



**ADDENDUM #1
Office of the County Administrator
Countywide Printing Services
RFP # 7317-22**

March 18, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7317-22 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

- 1. Attached is a revised pricing and submittal sheet which includes additional company questions as well as additional job scenarios for Postcards, Paper Notices and Packets.**
 - a. We realize that most jobs would require consultation and pricing review with an awarded supplier. The information you submit on this sheet will help us establish a baseline on what types of services and expenses we could expect if your company's proposal were selected.**
 - b. Please include this revised submittal sheet when you submit your RFP documents.**

- 2. Following are answers to questions received through the RFP Q&A process:**

Question: The submittal sheet indicates pricing per 100 sheets for B&W 1/s, 2/s & Color 1/s & 2/s for various sizes and then below that it has different papers, are you wanting pricing in the first columns for imprint costs only and paper separately below that and also a total per 100 sheets for all? All of our costs typically include the paper with the print so just wanting to be sure what you are asking for?

ANSWER: Yes, please price for imprint costs only and paper separately below on the pricing sheet as mentioned in the question above. We realize that most

jobs will require some consultation and price quote with an awarded supplier. It would be helpful for us to understand any standard fees that might go into a more comprehensive job quote, if possible.

Question: We are unclear what you are looking for under the “paper type” section? Is it the same as above but with colored paper? If so, is there a specific stock you are looking for or can we assume it is a standard Springhill stock?

ANSWER: The paper type is the same as the columns above on the pricing sheet but with colored paper, as mentioned in the question above. Please assume standard recycled stock that meets our environmental requirements for the purposes of this RFP.

Question: Envelopes: can we assume all envelopes are 2 color? Is there a specific stock needed for these?

ANSWER: We have one color B&W, Two color Two PMS and Four color. We use 24# 10 windows and 24# number 9 and 10 Regulars.

Question: Brochures: what size do we quote? What paper stock? Can we assume all brochures are 4/4?

ANSWER: Our brochures range between 8.5 x 11 to 11 x 17. Paper stock varies. Most of our brochures are 4/4, but some are grayscale on color bond paper.

Question: Flyers: 8.5 x 11 only? Paper stock?

ANSWER: Yes. Some bleed, so they will have to be printed on 11x17. We mainly use bond or PC White smooth 28lb.

Question: Door Hangers: what size do we quote?

ANSWER: Please quote all sizes

Question: NCR's: Black only? 1/s only?

ANSWER: We use 2-part, 3-part and 4-part NCRs. We mainly do single sided Black and white, but sometimes we need double sided and color.

Question: Under Combing - punching fee - our fee for punching is included in the cost of the combs, can we indicate N/A here?

ANSWER: Yes, please indicate N/A and that the fee is included in the combing column.

Question: Lamination: is there a specific thickness needed here? 3 mil, 5 mil etc?

ANSWER: We use 5 mil

Question: Business cards: Are all business cards printed on New Leaf 100% recycled? Weight?

ANSWER: Yes, 80lb cover

Question: For the envelopes, we assume that these will be printed on one side only. Should we quote 4cp color or black and white? Or would you prefer to see both?

ANSWER: Please assume envelopes will be printed on one side only. We have one color B&W, Two color Two PMS and Four color. We use 24# 10 windows and 24# number 9 and 10 Regulars.

- a. If both, is it acceptable for us to modify the spreadsheet (adding rows and clarifications)? For the comb and spiral binds, are we quoting a quantity of 100 fully bound books at each binding size? If so, how many pages should we assume are in each book?

ANSWER: REVISED PRICING SHEET: Please add supplemental notes in the notes field in the revised Attachment A rather than modifying the spreadsheet. Thank you.

For comb and spiral binds, please provide pricing on 100 pages

Question: For the comb and spiral binds, are we quoting a quantity of 100 fully bound books at each binding size? If so, how many pages should we assume are in each book?

- b. We can make assumptions about how many pages might be in each size, however, we don't want to do so and present pricing that is not comparable to other bidding vendors.

ANSWER: Please provide pricing on 100 pages

Question: On several of the items under miscellaneous fees/services, pricing varies greatly depending on details such as size and material. For example, we offer complete lamination services, however laminate comes in multiple thicknesses, matte, gloss, or luster finish, can be applied one-sided or two, and can be finished "flush cut" or "encapsulated." Do you have any guidance on how you would like us to approach quoting these items?

ANSWER: We realize that most jobs will require some consultation and price quote with an awarded supplier. It would be helpful for us to understand any standard fees that might go into a more comprehensive job quote, if possible. For now, please submit any general fees and pricing you can for these items or provide an answer of N/A.

Question: Is there a term duration and renewal convention for the print contract?

ANSWER: We anticipate entering into a continuing services contract with one or more suppliers with the express understanding that no work is guaranteed. The initial term of the contract will be for a 12 month period. The county, in its sole discretion may elect to extend the term of this contract. Upon mutual agreement by both parties, the contract may be renewed for four additional one-year periods before another competitive solicitation is initiated.

Question: Please provide the following information for each item in Attachment A Pricing and Submittal Sheet:

- c. Please provide the following information for each item in Attachment A Pricing and Submittal Sheet:
 - i. How many on each side?
 - ii. Is this digital 4/0 or 4/4 or is it PMS colors and offset printed?
- d. Sizes
- e. Bleeds
- f. Finishing
 - i. Coatings, raised ink, foils, rounded corners, die cutting, etc.
- g. Stocks
 - i. Please specify cardstock or paper type and which items they go with.
 - ii. Please specify gloss, matte, heavy, then, economy or executive, etc.
 - iii. For the covers, please specify whether cardstock, vinyl, glossy, matte, etc.

ANSWER: We realize that most jobs will require some consultation and price quote with an awarded supplier. It would be helpful for us to understand any standard fees that might go into a more comprehensive job quote, if possible. For now, please submit any general fees and pricing you can for these items or provide an answer of N/A.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 28, 2022.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as RFP # 7317-22 in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 18, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7317-22, Countywide Printing Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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