

TO: All Bidders

FROM: Robert W. Hearn, Jr.
Director of Business Services
Owens Campus

DATE: May 24, 2016

SUBJECT: Addendum #1 To Invitation To Bid
Contract #DTCC160513-PRINTING

ADDENDUM #1 – Questions and Answers

- 1. The DTCC Magazine (page 43 of the Invitation To Bid – (ITB)) is to ship to the Wilmington Post Office and the 3 separate campuses. Is this publication being mailed under DTCC indicia?**

The Delaware Tech Magazine is shipped to and mailed from the Wilmington Post Office under Delaware Tech's Wilmington Campus indicia (Permit No. 387). Copies are also shipped to three campus locations - Georgetown, Dover and Stanton.

- 2. Are the publications on page 44 of the ITB to be delivered to the Wilmington Post Office under DTCC indicia or can we mail these from our location under our indicia? For those copies not being mailed, are we shipping those to the Stanton and Georgetown campuses? Also there is a note about "Purchased List"- are you supplying the mailing list?**

The publications listed on page 44 would have to be delivered to the Wilmington Post Office and use the Wilmington Campus indicia. Additional copies would need to be shipped to the Stanton and George Campus locations. The George Campus location is in Wilmington. The Owens Campus is in Georgetown. The mailing list is purchased from a third party by the Stanton/George Campus and then supplied to the printer.

- 3. Are the publications on page 46 of the ITB to be delivered to the Wilmington Post Office under DTCC indicia or can we mail these from our location under our indicia? For those copies not being mailed, are we shipping those to the**

Owen campus? Also there is a note about "Bought List" - are you supplying the mailing list?

The publications listed on page 46 would have to be delivered to the Wilmington Post Office and use the Owens Campus indicia (Permit No. 1505). A specified number of copies are delivered to the Owens Campus. The mailing list is purchased from a third party by the Owens Campus and then supplied to the printer.

All other terms and conditions remain.