

**INVITATION TO BID (ITB)**  
**No. 927-10-00004**  
**Packaging and Distribution Services**  
**Questions & Answers**

#	Vendor Question	SRTA Response	Posting Date
1.	<p>Technical Specifications calls for Mailers: Bubble mailers 5 1/8" x 8 1/8"</p> <p>This is not a standard size, the letter would have to be folded twice then folded in half to fit.</p> <p>A Bubble mailer 6" x 10" (outside) 6" x 8 3/4" (inside) is a standard size and the letter would only have to be folded in half, 8 1/2" x 11" to 5 1/2" x 8 1/2"</p> <p>Would this size be acceptable?</p>	Yes	4-20-10
2.	<p>Bubble mailer size stated as 5 1/8 x 8 1/8 (usable area of <u>some</u> #00 envelopes). This size would not hold a letter with a standard fold (width is 8 1/2").</p> <p>Can size #0 (usable area 6 x 9 1/8") or size #00 (usable area 5" x 9") be used?</p>	Yes	4-20-10
3.	<p>Labels: Can alternate (bigger) size be used? (We plan to presort the mail for discounted postage. With this we would also code each piece of mail with the Intelligent Mail Barcode and coding that would allow us to see when the mail was delivered. Plus: presorting saves \$0.08 to \$0.10 on delivery of each piece.)</p>	Yes	4-20-10

Questions and SRTA's responses are posted for informational purposes only and do not alter or modify the requirements set forth in the procurement solicitation document. Revisions to the technical requirements or other information contained in the procurement document(s) will only occur via formally issued amendments.

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4.	Can label contain data to match back it back to the letter and card? Instead of the entire account number, this could be the last 4 digits as seen on credit card receipts.	No credit card information will be provided.	4-20-10
5.	On Appendix B, the first item describes what will be provided by SRTA: "SRTA will provide a form cover letter..."  Is the "form cover letter" the logo, etc that is printed on the letter?	The cover letter is a Microsoft merge document which includes the agency logo.	4-20-10
6.	Does it contain any color - or will the letter be entirely black & white?	The letter is entirely black and white.	4-20-10
7.	Page 4 under 5B Time and Manner of Performance Contract states Cruise cards delivered to contractor maybe not be in sequential order.  Does this mean cruise cards are not in any order, or are cruise cards basically in sequential order with some random cards out or order?	The State Road and Tollway Authority (SRTA) orders the cruise cards in sequential order, the cruise cards do not always arrive that way.	4-20-10

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