ADDENDUM #1

TO THE BID DOCUMENTS OF

Mailing System – PR09.P06
Illinois Valley Community College

TO: Prospective Bidders
FROM: Pat Reed, Purchasing Director
Illinois Valley Community College
DATE: November 13, 2008

This Addendum forms a part of the contract documents and modifies the original bidding documents. Acknowledge receipt of this Addendum with your proposal.

ADDITIONAL SYSTEM SPECIFICATIONS

Proposed system must include:

- System must be able to process mail within the full rate structure of the USPS to include the ability to handle envelopes of up to ¾ inch in thickness as allowed under the USPS structure.

- System must include an auto-feed solution.

- System must include a stacker to collect finished envelopes as they are processed.

- System must have the ability to measure length, width, and thickness of each envelope in an automatic feed manner up to the full rate structure of ¾ inch thick.

- System must automatically feed, measure length-width-thickness, seal, apply the appropriate postage and stack the mail all in a mail stream.

- System must include a 30# platform scale to weigh items such as boxes, tubes, or other large items.

- System must include a maintenance plan that covers the cost and installation of print heads.

- Software must be password protected.

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Director of Purchasing