



Administrative Office of the Courts

Operations Division

Amendment # 1 Request for Proposals Print-to-Mail Recovery & Support RFP K22-0002-29

This Amendment is being issued to amend and clarify certain information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikethrough (ex. ~~language-deleted~~).

1. Modify language in Section 2.3 – Scope of Work/Deliverables:

2.3.2 Print / Mail Volume Estimates

- Notices shall be printed seven (7) days a week.
- The AOC also mails around 125,000 notices per week.
- Printing on 20 lbs. copier paper.
- The Judiciary shall supply the pre-printed envelopes.
- MATS receipts on preprinted watermark paper-supplied in addition to carrier envelopes.
- Notices also printed Multi-lingual is also printed (generic insert that goes along with the notice).

2.3.3 Communications

- All notices shall be in pdf format and have its own file.

2.3.4 Postal Options

Sortation

- Each notice shall be sorted and filed by zip code, as well as printed, stuffed and mailed.

Postage

- The expected turnaround regarding daily files is 24-hours from notice to start point, and 3-4 days for delivery to the posted address.

<p>Issued By: Christos Bazekis Procurement Officer August 25th, 2021</p>
--