



## ADDENDUM 1

**PROJECT:** 08-19-001 Spring Summer 20220 Credit Schedules and Postcards Bid  
**BID / TIME DUE:** Wednesday, August 21, 2019 at 1:00 p.m.

Bidder must acknowledge receipt of this addendum on the Bid Form.

### QUESTIONS

1. We wanted to verify that the book will be stitched on the 8.5 side to be an oblong book?
  - a. **It would be on the 11" left side to form standard 8.5x11 booklet in portrait orientation.**
  
2. Is it possible to pick up a sample? If so when would be a good time and what location?
  - a. **You may pick up a sample from the Finance Office, Sugar Grove Campus, Dickson Center, Room 259 (top of the stairs, to the right). I will have samples available with the receptionist. Office hours are 8-4:30 p.m.**
  
3. Would you please provide additional information from Page 6 regarding the zip codes?
  - a. **We are still determining the half of the district zip codes that will receive the schedule vs. the postcard, but once we hand over those zip codes identified, the printer will determine the quantities based on zip-code level saturation mailing. It's a residential customer mailing so there is no specific mailing list to use beyond zip codes.**
  
4. Will Waubonsee provide the mailing list?
  - a. **No, the printer will provide the mailing list based on the zip codes.**

**This addendum does not change the bid due date or time.**

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