



**PRINTING AND MAILING SERVICES
FOR THE CONNECTH2O PROGRAM (RFP)
Solicitation Number: R-22-009-JP**

**ADDENDUM 1
June 17, 2022**

To Respondent of Record:

CHANGES TO THE RFP

1. Cover Page. The last sentence of the cover page is hereby modified to read as follows:

“* ELECTRONIC SUBMISSIONS ONLY***”**

2. Pg. 5 of 68, IV. Submitting a Response, C. Response Format, insert the following:

“7. Sample Paper. If Respondent elects to submit a price for Alternate Paper in the Compensation Proposal, Respondent shall submit four (4) samples of each alternate paper proposed with the dimensions stated in the Scope of Services section of the RFP within 24 hours of the due date. Paper samples must be hand delivered in a sealed package, with the solicitation number, project information and firm name clearly identified on the outside of the package. Paper samples shall be dropped off in care of Janie Powell, to Contract Administration via the black metal drop box located on the left wall when walking through the first set of double doors of the Customer Service Building (Tower II) on the north side of the building at 2800 U.S. Hwy 281 North, San Antonio, Texas, 78212.”

3. Submittal Response Checklist. The Submittal Response checklist is hereby removed in its entirety and replaced with the revised version attached to this Addendum. Respondents shall use the revised Submittal Response Checklist when submitting a proposal for this RFP.

END OF ADDENDUM 1

This Addendum is two (2) pages, with the attachment in its entirety.

ATTACHMENT:

Submittal Response Checklist

SUBMITTAL RESPONSE CHECKLIST

Project Name: **Printing and Mailing Services for the ConnectH2O Program RFP**

Firm Name: _____

Use the checklist to ensure that the Proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each Proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form
- Team Capability and Project Understanding
 - Experience description (1 page)
 - Three (3) references (1 page)
 - Two (2) postcard examples (2 pages)
 - Two (2) door hanger examples (2 pages)
- Plan for Performance of Scope
 - Turnaround time for deliverables (1 page)
 - Plan for meeting scope with economy issues (1 page)
- Compensation Proposal (Attachment 1) (1 page)
- Copy of Current Certificate of Liability Insurance or Letter from Insurance Agent
- Exhibit B – Good Faith Effort Plan
- Exhibit C – Conflict of Interest Questionnaire

If Proposal is submitted with an Alternate Paper Price, Respondent to provide within 24 hours of the Proposal Due Date:

- Set of four (4) sample papers

I certify that the Proposal submitted includes the items as indicated above.

Signature

Date

Printed Name

Title