



SOLICITATION ADDENDUM

Solicitation Number: **RFP 17-31** Addendum No. 1 Page 1 of 3

Solicitation Due Date: February 24, 2017 2:00 P.M. (Local Time)

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

RFP 17-31 DUPLICATING AND MAIL SERVICES ADDENDUM NO. 1

The following revisions and clarifications have been made to Request for Proposal No. 17-31:

1. Bidders' clarification questions and the City's responses are as follows:
 - 1.1 **QUESTION:** Would the city be open to an onsite production print center in the space provided?
RESPONSE: The City would be open for an onsite production print center. Please explain in your proposal how this would impact cost, turnaround time and overall performance.
 - 1.2 **QUESTION:** Would vendor be allowed to see existing space?
RESPONSE: At this time, we have a current vendor in the existing space. However, we are attaching the floor plan of the area for your reference (see attached Exhibit A). If a vendor is selected to move forward to the presentations, the vendor will be contacted to see the existing space.
 - 1.3 **QUESTION:** What is the estimated number of print jobs after 5:00 pm?
RESPONSE: Generally, most jobs are done during the day. Approximately there will be two a month needed after 5:00pm.
 - 1.4 **QUESTION:** Would the city possibly offer multiple awards for Duplicating and Mail Services?
RESPONSE: Ideally, we would have one award to manage both services. However, if there is a need to separate the awards based on cost and performance, the City may do so.
 - 1.5 **QUESTION:** Would the city be open to shared services with a neighboring/sister city?
RESPONSE: The City would be open to shared services with neighboring cities. Please explain in the proposal how this would impact cost, turnaround time and overall performance.
 - 1.6 **QUESTION:** Section 1.2.8 (Page 4) The City requires the contractor to supply recycled paper. What are the specifications or requirements for recycled paper?
RESPONSE: The City is requesting paper with at least 30% recycled content to be available at a similar or lower price point to regular paper. Please note if you are a Forest Stewardship Council (FSC) certified printer. The City would like the default printing to be with recycled paper.



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- 1.7 **QUESTION:** Section 2.5.1 (Page 12) Compliance with Specifications. The evaluation criteria states that 40% of the evaluation will be regarding Compliance and Specifications. What will be the basis for how the City scores and evaluates proposals based on this area?
RESPONSE: Compliance with Specifications considers how well the vendor meets the requirements outlined throughout the RFP. The City will pull out each deliverable to see if vendor can meet the needs of the City.
- 1.8 **QUESTION:** Section 2.2.5.2 (Page 11) Method of Approach. Can the City provide further clarification on exactly what they expect in the proposal concerning "Method of Approach?"
RESPONSE: The City would like vendors to explain how they plan to meet the needs of the City. If the vendor would like to propose an idea of how to make the process more innovative or cost efficient, or include a new technology, please include it in your Method of Approach.
- 1.9 **QUESTION:** Section 5.4 (Page 23) Extended Cost. The price sheet includes an area for "Unit Cost" as well as "Extended Cost." Please provide clarification as to what the unit of measure is for the "Extended Cost" area?
RESPONSE: The "Unit Cost" is the actual postage rate the vendor receives. "Extended Cost" includes a fee that may accompany it for the vendor to complete the work. For example, if the vendors actual cost to send a First Class Mail Letter (1 oz.) – for .46 cents, then that is the Unit Cost. If the vendor is going to include a cost per mailing, then the inclusion of that price would be the Extended Cost. If the Vendor will be billing only actual costs and will have a total service fee that is not based on per item, please include that information on the Business Plan and Method of Approach.
- 1.10 **QUESTION:** Section 5.5 (Page 24). Is the City expecting the fixed fee for Mail Services to be put in section 5.5 of the Price Sheet, or is there another location this cost should be placed?
RESPONSE: Section 5.5 would be an appropriate place to include the fixed fee. If the vendor is planning on having a fixed fee for mail services, please include the information on the Business Plan and Method of Approach explaining how the fee is calculated and overall the benefit to having it fixed fee.
- 1.11 **QUESTION:** Section 6.0 (Page 25) Performance Bond. Is there a requirement for a Performance Bond to be issued prior to an award, or is this a post award requirement?
RESPONSE: A Performance Bond is required post award but before a contract is issued.
- 1.12 **QUESTION:** Section 5.3 (Page 22) Market Basket of Duplication Commodities. Is the weight of paper correct for color copies? Most color copies are produced on 28lb to prevent bleed through the paper.
RESPONSE: Please provide a cost for 20lbs.



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All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

