



Procurement
Department

October 7, 2025

Quote Request

**2025 HACP Fall Newsletter (News & Views) Printing and Mailing only
(Design by other)**

ADDENDUM NO. 1

This addendum issued October 7, 2025, becomes in its entirety a part of the Quote Request for 2025 HACP Fall Newsletter (News & Views) Printing and Mailing only (Design by other) as is fully set forth herein:

Item 1: Q: Size 8.5 x 11: finished final folded size 8.5 x 5.5, stapled with head of household mailing. I am unclear as to what is meant by "stapled with the head of household mailing." Further down in the quote you have a section called "Other". Is that the actual head of household mailer?

A: **"Other" essentially means the Specs of the entire newsletter project. Head of household is the information that goes on the mailing labels from the Excel spreadsheet, to be provided to the awarded vendor.**

Item 2: The due date, time, and location remain unchanged at 10:00 a.m. Bids to be submitted via email to: Kathleen.Obringer@hacp.org

END OF ADDENDUM NO. 1

A handwritten signature in black ink, appearing to read 'Brandon Havranek', is written over a horizontal line.

Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

October 7, 2025
Date