



Housing Authority of the City of Pittsburgh

Contracting Officer
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November 2, 2016

Printing and Mailing of HCV Application 3 Quote Bid

ADDENDUM NO.1

This addendum issued November 2, 2016 becomes in its entirety a part of the 3 Quote Bid for Printing and Mailing of HCV Application as is fully set forth herein:

Item 1: **Q.** In the scope it mentioned addressed and tabbed. My interpretation would be inserting into #10 Business envelope with no tabbing involved. Is this correct?

A. **Yes**

Item 2: **Q.** Is the 2 sheet application going into the #10 envelopes and are the envelopes getting addressed?

A. **An excel spreadsheet w/Head of Household's name & address will be provided. Vendor to address envelopes.**

Item 3: **Q.** Is there a return envelope going into the application and #10 envelope and will they be furnished?

A. **There is no Return Envelope. The vendor to provide #10 Business Envelope w/HACP Logo & HCV Dept. Return Address in Upper left corner. Sample will be provided.**

Item 4: **Q.** If both Q2 and Q3 are yes would the application need tabbed?

A. **No**

Item 5: **Q.** If a return envelope is being inserted would a stamp need placed onto it?


A. **No return envelope required.**

Item 6: **Q.** On the mail merge for the application is this a simple address (block) field on 1 side of 1 sheet of the application or is there different fields throughout all four (4) sides of the application that need the information merged into it.

A. **We only need the Head of Household's name on the top of the back side of the 1st sheet where it has Name: _____**

Item 7: The proposal due date is changed to November 7, 2016, time and location remain unchanged at 11:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Contracting Officer

11-2-16
Date