



***Purchasing Services Office***

801 Leroy Place  
Socorro, NM 87801  
(575) 835-5881

***Letter of Addendum***

**TO:** All Bidder's  
**FROM:** Kimela Miller  
Chief Procurement Officer  
**DATE:** July 1<sup>st</sup>, 2024  
**RE:** RFB Number: 2405027C, Amendment No. 1  
**Commodity:** Printing Services

- Q1) The Due Date for this RFQ is not on here.  
A1) Due date for the RFB is on Friday, July 12<sup>th</sup>, 2024.
- Q2) Item 3: Year End Appeal says it is a Translucent Envelope with printing on it. It also says "Clear". Please clarify, a Clear Envelope would need a Label.  
A2) Item 3: Translucent envelope with a label
- Q3) Item 6: Graduation Booklets There is no page count, stock or color for a Booklet  
A3) Item 6: We will be changing the printing job to a BROCHURE. We are not doing a booklet anymore. Specs are listed below:
- 9x12 Die cut brochure: Final Size: 22.0 x 19.5 Printing Activity: Offset Printing 5 Color Komori Side 1 Colors: Process Cyan, Process Magenta, Process Yellow, Black, Side 2 Colors: Process Cyan, Process Magenta, Process Yellow, Black. Stock Information: PLATINUM GLOSS CVR Basis Weight: 80.0 Color: White. Additional Operations: Customer Supplied File, Color Ricoh Proof, die cut and hand fold.
  - QTY 800
  - Digital proof required
- Q4) Items 5 and 6 both show a die cut piece 22x19.5, is this correct? Are they the same piece? Can you show us the die cut and the fold?  
A4) Items 5 and 6: Yes, correct on the size and no, they are not the same piece. It will require a brochure envelope and will be a square folded cross that can carry inserts, printed front and back. Here is an example from google:



Q5) Item 11 and 12: Quantity is missing  
A5) Item 11 quantity: 300 and Item 12 quantity is 1,000

**All other terms and conditions of the RFB remain unchanged.**

**ALL Offerors are required to confirm the receipt of this amendment in their bid response.** The proposal due date remains as July 12th, 2024 at 2:00 p.m. MST.