

Solicitation Amendment No. 02

To: Prospective Bidder/Offeror:	Date:
Prospective Bidder	August 29, 2006
Project Title:	Project No.:
Mailing Services	06-17

Description of Solicitation Amendment:

The solicitation for Mailing Services (Project No. 06-17) is hereby amended as set forth herein.

- The Proposal due date is hereby extended to Tuesday, September 5, 2006 @ 3:00 p.m., (Local time).
- Delete in its entirety, Attachment No. 2, Schedule of Items and Prices, Pages 12 – 16, and replace with the revised Attachment No. 2, Schedule of Items and Prices, Pages 12-16, dated August 29, 2006, attached hereto.
- Questions and Answers: The information is posted on the HCCS website at: www.hccs.edu (Click on: Business & Community / Vendor Information / Bid/RFP).
- Instructions to Bidders: Change Paragraph 6, Contract Award to read as follows:
 6. Contract Award
 Award of a contract, if awarded, will be made to the responsive and responsible bidder offering the lowest bid price for Line Item 001 (a-m), and offers the best value to HCC and whose bid conforms to the solicitation documents. HCC reserves the right to waive any technicalities or irregularities in the bid document and consider the bid for award."

Acknowledgement of Amendment No. _____ by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

ATTACHMENT NO. 2
SCHEDULE OF ITEMS AND PRICES
FOR
MAILING SERVICES
(Revised: August 29, 2006 – Amendment No. 2)

The Bidder/Contractor shall furnish all resources and services necessary and required to provide system-wide mailing services on an "as needed" basis, in accordance with the scope of services and the general terms and conditions of the proposed contract for the price(s) listed below.

Item No. 001	Description of Services:	Bid Price
	<p>Mail Services (Presort only):</p> <p>a. 0-500 Pieces of Mail b. 501-1,000 Pieces of Mail c. 1,001 – 5,000 Pieces of Mail d. 5,001 – 10,000 Pieces of Mail e. 10,001 – 20,000 Pieces of Mail f. 20,001 – 30,000 Pieces of Mail g. 30,001 – 40,000 Pieces of Mail h. 40,001 – 50,000 Pieces of Mail i. 50,001 – 60,000 Pieces of Mail j. 60,001 – 70,000 Pieces of Mail k. 70,001 – 80,000 Pieces of Mail l. 80,001 – 90,000 Pieces of Mail m. 90,001 – 100,000 Pieces of Mail</p> <p><u>Minimum Charges:</u> (Item No. 001 a-m)</p> <p>a. \$ _____ h. \$ _____ b. \$ _____ i. \$ _____ c. \$ _____ j. \$ _____ d. \$ _____ k. \$ _____ e. \$ _____ l. \$ _____ f. \$ _____ m. \$ _____ g. \$ _____</p>	<p>\$ _____ per Hundred \$ _____ per Hundred/Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand \$ _____ per Thousand</p> <p>Total Bid Price (Items No. 001 a-m) = \$ _____</p>

Item No. 004	Description of Services:	Bid Price
	<p>Other Mailing-Related Services:</p> <p>a. Pick-up and Delivery Services (from various college locations or a local printer's office and deliver to the United States Postal Service).</p> <p>b. Rush Charge</p> <p>c. Machine Folding</p> <p>d. Machine Folding</p> <p>e. Hand Folding</p> <p>f. Hand Folding</p> <p>g. Manual Collating (4 pages)</p> <p>h. Manual Collating (4 pages)</p> <p>i. Manual Collating (4 pages)</p> <p>j. Machine Inserting Services (Size: up to 6"x 9" Envelope)</p> <p>k. Machine Inserting Services (Size up to 9" x 12" Envelope)</p>	<p>\$ _____ per trip</p> <p>\$ _____ per trip</p> <p>\$ _____ per thousand</p> <p>\$ _____ minimum charge/job</p> <p>\$ _____ per thousand</p> <p>\$ _____ minimum charge/job</p> <p>\$ _____ minimum charge</p> <p>\$ _____ hourly rate</p> <p>\$ _____ per job charge</p> <p>\$ _____ minimum charge</p> <p>\$ _____ 1 piece per thousand</p> <p>\$ _____ 2 pieces per thousand</p> <p>\$ _____ 3 pieces per thousand</p> <p>\$ _____ 4 pieces per thousand</p> <p>\$ _____ 5 pieces per thousand</p> <p>\$ _____ 6 pieces per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ 1 piece per thousand</p> <p>\$ _____ 2 pieces per thousand</p> <p>\$ _____ 3 pieces per thousand</p> <p>\$ _____ 4 pieces per thousand</p> <p>\$ _____ 5 pieces per thousand</p> <p>\$ _____ 6 pieces per thousand</p>

