



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 4600 JXP0103 Addendum No: 2 Date of Addendum: 02/12/16

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Clarifications: Section 0500 Scope of Work 2.4.15 is hereby revised to the following:

2.4.15 Contractor shall ensure that all mail is dated with a USPS postmark showing the date items were mailed. Contractor shall stamp all mailed items with an indicia that includes the words "CITY OF AUSTIN". See Appendix A for example.

II. Additional Information: Appendix A is hereby added.

III. Questions:

III.1 (Q) Is an indicia that does not disclose the origin of mailing acceptable?

(A) No.

III.2 (Q) Where do the notices to be picked up originate?

(A) Notices to be picked up will originate at the Court, 700 E. 7th St., Austin, TX. All other notices will be sent electronically.

III.3 (Q) What is the nature and frequency of notices to be picked up?

(A) The notices are unique to each case. There are about 100,000 per year.

III.4 (Q) May an alternative to picking up notices be proposed?

(A) No alternatives may be proposed.

III.5 (Q) May a subcontractor be utilized to pick up the notices?

(A) In order to subcontract, you must contact our Small Minority Business Resource Department for the proper subcontracting procedures. Their phone number is (512) 974-7600.

III.6 (Q) Are the envelope messages court specific or generic to all for a period of time?

(A) All messages or built off data for each particular case/person and are unique to each.

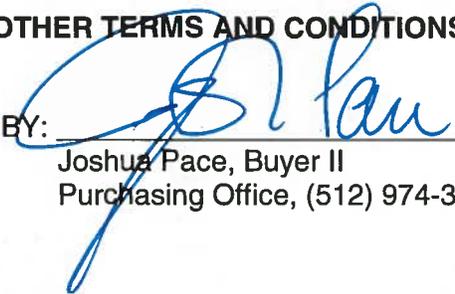
III.7 (Q) What does OCR mean in Section 2.4.3 of the Scope of Work?

(A) Optical Character Recognition. This is a process to convert electronic text in a pdf to searchable.

IV. **Extension:** The bid due date is hereby extended until February 23, 2016 at 2:00 PM local time.

V. **Extension of Bid Opening:** The bid opening date is hereby extended until February 23, 2016 at 2:15 PM local time.

VI. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY:  _____
Joshua Pace, Buyer II
Purchasing Office, (512) 974-3127

2/12/16
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
CITY OF AUSTIN

Appendix A

