

WRITTEN QUESTIONS AND ANSWERS

SP-19-0038: Mailing Services

ANSWERS ARE IN BLUE

1	<p>Question: Item 2.4 Packaging Requirements: If envelopes are used do you require Tyvek material for the heavier 6 + item packages?</p> <p>Answer: No.</p>
2	<p>Question: Item 2.4 Packaging Requirements: Will required graphics be limited to fronts only of any outgoing envelope/driving sheet /or package?</p> <p>Answer: This depends on the capabilities of the Contractor. ADPT will work with the Contractor to find the best mix of print/graphics for best display on the driving sheets.</p>
3	<p>Question: Item 2.4 Packaging Requirements: Will Arkansas Welcome Center locations be required to print on backs of any outgoing packages?</p> <p>Answer: No.</p>
4	<p>Question: Item 2.5 Presort & Postage Requirements: You reference First Class Postage Reimbursement. Will this be your only method of mailing out material, via First Class Postage, as opposed to Marketing Mail or Bound Printed Matter?</p> <p>Answer: See Addendum 1.</p>
5	<p>Question: Item 2.2 Background: Is there a peak season for receiving orders and distributing the information?</p> <p>Answer: Peak season is spring/summer, with a modest uptick in the fall.</p>
6	<p>Question: Item 2.3 G. Postage: May files from separate days be combined to get a better postage discount so long as deadlines for mailing are met?</p> <p>Answer: Yes.</p>
7	<p>Question: Item 2.6 Storage Requirements: Are there any restrictions on where the materials are stored and where they are mailed from?</p> <p>Answer: See Addendum 1</p>
8	<p>Question: Item 2.7 B. Inventory: Does the contractor bare the expense of transferring inventory to the new location?</p> <p>Answer: No.</p>
9	<p>Question: Item 2.7 B. Inventory: Are different titles currently stored together on the same pallet?</p> <p>Answer: No.</p>
10	<p>Question: Item 2.7 C. Recycle: Does ADPT require recycling certificates to prove materials have been destroyed responsibly?</p> <p>Answer: Not required, but preferred.</p>

11	<p>Question: Item 2.7 C. Will there be a need to hold out of date materials while fulfilling new products?</p> <p>Answer: If this question is understood correctly, no, the out of date materials may be immediately recycled when the new edition comes in.</p>
12	<p>Question: Item 2.5 C. Presort & Postage Requirements: As there are no specific software and technology applications to be used during the fulfillment of this bid, unless referring to the CASS certification software?</p> <p>Answer: See Addendum 1</p>