

ADDENDUM #1

To the suppliers who plan to provide a response to the College's
*Request for Quote SPC-02-8-19_ **USB Course Delivery with Custom Packaging*** posted July 26, 2018

Correction to the RFQ

The RFQ stated the product should be “inserted in the mailer”, this is not correct.

The product will not be inserted into the mailer. The mailers are separate and will be filled by CPSI to ship at a later date.

The following questions were received in response to the request

Questions:

1. Can you clarify the type of mailing envelope?

Answer See attached picture of preferred example of mailer.

2. Can we pack the package as a bubble mailer?

Answer Yes, but not preferred.

3. Do we seal the mailing envelope or you want us to keep it open to insert to any additional item?

Answer You will not load the product into the mailers – see above correction to RFQ.

4. We also offer fulfillment services where we can send the package directly to the student. Would this be an interest to you

Answer Not at this time.

5. We offer two different packaging options. Both packaging options meet the goal of custom printed color insert, and hold the USB. How do we quote for both options?

Answer Submit a quote for each package type.

6. Will all items be sent to the same location?

Answer Yes. These will ship to our Allstate Center location in St. Petersburg, FL.

Example of preferred mailer

