



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

REQUEST FOR QUOTES

**Westwood Word Newsletter
Quote # SCH-25-Q-003
Addendum 01
August 12, 2024**

I. GENERAL INFORMATION

Addendum 01 extends the quote due date and answer questions.

The Quote due date is extended to **August 15, 2024 at 11:00am.**

Questions

Q1 Are there any other bid documents other than Attachment A?

A1 Attachment A is the only document to completed with the quote submittal.

Q2 Is the requirement for 2 similar contracts mandatory?

A2 Yes, this is a mandatory requirement.

Q3 Will a mailing list be supplies to determine who received the mailed newsletters or is this going to be mailed to general residents within Westwood?

A3 The newsletter will be mailed to all general residents.

Q4 How does the vendor acquire the addresses?

A4 The Town will provide the addresses in a format that can be converted to an Excel file.

Q5 The Quote says the newsletter needs to have a “stamp” for postage. Does this mean a First Class stamp or can we use a USPS permit?

A5 A USPS permit is currently used.

Q6 Should the Quote include the cost of postage?

A6 Yes – postage must be included.



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II. ADDENDUM 01 RECEIPT ACKNOWLEDGEMENT FORM

BIDDERS MUST ACKNOWLEDGE RECEIPT OF ADDENDUM WITH THE BID SUBMITTAL.

Signature _____

Name _____

(Please Print)

Title _____

Company _____

Date _____

End of Addendum No. 1