



ADDENDUM NO. 1

Date: May 24, 2024
From: City of Grand Junction Purchasing Division
To: All Offerors
RE: Citywide Printing Services, RFP-5426-24-KF

Offerors responding to the above-referenced solicitation are hereby informed that requirements have been clarified, modified, superseded, and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Q:** Regarding references described in paragraph 5.0 D., can the City clarify how it is defined 'similar scope and size'? We work with several government agencies on a range of projects, many including our design and marketing as well as our printing services. If some of these projects were more heavily weighted in design or marketing and/or had smaller budgets and quantities than the city of Grand Junction is working with, would they be considered valid references?

A: When evaluating references, the City considers references that are comparable in scale to the size of the organization, printing demand, complexity, quality, and objectives specified in the scope of services outlined in the solicitation. The City expects each Offeror to provide references that demonstrate experience and capability to fulfill the City's needs as a contract provider for the City. Ideally, references should closely align with the requirements for consideration.

However, if the references provided do not precisely match the City's size, project volume, demand, or quality, the City does understand that variations may exist. In such cases, the Offeror will have the opportunity to demonstrate its qualifications, experience, capacity, and implementation strategy to ensure it can effectively meet the City's needs and demands.

2. **Q:** Our entity is interested in participating in RFP-5426-24-KF- Citywide Printing Services. There are some requirements in the RFP that we cannot accommodate, like having an office within 20 miles. Would the city be open to making any exceptions to the requirements?

A: The City's priority is finding a provider that closely aligns with the scope of services outlined in the RFP. While proximity is beneficial, the evaluation committee will focus on selecting a firm that best meets the requirements and

understands the City's needs. All proposals meeting the RFP's intent will be considered.

3. **Q:** Regarding the City Calendars, since the City provides the content, will the Firm be responsible for providing Design Services for the calendar's layout? Or will design responsibilities be handled separately and not included in the job or pricing?

A: The selected Firm(s) will provide Design Services for the calendar layout. This has been added to Addendum 1 in the Pricing Matrix.

4. **Q:** Can you please provide your annual Spend on print?

A: The City will not disclose the budget at this time as it varies across departments and is subject to annual changes based on specific needs and requirements.

5. **Q:** Can you provide the current supplier for the items to quote?

A: The current printing service providers are CPCNeutek and Precision Printing Inc.

6. **Q:** Are equivalent substitutions approved?

A: Approval for equivalent substitutions will be evaluated on a case-by-case basis at the time an order is placed with the awarded Firm(s). Generally, projects will replicate the originals unless alternative instructions are provided during the ordering process.

7. **Q:** Is this an all-or-nothing bid?

A: Please refer to Section 4.3.13 of the solicitation.

8. **Q:** Price File: NCR Forms - What is the quantity to quote after 5000? That quantity is listed twice.

A: The duplicate column has been removed. Please refer to the Addendum 1 Pricing Matrix for accurate information.

9. **Q:** Price File: Are we able to manipulate the Price File to include notes or additional items quoted?

A: While certain notes like the brand name and paper weight are acceptable, it's preferable not to alter the Pricing Matrix. Offeror(s) are encouraged to incorporate supplementary pages into its proposal submissions for any extra quoted items or detailed notes. Additional space is provided on page seven of the Addendum 1 Pricing Matrix for this purpose, *if needed*.

10. **Q:** Budget Book: Are there bleeds on the cover?
A: Yes.
11. **Q:** Budget Book: Are there bleeds on any of the inside pages?
A: Yes.
12. **Q:** Budget Book: Are there bleeds on the body or tab portion of the tabs?
A: Yes.
13. **Q:** Budget Book: The specs indicate lamination on the tabs, is that mylar on the tabs/spine or lamination on the whole sheet?
A: Mylar.
14. **Q:** Budget Book: What color coil binding should be quoted?
A: Black.
15. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on the cover?
A: Yes.
16. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on any of the inside pages?
A: Some pages.
17. **Q:** Annual Comprehensive Financial Report (ACFR): How many pages are in the ACFR?
A: Between 250 to 300 pages.
18. **Q:** Annual Comprehensive Financial Report (ACFR): Are there bleeds on the body or tab portion of the tabs?
A: Yes.
19. **Q:** Annual Comprehensive Financial Report (ACFR): Please confirm the tabs do not have mylar or a coating.
A: Mylar Coating.
20. **Q:** CSP Common Codes: Please provide full specs for this item.

