TO: All Bidders

FROM: City of Cambridge

DATE: June 22, 2022

RE: File No. 10393 Printing, Inserting, & Mailing Water-Sewer Bills & Letters FY23-25 - Addendum No. 1

This addendum is comprised of:

Submitted Questions and Answers

SUBMITTED QUESTIONS AND ANSWERS:

1. **Q:** Is the city open to using a windowed return envelope to help keep production costs down?

   **A:** No. Unfortunately, this is not feasible for the City at this time.

2. **Q:** Does the city have its own postal indicia, or will it be busing the vendors?

   **A:** The City-issued purchase order would include the postage and the successful bidder would use their own machine/equipment to dispense the postage.

3. **Q:** Does the city want a copy of the RFP with the responding vendors name on the bottom all pages, or just the relevant pages to the RFP response?

   **A:** Please submit **ALL** pages of the IFB in a sealed envelope prior to the bid deadline date.

All other details remain the same.

Elizabeth Unger  
Purchasing Agent  
Addendum No. 1