



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

October 17, 2016

Printing and Mailing of October 2016 V-PAC Newsletter 3 Quote Bid

ADDENDUM NO.1

This addendum issued October 17, 2016 becomes in its entirety a part of the 3 Quote Bid for Printing and Mailing of October 2016 V-PAC Newsletter as is fully set forth herein:

- Item 1:** **Q.** The sample attached shows a 4/4 newsletter – is this correct, as the bid states 1/1?
- A.** Yes, it should read 4/4.
- Item 2:** **Q.** What or where does the variable information on the newsletter go if the sample is correct?
- A.** This question is vague. Please be more specific in your Request for Information.
- Item 3:** **Q.:** Regarding the #10 envelope and the return envelope, is the return envelope to be folded and both shipped to you upon completion or are they mailing with the Application?
- A:** The return envelope is a #9 and is to be inserted in the #10 envelope w/the application to be mailed out. As it is slightly smaller, it will not need to be folded. We have the #9 envelopes to be given to the vendor who receives the bid.
- Item 4:** The proposal due date is changed to October 21, 2016 and time and location remain unchanged at 10:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219. Yes.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Contracting Officer

10-17-16

Date