A: Full specifications for CSP Common Codes will be provided upon placing an order with the awarded Firm(s), or the Firm will replicate the provided sample.

21. **Q:** CSP Common Codes: Where should we include the pricing for this item? It is not listed on the Price List.

A: Pricing for CSP Common Codes is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

22. **Q:** Business Cards: Please confirm the thickness of the cards. Specs state 80# and 14pt but those are different thicknesses of paper and would result in different pricing.

A: Please refer to item 73 below for the revised Section 4.2.5.2. for clarification.

23. **Q:** Business Cards: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the cards?

A: As originally stated in Section 4.2.5.2, only PMS 2925 and 576 will be used, excluding black.

24. **Q:** Business Cards: Will there be bleeds on the fronts or backs of the business cards?

A: No bleeds.

25. **Q:** Business Cards: If a PMS color is not available, is a color match approved?

A: A CMYK build is acceptable if the proof is approved by the City.

26. **Q:** Business Cards: How many colors are on the front and back of the "Now Hiring" business cards?

A: Both the front and back of the "Now Hiring" business cards are limited to PMS 2925 Blue and 576 Green, with no bleeds.

27. **Q:** #10 Envelopes: Please confirm these envelopes open on the long side.

A: Yes, the envelope opens on the long side.

28. **Q:** #10 Envelopes: Are the seams on the back diagonal or along the sides?

A: The seams are diagonal.

29. **Q:** #10 Envelopes: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the envelopes?

A: As originally stated in Section 4.2.5.2. printed in two colors: PMS 2925 Blue and 576 Green, excluding black ink.

30. **Q:** #10 Envelopes: If a PMS color is not available, is a color match approved?

A: A CMYK build is acceptable if the proof is approved by the City.

31. **Q:** #10 Envelopes: What is the closure type? Gummed, Peel 'n Seal, Latex?

A: Gummed.

32. **Q:** #10 Window Envelopes: Please confirm these envelopes open on the long side.

A: Yes, the envelope opens on the long side.

33. **Q:** #10 Window Envelopes: Are the seams on the back diagonal or along the sides?

A: The seams are diagonal.

34. **Q:** #10 Window Envelopes: There are 3 colors listed, PMS 2925, 576, and black. Will all 3 colors be printed on the envelopes?

A: As originally stated in Section 4.2.5.2. printed in two colors: PMS 2925 Blue and 576 Green, excluding black ink.

35. **Q:** #10 Window Envelopes: If a PMS color is not available, is a color match approved?

A: A CMYK build is acceptable if the proof is approved by the City.

36. **Q:** #10 Window Envelopes: Please provide the dimensions for the window on the window envelopes. Window width x height, from the left, from the bottom.

A: The window dimensions are standard for #10 envelopes.

37. **Q:** #10 Window Envelopes: What is the closure type? Gummed, Peel 'n Seal, Latex?

A: Gummed.

38. **Q:** 10x13 Envelope: What color stock is to be quoted? White or Kraft?

A: White.

39. **Q:** 10x13 Envelope: What is the closure type? Gummed, Peel 'n Seal, Latex?

A: Gummed.

40. **Q:** 10x13 Envelope: Where should we include the pricing for this item? It is not listed on the Price List.

A: Pricing for the 10x13 envelope is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

41. **Q:** Cash Proof Envelope: Please provide full specs for this item.

A: Please refer to item 73 below for the revised Section 4.2.5.2. for clarification.

42. **Q:** Cash Proof Envelope: Where should we include the pricing for this item? It is not listed on the Price List.

A: Pricing for the Cash Proof Envelope is not required. The list provided in Section 4.2.5 serves as an example of work, and the City is not requesting pricing for all items listed.

