Attention of all bidders is directed to the following addendum to this Bid Proposal:

A. Response(s) to Bidder's question(s):

   **Question:** I need some clarification. On the window I understand it is a standard size, I am showing 1 x 4 from the print off but really need confirmation on the window size, how far from the left and how far from the bottom? Also, do any envelopes use or require security tint?
   **Answer:** The window is located 7/8" from the left edge and 3/4" from the bottom edge. It must be a minimum of 1" x 4" but can be as big as 1 1/8" x 4 1/8" and still work just fine. No security tint is required.

   **Question:** Since January and February are already gone as far as delivery is concerned, will the contract begin with March's "comment" If this is a 1 year contract and you change "comments every year, then will you supply JAN, FEB, and March 2016 "comments with the order?
   **Answer:** Yes, the bid will be on a 12 month basis and Months past will roll over into the next calendar year.

Bidder shall acknowledge receipt of this addendum and submit this acknowledgment with their bid submittal. Failure to acknowledge addendum(s), may result in rejection of bid.

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Christina Rivas  
Procurement Analyst

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BIDDER'S ACKNOWLEDGEMENT OF RECEIPT

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