



ADDENDUM #1
RFP-16-03

ATH

CONNECTIONS NEWSLETTER DESIGN, PRINT AND MAIL SERVICES

DATE: January 25, 2016

TO: PROSPECTIVE OFFERORS

PROPOSALS DUE: THURSDAY, FEBRUARY 4, 2016 BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above proposal. Proposers must acknowledge this Addendum 1 with their submittal. This addendum is a total of three (3) pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

1. Can you tell me how many pages it is and also the quantity to print?

As stated in the RFP, 12 pages, 19,000 copies. There is a small amount budgeted for one or two pull-out sections.

2. Can you share what hourly rate you paid for this project in the past?

We do not pay an hourly rate for production of the issues. The budget is set as not to exceed \$32,000 for four issues each year.

3. Can the USPS - EDDM be considered as the "Carrier Service"?

It is now – but arranged by the vendor.

4. The \$32,000 budget does include design, printing and mailing, but not content?

The articles and photos are sent to the designer. There is no rewriting or editing of the content. The artist will provide some clip art, graphics and layout of boxed information. There are usually one to three revisions before it is sent to press.

5. What was the previous budget for this project?

\$32,000

6. Is there an incumbent design firm?

Colorado Media was the previous vendor and they do plan to submit a bid.

7. Do you have a preferred printer and mailing house, or a preferred vendor list?

No, our previous vendor handled that for us.

8. What mailing house and printer have you been using?

The City does not have those names as they were subcontracted and managed through our vendor.

9. Are you open to this printing on a different paper? We'd of course provide samples with the RFP submission if we had pricing on something other than the High Bright newsprint noted in the RFP. I have one printer quoting it on Newsprint, but the other one wants to see about printing on a slightly different paper.

We do not want to use standard newsprint. If there is a product that is similar to the High Bright, we may consider it after seeing samples.

10. Are you open to a slight modification on the size of the piece? For instance, one vendor is asking if it can be 10 7/8" x 15" instead of 11.5" x 15" to better maximize paper.

Yes, we would consider that size, after seeing a sample.

11. Is there a clean trim on the edges or is it just a press product with no trim?

I do not know. It is a High Bright press product.

12. How do we arrange to pick-up or have an actual sample mailed to us? We found the PDF online, but it would like to get a physical sample.

You may contact Jennifer Nellis and arrange to pick up samples, or if there is time, I can mail one to you. 303.235.2811 jnellis@ci.wheatridge.co.us

13. Sounds like you are open to updating the current design as long as it's called out in the estimate as a one time cost. Any concerns with doing that or specific parameters or guidelines we'd need to consider?

That might be a consideration, but it would have to remain within the budget. We do not anticipate a need to redesign the Connections Newsletter.

14. Are the current files available in Adobe InDesign or would be need to re-build the files/template?

We would have to request the template from the previous vendor and it would depend on if (and how much) they might charge us. It is most likely that the files will be available. The files are currently created in InDesign, all photos are toned in PhotoShop, any logos are done in Illustrator, and Acrobat is used to generate pdfs.

Visit the City website for bid documents, addenda, project updates: www.ci.wheatridge.co.us Click on "Bids and Proposals" link.

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.