43. **Q:** Greeting Cards with Envelopes: Is there a specific stock to quote?

A: 100# matte cover paper, as updated in Addendum 1 Pricing Matrix.

44. **Q:** Greeting Cards with Envelopes: Are there bleeds on the front or inside of the card?

A: No.

45. **Q:** City Calendars: Please confirm there are bleeds on all the pages of the calendar.

A: Bleeds on all pages.

46. **Q:** Chain of Custody Record: What color is printed on the front and back, not including the numbering?

A: Black, front only.

47. **Q:** Chain of Custody Record: Do the fronts and backs print alike?

A: One side only.

48. **Q:** Chain of Custody Record: What color is the numbering? Is that color the same on both pages?

A: Black.

49. **Q:** Chain of Custody Record: How many digits/letters are in the numbering?

A: 4-6.

50. **Q:** Chain of Custody Record: How many positions is the numbering?

A: 1 position.

51. **Q:** Chain of Custody Record: Are these forms edge glued or is there a stub? If a stub, what is the size of the stub?

A: Edge glued.

52. **Q:** Chain of Custody Record: Is the weight of the paper critical or can we quote lowest cost White/Canary stock?

A: 20# carbonless.

53. **Q:** Sample Receipt Log: Is black the only color printed on the cover and pages?

A: No copy on cover.

54. **Q:** Sample Receipt Log: Is this book perfect bound?

A: Coil bound, top edge.

55. **Q:** Tank Hauler Ticket: What color is printed on the front and back, not including the numbering?

A: I/O black.

56. **Q:** Tank Hauler Ticket: Do the fronts and backs print alike?

A: I/O black – 1 plate.

57. **Q:** Tank Hauler Ticket: What color is the numbering? Is that color the same on both pages?

A: Black 1 crash.

58. **Q:** Tank Hauler Ticket: How many digits/letters are in the numbering?

A: 4-6 digits.

59. **Q:** Tank Hauler Ticket: How many positions is the numbering?

A: 1 position.

60. **Q:** Tank Hauler Ticket: Are these forms edge glued or is there a stub? If a stub, what is the size of the stub?

A: Edge glued.

61. **Q:** Tank Hauler Ticket: Is the weight of the paper critical or can we quote the lowest cost White/Canary stock?

A: Lines added to include weight and colors in the Addendum 1 Pricing Matrix

62. **Q:** Door Hangers - Toter Tags: How many colors are on the front and back?

A: One color.

63. **Q:** Door Hangers - Toter Tags: Do the colors bleed on either side?

A: No.

64. **Q:** Door Hangers - Toter Tags: Is there a specific handle die cut?

A: A standard die-cut that features a single doorknob hole accompanied by a single slit, facilitating effortless hanging over a doorknob or handle. Please refer to the sample pictured below for visual clarification.



65. **Q:** Postcards Single-Sided: Do the colors bleed?

A: Yes.

66. **Q:** Postcards Double-Sided: Do the colors bleed on either side?

A: Yes.

67. **Q:** Rack Cards: Do the colors bleed on either side?

A: Yes, both.

68. **Q:** Poster Lamination (24"x36"): Please explain what is expected for this item. Are we just laminating a customer-supplied poster? If we're expected to quote production & lamination, please provide full specs.

A: Disregard pricing this line item, it has been removed in the Addendum 1 Pricing Matrix.

69. **Q:** NCR Forms: Please confirm whether we should quote with or without bleeds for the NCR forms.

A: No bleeds.

70. **Q:** Binding Section: This section is for the finishing portion only, correct? No production costs should be included.

A: Correct.

71. A new requirement has been incorporated into the solicitation, **Transfer of Assets:** The selected Firm(s) shall be responsible for the seamless transfer of tangible and intangible assets to the City during or after the contract period. This encompasses but is not limited to, the transfer of digital files and any other assets essential for providing printing services. The transfer shall be conducted efficiently, ensuring the integrity and security of all assets transferred.

