

**Marlboro Township
Department of Administration
1979 Township Drive
Marlboro, NJ 07746**

RESPONSE TO REQUEST FOR CLARIFICATION

CLARIFICATION NO. 1

Date: Friday, October 11, 2024

Questions have been raised by prospective bidders with respect to the

**PROVISION OF PRINTING-DIRECT MAILING SERVICES
FOR THE TOWNSHIP OF MARLBORO
(Bid 2024-22)**

Please be advised as follows:

Q1 : “For item A28 through A47, will all of these mail, and will these be ordered 40,000 pieces at a time or will it be multiple orders throughout the year? ”

A: Please see page T1- Bid Form Page, Advertisements

Description: All using departments may order as many quantities as needed, estimated quantities are for the life of the bid and individual orders may be of a lesser quantity at the time of the order

Please also see T1 – Technical Specifications – Instructions to Bidders, Section 2 Quantities

2.1 The quantities shown in this bid are estimates and may be increased or decreased accordingly based on actual need. The Township does not guarantee any minimum print quantity.

Q2 : “For item B1, will this quantity be ordered simultaneously or throughout the year?”

A: Please see page T1- Technical Specifications – Instructions to Bidders, Section 4 – Order Placement

4.1 Orders will be placed on an as needed basis.

Please also see T1 – Technical Specifications – Instructions to Bidders, Section 2 Quantities

2.1 The quantities shown in this bid are estimates and may be increased or decreased accordingly based on actual need. The Township does not guarantee any minimum print quantity.

**CONT RESPONSE TO REQUEST FOR
CLARIFICATION, CLARIFICATION NO. 1**

**PROVISION OF PRINTING-DIRECT MAILING SERVICES
FOR THE TOWNSHIP OF MARLBORO
(Bid 2024-22)**

Q3 : “For the envelopes, Will these be ordered together and will all of the envelopes have the same art/return address?”

A: Please see page T-6 – Bid Form Page, Envelopes

All envelopes should be prices with or without the Department Name/Logo.

Please also see page T1- Technical Specifications – Instructions to Bidders, Section 4 – Order Placement

4.1 Orders will be placed on an as needed basis.

Please also see T1 – Technical Specifications – Instructions to Bidders, Section 2 Quantities

2.1 The quantities shown in this bid are estimates and may be increased or decreased accordingly based on actual need. The Township does not guarantee any minimum print quantity.

Q4 : “For items M2-CL2 & DPW7-9 & PD12-13, will these all be singular orders or will any of them be grouped together?”

A: Please see page T1- Technical Specifications – Instructions to Bidders, Section 4 – Order Placement

4.1 Orders will be placed on an as needed basis.

Please also see T1 – Technical Specifications – Instructions to Bidders, Section 2 Quantities

2.1 The quantities shown in this bid are estimates and may be increased or decreased accordingly based on actual need. The Township does not guarantee any minimum print quantity.

Q5 : “Will the Tax Collector Forms (TC1-11) be bulk ordered as we approach the tax season?”

A: Please see page T1- Technical Specifications – Instructions to Bidders, Section 4 – Order Placement

4.1 Orders will be placed on an as needed basis.

Please also see T1 – Technical Specifications – Instructions to Bidders, Section 2 Quantities

2.1 The quantities shown in this bid are estimates and may be increased or decreased accordingly based on actual need. The Township does not guarantee any minimum print quantity.

Please be reminded that bids will be received and opened at 10:00 AM on Wednesday, October 16, 2024.