
HOUSTON COMMUNITY COLLEGE SYSTEM



Purchasing Department

**AMENDMENT NO. 2
QUESTIONS AND ANSWERS**

**Project No. 06-17
Mailing Services**

Date: August 29, 2006
To: All Prospective Bidders
From: Houston Community College System, Procurement Operations
Subject: Informational Letter # 1 - Invitation for Bids (IFB) for Mailing Services Project No. 06-17

The following written questions regarding subject IFB were received in the procurement operations department prior to the question submission deadline of July 5, 2006 at 4:30 p.m. (local time).

Question No. 1: Does the pricing need to include the labor and the postage fee or is it only the labor and the institution provide the postage?

HCCS Answer: Pricing is to include labor; not postage.

Question No. 2: Tabbing, Do we provide the tabbing sheet or the institution provide it?

HCCS Answer: Vendor must provide tabbing sheet.

Question No. 3: Please provide the equipments either in term of printer, postage stamp, tags, etc., that are provided by the institution as per the bid and also the one that are the responsibility of the bidder.

HCCS Answer: HCC will only provide postage and items for mail-outs (such as brochures).

Question No. 4: Item No. 001 mail services: What type of services needed on the item only? presort only, insert, fold, etc. ?

HCCS Answer: Presort only.

Question No. 5: Item no. 002 a.: How many pickups per day? How many locations for pickup? What are the addresses of the locations for pickup?

HCCS Answer: First Class presorts are picked up once a day by 3:30 pm from Houston Community College System, Mail Center, 3100 Main, Room #1C19, Houston TX 77002. Mail picked up by the contractor during daily pick-ups will be delivered to the United States Post Office that same day.

Question No. 6: Item no. 002 g-h: What is the total number of pages per each collating, item?

HCCS Answer: Four

Question No. 7: Item no. 002 n: Are the Cheshire labels coming to us 4up to a page or 1up to a page?

HCCS Answer: The requirements will be 4-up to a page.

Question No. 8: Item no. 002 r: Will we be printing one side or two sides? and black ink only? and will CASS/Sort be included in this line item?

HCCS Answer: For Item no. 002r; Print one side with black ink only. CASS/Sort is included in this line item.

Question No. 9: Item no 002 u: Will we be printing one side or two sides? and black ink only? and will CASS/Sort be included in this line item?

HCCS Answer: See Answer to Question No. 8.

Question No. 10: Item no. 002 x: What type of puts will you need for your mailing list? And ? i.e. names, address, phone or ? And each time you need a list will it be the same puts?

HCCS Answer: The residents list that display addresses only. Yes, the list will be the same.

Question No. 11: International mail going 1st. class (IPA) or standard (ISAL)?

HCCS Answer: International Priority Airmail (IPA).