72. Revised Section **4.2.2. Artwork:** For all City-requested jobs or projects, camera-ready copies, digital files, or die artwork may be submitted. Accepted formats for electronic files include those created in MS Office, Print Shop, Word, Excel, Publisher, Adobe, etc.

73. Revised Section **4.2.5.2.**

- **Business Cards:** Standard size of 2 inches x 3.5 inches printed on 80# smooth finish cover, ensuring a thickness not less than 10.9 points. Colors are limited to PMS 2925 Blue and 576 Green, excluding black ink. Some cards will be double-sided. Minimum order quantity per individual to be determined based on responses received. The estimated annual volume is 50,000, including 5,000 two-sided cards. Additionally, includes 1,000 "Now Hiring" business cards.

- **Cash Proof Envelopes:** Utility Customer Service envelopes sized at 6.5 inches x 9.5 inches, white 24# wove catalog O.E. stock.

74. Revised Section **4.2.6.2. Paper:** Unless otherwise specified, all jobs will attempt to utilize sustainable solutions or products. Printing will be conducted on paper of equal or superior weight and quality compared to the originals, or on paper of equal weight and quality as the existing product. Paper and ink colors will replicate those of the originals unless alternative instructions are provided at the time of ordering.

75. Revised Section **4.2.6.5. Ownership of Materials:** Upon completion of a job, all 'artwork', digital files, or any other preparatory materials used in production become the property of the City. These materials shall be released to the City upon request.

76. Revised Section **4.2.6.7. Overruns or Underruns Policy:**

- For copying work, no overruns will be permitted.
- Press work overruns or underruns of up to +/- 10% will be considered only with approval from the requesting City employee.
- In the event of unauthorized overruns/underruns, the following protocol applies:
 - a) If the job falls short, the Firm will fulfill the deficit at no additional cost.
 - b) If there is an excess, the Firm will not charge for the surplus.

77. Revised Section **4.2.5.1. BOOKS AND REPORTS:**

- **Budget Book:** This 8.5-inch x 11-inch multi-part printed product features a full-color cover (CMYK) with bleeds on 100# gloss text, with soft-touch laminate applied on both sides. The text pages are color printed (CMYK) with bleeds on both sides, utilizing 70# matte text paper, totaling approximately 200 pages. It includes tabs made of 100# tab stock with bleeds, around 27 tabs per book, printed in color, with mylar lamination Black coil binding. Approximately 23 books are needed annually.
- **Annual Comprehensive Financial Report (ACFR):** This 8.5-inch x 11 inches report is printed back-to-back and features a front and back cover made of 100# coated paper, with a matte/silk finish, printed in full color (CMYK) with bleeds, and gloss laminate applied on both sides. The internal pages, also sized at 8.5 inches x 11 inches, utilize 70# coated paper with a matte/silk finish. Some pages are printed in full color

(CMYK) and bleeds, printed back-to-back, totaling between 250 to 300 pages. Each report requires City-provided tabs to be inserted, approximately 10 mylar-coated tabs per report with bleeds on the body or tab portion. The binding method used is black coil binding. The City typically requires 20 to 30 ACFR Books annually.

78. All Offerors must the Addendum 1 Pricing Matrix provided via the link below for its proposal response. Additionally, the form is attached to this addendum for easy reference.

[Addendum 1 Pricing Matrix RFP-5426-24-KF](#)

No Further questions will be accepted.

The original solicitation for the project services noted above is amended as indicated. Please acknowledge receipt of this addendum on the Solicitation Response Form signature page of the proposal documents.

All other conditions of the subject remain unchanged.

