



Title <i>Production of National Harvest Survey Mailings</i>	
EC Bid Solicitation No. /SAP No. <i>5000038415</i>	
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QUESTIONS AND ANSWERS

Question 1:

- a) Where will the envelopes be picked up?
 - i. The proposal mentions pick-up in Ottawa, can it be assumed that location will never change?
- b) How many times per year will the pick-up for envelopes need to be scheduled? Once, or multiple times?
- c) If multiple times, is there an option to pick up everything at once and warehouse it?
- d) Can the bidders see samples of the various envelopes (wing, container, etc.)?
- e) Is the indicia pre-printed on the envelopes that you will be sending to the winning contractor?
- f) SCS mailing – is the total quantity 4,500 split between 3 runs or 4,500 pieces per run with 3 runs?
- g) For the US pieces, is there any reason the winning bidder would need to use their indicia?
- h) Can a sample package of pieces be provided by Environment and Climate Change Canada for the potential Bidders to see?

Answer 1:

- a) The envelopes will be picked up at one or both of the following two locations:
 - a. National Wildlife Research Center (Carleton University Campus)
1125 Colonel By Drive
Ottawa, ON K1A 0H3
 - b. Environment and Climate Change Canada
335 River Road
Ottawa, ON K1A 0H3
- b) A maximum of 4 times per year, depending on the contractor storage capability.
- c) Yes.
- d) Yes.
- e) Yes. No addition printing will be required on the provided envelopes.
- f) It is the maximum quantity of 4,500, split among 3 runs.
- g) The Lettermail account information that is already printed on the envelope is valid only when mailed within Canada and ECCC gets invoiced directly from Canada Post for these. For US bound mailings, US postage needs to be added to the envelopes and this cost needs to be included in this contract.
- h) Unfortunately, due to the closing period, we are unable to provide sample packages before the closing date.