

February 19, 2020

TO: All Bidders under Invitation to Bid No. 20-101210
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Invitation to Bid No. 20-101210, Printing Services for Public Works – Sanitation (Annual Contract with 2 Options to Renew), is hereby amended as follows:

1. We received questions pertaining to this invitation. The questions and answers appear below:

Question 1: On page 21 it says, “indicate below the minimum quantity required for each printing job.” On the cost sheet the minimum is the number that you have requested. If we were to change the estimated numbers the unit prices for each will vary. Would you like us to send you a spreadsheet of ranges by per thousand? Ranging from 1,000 to 2,500 to 5,000 etc.? I look forward to your response.

Answer: The “Estimated Number of Unit” stated in the Price Schedule is the anticipated total quantity to be printed during the contract term. It may or may not be the exact quantity for each printing job/request. Printing quantity and product vary annually. Bidders may submit his/her price ranges based on quantity.

Question 2: What is the budget?

Answer: There is no budgeted amount established for this project.

Question 3: Can you send the open records from last year?

Answer: Open records may be requested through the Department of Purchasing and Contracting. In the previous year, we ordered:

1. 2020 Holiday Collection Brochures = 10,000 (1st order)

2. 2020 Holiday Collection Brochures = 15,000 (2nd order)
3. Door Hangers = 3,000 (one-time order)
4. Recycling Posters = 300 (one-time order)

Question 4: Will orders for each item on page 19 & 20 of the bid be submitted one time annually for the quantities shown, or will they be ordered in smaller quantities? For example, will the “Residential Collection Procedure Brochure (English Version)” be ordered one time annually in a quantity of 15,000? If not, will it be ordered in a smaller quantity such as 1000/box, 2500/box, etc.? If they will be ordered in a different quantity, please provide that number(s).

Answer: Please see answers to questions 1 and 3 above.

Question 5: Although the specifications do not mention printing any of the items “with bleed,” since no samples were provided, please confirm that none of the 8 items listed in the bid should be printed “with bleed.”

Answer: All print-ready artwork we submit are always provided “with bleed.”

Question 6: Will print-ready artwork be provided for the following items?

- a. Residential Collection Procedure Brochure
- b. Single-Sided Flyer
- c. Door Hanger
- d. Residential Holiday Collection Schedule

Answer: “Yes” to all items a-d.

2. All other conditions remain in full force and effect.

Jervai McConico

Jervai McConico
Procurement Agent
Department of Purchasing and Contracting

ITB 20-101210, Printing Services for Public Works – Sanitation0

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)