Respectfully,



Kathleen Franklin, Senior Buyer
City of Grand Junction, Colorado

4.2.5.1. Books and Reports:	20	25	30	40	50
Budget Books					
<i>Number of days to print and deliver</i>					
ACFR Books					
<i>Number of days to print and deliver</i>					
4.2.5.2. Business Cards, Envelopes, Letterhead, Greeting Cards					
Business Cards (80# smooth finish cover, minimum 10.9 pts.)	Single Sided	Double Sided			
250 Cards Each					
500 Cards Each					
1000 Cards Each					
Envelopes (Cougar Opaque 60#) <i>per box of 500</i>	1-5 Boxes	5-10 Boxes			
Regular #10					
Window #10					
Envelopes (24# white wove) <i>per box of 500</i>	1-5 Boxes	5-10 Boxes			
Regular #10					
Window #10					
Letterhead (Cougar Opaque 70#) or equivalent	Page One	Page Two			
500 sheets (one ream)					
1000 sheets (two reams)					
1500 sheets (three reams)					
Letterhead Equivalent to Cougar Opaque 70#	Page One	Page Two			
<i>List Product:</i>					
500 sheets (one ream)					
1000 sheets (two reams)					
1500 sheets (three reams)					
Greeting Cards	500	1,000			
Foldable 'Thank You' 100# matte cover 4" x 5.5" CMYK w/ white envelopes, no bleeds					

4.2.5.3.	City Calendars	50,000	60,000	70,000		
	100# matte cover stock, glossy aqueous coating, 28 pages, etc.					
	Design Services Fixed Rate					
	Design Services Hourly Rate					
	Comments:					
4.2.5.4.	NCR Forms (include paper cost)	500	1,000	2,000	3,000	5,000
	2 Part One Sided, 5.5 x 8.5					
	3 Part One Sided, 5.5 x 8.5					
	4 Part One Sided, 5.5 x 8.5					
	5 Part One Sided, 5.5 x 8.5					
	2 Part One Sided, 8.5 x 11					
	3 Part One Sided, 8.5 x 11					
	4 Part One Sided, 8.5 x 11					
	5 Part One Sided, 8.5 x 11					
	2 Part One Sided, 8.5 x 14					
	3 Part One Sided, 8.5 x 14					
	4 Part One Sided, 8.5 x 14					
	5 Part One Sided, 8.5 x 14					
	2 Part Two Sided, 5.5 x 8.5					
	3 Part Two Sided, 5.5 x 8.5					
	4 Part Two Sided, 5.5 x 8.5					
	5 Part Two Sided, 5.5 x 8.5					
	2 Part Two Sided, 8.5 x 11					
	3 Part Two Sided, 8.5 x 11					
	4 Part Two Sided, 8.5 x 11					
	5 Part Two Sided, 8.5 x 11					
	2 Part Two Sided, 8.5 x 14					
	3 Part Two Sided, 8.5 x 14					
	4 Part Two Sided, 8.5 x 14					
	5 Part Two Sided, 8.5 x 14					
	Tag stock – price per sheet					

4.2.5.6. Full Service Direct Mail Services:	Quantity										UOM
between 32 pages and 68 pages books	200	300	400	500	600	700	800	900	1,000		ea.
Flat Rate Books, per book:											

Color Copying (Printing) Price Per Copy											
Quantity	500	1000	2500	5000	10000	15000	20000	25000	50000		
Single sided 8.5"x11"											
<i>Number of days to print and deliver</i>											
Double sided 8.5"x11"											
<i>Number of days to print and deliver</i>											
Single sided 8.5"x14"											
<i>Number of days to print and deliver</i>											
Double sided 8.5" x 14"											
<i>Number of days to print and deliver</i>											
Single sided 11" x 17"											
<i>Number of days to print and deliver</i>											
Double sided 11" x 17"											
<i>Number of days to print and deliver</i>											
80# Gloss Text Paper											
100# Matte Cover Paper											
Color Copying (Printing) set up charge											
Comments:											

Black and White Copying (Printing) Price Per Copy											
Quantity	500	1000	2500	5000	10000	15000	20000	25000	50000		
Single sided 8.5"x11" – black ink											
<i>Number of days to print and deliver</i>											
Double sided 8.5"x11" – black ink											
<i>Number of days to print and deliver</i>											
Single sided 8.5"x14" – black ink											
<i>Number of days to print and deliver</i>											
Double sided 8.5" x 14" – black ink											
<i>Number of days to print and deliver</i>											
Single sided 11" x 17" – black ink											
<i>Number of days to print and deliver</i>											
Double sided 11" x 17" – black ink											