Item No. 004	Description of Services:	Bid Price
	<p>Other Mailing-Related Services Cont.:</p> <p>I. Tabbing Services to automate self-mailing pieces for lowest postage cost. (Tabbing Sheet provided by vendor).</p> <p>m. Manual Inserting Services</p> <p>n. Cheshire Labeling Services: Includes sort, tie, and tray/bag: #10, 6" x 9", 9" x 12", 11" x 15" cards, envelopes, paper, etc.; All required postal reports; List preparation; Manual presort; Envelopes included; and Machine setup. (Requirements will be 4-up to a page).</p> <p>o. Inkjet Labeling Services: Includes sort, tie and bag; Address standardization and CASS certification; Duplication detection and deletion; Presort and bar-coding for lowest postage; Generation of presort file from client data; All required postal reports.</p> <p>p. Inkjet Messaging Services</p> <p>q. Inkjet Indicia Services</p> <p>r. Laser Print Letters or Envelopes Services (Print one side with black ink only) (CASS/Sort is included in this line item).</p>	<p>\$ _____ minimum charge</p> <p>\$ _____ 1 tab per thousand</p> <p>\$ _____ 2 tab per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ hourly rate</p> <p>\$ _____ per job charge</p> <p>\$ _____ minimum charge</p> <p>\$ _____ per thousand charge</p> <p>\$ _____ minimum charge</p> <p>\$ _____ per thousand charge</p> <p>\$ _____ minimum charge cost per thousand</p> <p>\$ _____ minimum cost to inkjet mailing address on the piece of mail</p> <p>\$ _____ per thousand charge</p> <p>\$ _____ each per charge</p>

Item No. 004	Description of Services:	Bid Price
	<p>Other Mailing-Related Services Cont.:</p> <p>s. Oversized Labeling Services: Pieces sized 8"x 11" or larger:</p> <p>Pieces sized ¼" or more thickness:</p> <p>Manual/Hand Labeling:</p> <p>Manual/Hand Sorting – Sequencing by Zip Code</p> <p>Manual/Hand Sorting – Sequencing by Zip Code</p> <p>t. Inkjet File Processing Services: File Setup, Conversion, and Preparation</p> <p>Manual/Hand Sort, Tie, Bag Per Postal Regulations</p> <p>Storage of Materials (over 30 days)</p> <p>Machine Metering Services</p> <p>Manual/Hand Metering Services</p> <p>u. Laser Print Mail/Merge Letters and Documents Services (Print one side with black ink only); includes CASS/Sort.</p> <p>v. Scan Logos and Signatures Services</p> <p>w. National Change of Address Processing Services</p>	<p>\$ _____ charge per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per hour</p> <p>\$ _____ charge per job</p> <p>\$ _____ charge per file</p> <p>\$ _____ minimum charge</p> <p>\$ _____ hourly rate</p> <p>\$ _____ charge per month</p> <p>\$ _____ charge per pallet</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ minimum charge</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per thousand</p> <p>\$ _____ charge per thousand</p>

Item No. 004	Description of Services:	Bid Price
	<p>Other Mailing-Related Services Cont.:</p> <p>x. Automated Presort of First-Class Mail Services</p> <p>y. International Mailing Processing Fee (International Priority Airmail- IPA)</p> <p>z. Earning Statement Processing Fee</p>	<p>\$ _____ charge per thousand</p> <p>\$ _____ Fee: (Per _____)</p> <p>\$ _____ Fee for Bi-weekly statements: (Per _____)</p> <p>\$ _____ Fee for Semi-monthly statements: (Per _____)</p> <p>\$ _____ Fee for Monthly statements: (Per _____)</p>