



**Mailer and Alternative Packaging  
Request for Proposals  
CLC202407**

**Addendum #1**

**RFP Clarification &  
CLC Responses to Questions**

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**RFP Clarification**

The Connecticut Lottery Corporation (“CLC”) publicly issued Request for Proposals CLC202407 for Mailer and Alternative Packaging (“RFP”) on November 15, 2024. In response to the RFP, the CLC received timely pre-submission questions from prospective vendors, including questions seeking clarification whether the CLC would consider other mailer envelopes besides Jiffy #7 Natural Kraft Utility Self-Seal Mailers.

After review, the CLC has determined the current mailer envelope specifications in the RFP restrict its package options and that it is in its best interest to amend the specifications to better meet its instant ticket delivery needs. Consistent with Part X.G, CLC Reservations, of the RFP, the CLC has posted Addendum #2 to its website that identifies its revised mailer specifications as well as other corresponding amendments to the RFP necessitated by such revision. Addendum #1 is available on the CLC’s [Supplier Opportunities webpage](#) under the “Public Bids (RFP, RFQ, RFI)” tab.

As a result of the amendment, the CLC will accept proposals from both authorized Sealed Air Corporation vendors that offer Jiffy #7 Natural Kraft Utility Self-Seal Mailers and vendors that supply alternative, substantially equivalent mailers meeting the CLC’s amended specifications.

**CLC Responses to Questions**

1. “Could you please let us know if these are needed blank or imprinted?”

**CLC Response:** CLC requires blank mailer envelopes.

2. “How many can you receive at one time?”

**CLC Response:** See Part VII.B of the RFP. CLC will order mailers on an as needed, when needed basis. Vendors should use the estimated order quantity of 60,000 mailers per quarter for purposes of responding to the RFP. CLC may require the selected vendor to deliver quarterly orders in single, one-time shipments or in separate installment shipments. Actual quantities ordered may vary from quarter to quarter and will depend on CLC’s mailer stock levels, retailer demand for instant tickets, mailer shelf life, and other factors existing at the time orders may be placed with the selected vendor.

3. “Since no specific information about the delivery timeline is provided, would you like us to propose our delivery timeline?”

**CLC Response:** Yes, vendors are invited to provide their respective delivery timelines including production schedule. Timelines should also include any additional lead time associated with the application of specially formulated adhesives should CLC require such customization. See Part V, “Special Requirements Concerning Flap Adhesive Properties.”

4. “I see 60,000 mailers quarterly, which would be several truckloads. Would you place smaller release quantities throughout the quarter?”

**CLC Response:** CLC will discuss release quantities of mailer envelopes with the selected vendor.

5. “Does the shipping location have a loading dock and a fork-lift?”

**CLC Response:** Yes, the shipping location has a loading dock and a forklift.

6. “Could you confirm if the tickets are required to be included along with the mailer envelopes?”

**CLC Response:** No, the selected vendor will not be required to include instant tickets with the mailer envelopes. The RFP only requires the selected vendor to supply mailer envelopes to the CLC as the primary product. The CLC will handle the packing of tickets into the mailer envelopes.

7. “What other companies are you considering for this project/purchase?”

**CLC Response:** See “RFP Clarification” section of this Addendum #1. The CLC will consider vendors that offer mailers meeting the CLC’s revised mailer specifications and which can also provide all other services required by the RFP.

8. “Are alternates allowed for the main product?”

**CLC Response:** See “RFP Clarification” section of this Addendum #1.

9. “Regarding this quotation, the specifications call for the items to be ‘Manufactured by Sealed Air Corporation’. Sealed Air Corporation is one of a large number of manufacturers of this item (Self-Seal Mailers). Many other manufacturers make this product in the same size and with the same features. If a rival manufacturer can make this item to the same specifications, would that also be acceptable?”

**CLC Response:** Yes, mailers manufactured by other manufacturers that meet CLC’s specifications are acceptable and will be considered.

10. “Which of the following mailers would work best for this project?”

- [Vendor’s Item Number] – [Vendor Branded Mailer]
- [Vendor’s Item Number] – Jiffy Rigi Bag Mailers #7 – 14 ¼ x 18 ½”

**CLC Response:** The CLC is relying on vendors to recommend the most suitable product that would meet CLC’s requirements. Vendors are expected to provide at least twelve (12) samples of each proposed product for CLC testing and evaluation.

11. “Do you have any more details about this project, projected usage, how often you would order, ship to location(s)?”

**CLC Response:** Please refer to the RFP for this information.

12. “Could you kindly provide a copy of the previous bid tabulation for reference?”

**CLC Response:** The CLC will not respond to questions relating to prior proposals as part of the RFP clarification aspect of this procurement.