFP, could everything print and mailed together?
Answer: Yes, the two dates are supplied in case you are unable to have everything printed in time. If the awarded vendor would prefer everything at one, we can do that. It's 26 postcards, 13 envelope versions.
- 14) **Question:** Will the selected vendor be required to have collegiate license in order to print your school's logo on printed materials?
Answer: No collegiate license is required.

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