



DATE: 4/4/2023

Addendum # 1

BID NO.: 101246
OPENING: 4/11/2023 @ 2:00 pm
COMMODITY: URI Research Magazine Printing and Delivery

This addendum was generated to answer the following questions submitted for Bid #101246 by the question period deadline of 4/4/23 at 12:00 pm. No other questions pertaining to this bid will be accepted or answered moving forward.

Q1: Are samples of previous magazines available? Who should I contact to receive a sample of Momentum: Research & Innovation Magazine?

A1: Yes, samples are available for pickup or to be sent to you, at your cost, per the instructions below.

If you would like to request samples, send an email to mail_services@etal.uri.edu, Attention Amy and Jim in URI Mail Services. Please plan your requests in a timely manner as this bid is opening on 4/11/23 at 2pm.

Samples can be obtained in the following ways, while supplies last:

FEDEX

The samples will go into a FedEx Large Pak weighing 1lb 13oz. The potential bidder will need to email their FedEx account number so that we can process this through our FedEx Ship Manager as bill recipient/3rd party.

UPS

Envelope dimensions: 10x13x1 envelope; Weight: 1lb 12oz.

A PDF of the potential bidder's shipping label can be emailed to us at mail_services@etal.uri.edu; the potential bidder will need to schedule a pickup for 6 Rhody Ram Way, Kingston RI 02881 – please note: URI Mail Services closes at 4:00 pm.

USPS

USPS can be done the same way as UPS; The potential bidder can create a PDF label through the USPS website. 3:00 pm is the deadline for URI to bring it to the Kingston PO for the last run of the day. Dimension: 10x13x1 envelope; Weight: 1lb 12oz.; Origin Zip: 02881.

**THE
UNIVERSITY
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**DIVISION OF
ADMINISTRATION
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THINK BIG  WE DO™

PURCHASING DEPARTMENT

10 Tootell Road, Suite 3, Kingston, RI 02881 USA

p: 401.874.2171

f: 401.874.2306

uri.edu/purchasing



PICKUP

If the potential bidder is local, they can come to the retail counter here at URI Mail Services, 6 Rhody Ram Way, Kingston RI, to pick up the samples,. URI Mail Services is open 7:30 am – 4:00 pm. Please email ahead of time with date and time you will be stopping by.

Kristen Bellotti
Asst. University Purchasing Agent
Purchasing Department
The University of Rhode Island

Rev. 9-1-15