



**Purchasing Division**

**REQUEST FOR PROPOSAL:** Mail and Printing Services

**ADDENDUM NO.** 1

**DATE:** August 3, 2022

This addendum is issued to modify the previously released solicitation documents and/or given for informational purposes. It is hereby made part of the RFP document.

Related to high volume printing services, for interested offerors, please provide a separate sheet to include the breakdown of how much services would cost per the following case scenario:

<b>Printing Service Requested</b>	
<b>Miscellaneous Prints</b>	
1-5,000	Full Color, Grayscale, and Mailing; 8.5” x 11”
5,001 – 10,000	Full Color, Grayscale, and Mailing; 8.5” x 11”
10,001 – 15,000	Full Color, Grayscale, and Mailing; 8.5” x 11”
15,001 and above	Full Color, Grayscale, and Mailing; 8.5” x 11”
<b>Special Project</b>	
8,000 Quantity	Weekly deadline, 8.5” x 11”, 20# text paper, 1/1 (single color printing, double sided), tri-folded (C-fold)
<b>Newsletter Project</b>	
25,000 Quantity	Full color newsletter with bleed (8.5" x 11", 80# gloss txt, 4/4, c-trifold) with matte aqueous coating both sizes (ETA 7 full business days)

Under the miscellaneous prints, note that the numbers are just placeholders and can be modified to provide a better breakdown. Please provide cost on the three categories – Full Color, Grayscale, and Mailing (as applicable).

Under the special and newsletter projects, include delivery to the designated mailing company. Use 2549 Washington Blvd, Ogden, UT 84401.

**Acknowledgement:**

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Firm Name

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Authorized Signature & Date