<i>Number of days to print and deliver</i>									
80# Gloss Text Paper									
100# Matte Cover Paper									
Color Copying (Printing) set up charge									
Comments:									

Specific Print/Copy Jobs	500	1000	2500	5000	10000	15000	20000	25000	50000
Postcard 4" x 6" single-sided 100# CMYK with bleeds									
<i>Number of days to print and deliver</i>									
Postcard 4" x 6" double-sided 100# CMYK with bleeds									
<i>Number of days to print and deliver</i>									
Door Hangers 3.5" x 8.5" 67# stock, one color, black ink, no bleeds									
<i>Number of days to print and deliver</i>									
Rack Cards 3.5" x 8.5" double-sided 111# silk cover CMYK, bleeds on both sides									
<i>Number of days to print and deliver</i>									
Comments:									

Forms	Qty	Price	UOM	Please state delivery	State weight & color of Paper quoted:
Chain of Custody Form	500/box		Ea. or Bx (circle one)		
Sample Receipt Log	250 pg./book		Book		
Tank Hauler Ticket	1000/order		Each		
Comments:					

Miscelanous	Price	UOM
Colored ink – Specific PMS colors		
Colored ink – Specific PMS colors via CMYK build		
Collate singles		/ m
Collate Minimum		
Fold		/m.
Fold Minimum		
Perforation		/m.
Perforation Minimum		
Score		/m.
Score Minimum		
Perforation/Score		/m.
Perforation/Score Minimum		
Drill		/m.
Drill Minimum		
Cutting (circle one)		ea./m.
Cutting minimum		
UV Coatings		/m.
Lamination – largest width available =	/in.	/ft.
Composition		/ hr.
Art Layout		/ hr.
Staple		/ea.
Pad		/ea.
Numbering		/ea.
Numbering Minimum		
Shrink Wrap		/ea.
Screens		/ea.
Die cut		/ea.
Die cut Set up		/ea.
Black & White Copying Set-Up Chg		
Color Copying Set-Up Chg		

Expedited 8-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?		%		Flat Fee
Comments:				
Expedited 24-hour turnaround: Is the additional fee added to the total project cost, either as a percentage or a flat fee?		%		Flat Fee
Comments:				
Typesetting				
Per hour		/ea.		
Paste-up per hour		/ea.		
Binding/Finishing			1 - 100 Books	101-500 Books
Comb		/ea.		
Wiro		/ea.		
3-ring		/ea.		
Perfect Binding, Black, 1/4"		/ea.		
Perfect Binding, Black, 1/2"		/ea.		
Perfect Binding, Black, 3/4"		/ea.		
Perfect Binding, Black, 1"		/ea.		
Perfect Binding, Black, 1 1/4"		/ea.		
Perfect Binding, Black, 1 1/2"		/ea.		
Perfect Binding, Black, 1 3/4"		/ea.		
Saddle Stitch, 4 sheets		/ea.		
Saddle Stitch, 6 sheets		/ea.		
Saddle Stitch, 8 sheets		/ea.		
Saddle Stitch, 10 sheets		/ea.		
Saddle Stitch, 12 sheets		/ea.		
Saddle Stitch, 14 sheets		/ea.		
Saddle Stitch, 16 sheets		/ea.		
Saddle Stitch, 18 sheets		/ea.		
Saddle Stitch, 20 sheets		/ea.		
Saddle Stitch, 21-40 sheets		/ea.		
Saddle Stitch, 41-60 sheets		/ea.		

Card Stock (include paper cost)	State qty price break ____			State qty price break ____			State qty price break ____			State qty price break ____		
	One color			Two color			Three color			Full color		
Quantity	500	1000	2500	500	1000	2500	500	1000	2500	500	1000	2500
White, 3"x5"												
White, 8-1/2" x 11"												
White, 8-1/2" x 14"												
White, 11" x 17"												

Use space below for any additional items to quote or provide additional details.