



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
 1509 West 7th Street, Room 300  
 Little Rock, Arkansas 72201-4222

## ADDENDUM 1

TO: Vendors Addressed  
 FROM: Julia Shackelford, Buyer  
 DATE: January 31, 2019  
 SUBJECT: SP-19-0038: Mailing Services for AR Dept. of Parks & Tourism

The following change(s) to the above-referenced IFB have been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other

### BID OPENING DATE AND TIME

- Bid opening date and time shall remain unchanged: February 7, 2019 at 1:30 p.m. Central Time

### CHANGE OF SPECIFICATIONS

- Change 2.3 General Requirements

#### **2.3 GENERAL REQUIREMENTS**

The lettering for Section 2.3 should read A – K, due to a duplication of the letter F.

- Delete 2.5 (C) Presort and Postage Requirements and replace with the following:

#### **2.5 PRESORT AND POSTAGE REQUIREMENTS**

C. Contractor **shall** provide the following to achieve the most accurate and economical mailing:

1. Manifest mailing.
2. Intelligent Mail/POSTNET barcodes.
3. CASS certified software to correct and standardize addresses.

- Delete 2.5 (E) Presort and Postage Requirements and replace with the following:

#### **2.5 PRESORT AND POSTAGE REQUIREMENTS**

E. ADPT will reimburse the Contractor either First-Class domestic or First-Class International postage rates that are documented by the USPS. Market mail and bound printed matter will also be reimbursed at the best possible discounts for postage.

Note: Markups such as insurance and extra services on postage will not be reimbursed.

- Delete 2.6 (A) Storage Requirements and replace with the following:

**2.6 STORAGE REQUIREMENTS**

- A. Contractor **shall** provide an indoor storage location for the inventory of tourism literature.
  1. Items **must** be stored where they will not be rained upon, dripped upon, or otherwise destroyed.
  2. Contractor may mail from any location, but ADPT will not pay to move inventory from Contractor's storage location to Contractor's mailing location.

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your bid submission.

If you have any questions, please contact Julia Shackelford at [Julia.shackelford@dfa.arkansas.gov](mailto:Julia.shackelford@dfa.arkansas.gov) or (501) 371-6079.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_