



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Printing of Magazine-Style Newsletter (RFB #PUR0617-260); Dated: July 26, 2017
Subject: Addendum #1 (3 pages)
Date: August 1, 2017

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Question: Please provide the pricing and award information from the last time this was bid.

Answer: The bid tabulation from the most recent bid (2012) is attached with this Addendum. The specifications for the magazine have been changed since then to reduce the cost.

Question: Does the current printer run the magazine on a web press?

Answer: Yes

Question: What is the grade of paper?

Answer: The paper used for the magazine is 60#, #3 matte text.

Question: Are the "additional copies" listed simply an overrun of the mail quantity of 67,000 and ordered and produced at the same time?

Answer: Yes, the additional copies are an overrun of the mail quantity of 67,000. The additional copies will be ordered when the files are delivered and will be produced at the same time.

Question: For the mailing, what mail class does the saturation mailing fall under? Non-profit?

Answer: The mail class for the saturation mailing is Marketing mail (standard mail).

Question: On the bid pricing submittal form, in what column would freight to USPS BMEU in Cedar Rapids, IA be entered?

Answer: As stated on the Bid Pricing Submittal Form (original and revised), freight to get the additional copies to Cedar Rapids shall be included in the pricing. Freight charges will not be allowed as a separate line item.

- Question:** Are mail files provided by the City or will the printer need to secure an address list for the mailing?
- Answer:** The Printer will be responsible to obtain an updated mailing list from the USPS prior to printing each issue.
- Question:** Does this mail under client permit?
- Answer:** No, the publication is mailed under the printers mail permit.
- Question:** On page 20 on the bid submittal form you are requesting additional copy pricing for 4 quantities; however, there are 6 different page counts to bid on. Shouldn't there be room for 24 prices, not just 4?
- Answer:** See revised Bid Pricing Submittal Form on page 4 of this Addendum. The revised form replaces page 20 in the RFB.
- Question:** Do you allow billable overs (usually 3% for a quantity like this) or is it to be produced as no overs (accepting the fact that it may run slightly short)?
- Answer:** Reasonable billable overs will be allowed. The distribution count is tight and will not allow for manufacturing errors.
- Question:** Is the contract for more than one year?
- Answer:** The initial contract is for one year. There will be four (4) one-year renewal options available upon agreement of both parties.
- Question:** Should the additional quantities of 500/1000/2000/4000 be priced as carton packed for shipping?
- Answer:** Yes
- Question:** Would it be possible to get a 3602 Mailing Form for this piece?
- Answer:** The City does not have a 3602 Mailing Form. If this form is needed it will be the vendor's responsibility to obtain it from the US Postal Service.

The Purchasing Services Division will accept written questions regarding the Request for Bid until 3:00 p.m. CDT on Wednesday, August 2, 2017. Fax (888) 815-3659 or e-mail (r.johnson2@cedar-rapids.org) all questions to Rebecca Johnson. Any and all questions will be responded to in the form of written addenda to all Bidders. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for bid submittal is Wednesday, August 9, 2017 before 3:00 p.m. CDT.

BID PRICING SUBMITTAL FORM (Revised)

**FOB Point, in terms of loss or damage, is destination
All freight, delivery and fees are to be included in the pricing below**

Pricing for printing, finishing and mailing of "Our CR" Newsletter for a total quantity of 67,000 copies.

Page Quantity	Printing & Finishing	Mail Service	Postage (Saturation)	Total
24 page newsletter	\$	\$	\$	\$
32 page newsletter	\$	\$	\$	\$
48 page newsletter	\$	\$	\$	\$
56 page newsletter	\$	\$	\$	\$
64 page newsletter	\$	\$	\$	\$
72 page newsletter	\$	\$	\$	\$

Additional copies are required to be shipped upon request in the following quantities.

All freight, delivery and fees are to be included in the prices below.

Delivery address in Cedar Rapids will be provided when electronic files are delivered for production.

Page Quantity	500 Copies	1,000 Copies	2,000 Copies	4,000 Copies
24 page newsletter	\$	\$	\$	\$
32 page newsletter	\$	\$	\$	\$
48 page newsletter	\$	\$	\$	\$
56 page newsletter	\$	\$	\$	\$
64 page newsletter	\$	\$	\$	\$
72 page newsletter	\$	\$	\$	\$

An approved purchase order will be the document that authorizes work to begin.

Does your company have the ability and capacity to produce and mail the magazine-style newsletter within the 7 to 10 day timeline specified once electronic files are received? ☐ Yes ☐ No

Name of Company: _____

Authorized Signature: _____

Date: _____