



City of Tacoma

CITY OF TACOMA

ADDENDUM NO. 3

DATE: November 2, 2017

REVISIONS TO:

**Request for Proposals Specification No. CT17-0359F
Citywide Printing and Binding Services**

NOTICE TO ALL RESPONDENTS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains the same.

REVISIONS TO THE REQUEST FOR PROPOSAL PAGE:

The original Price Proposal Sheets (Appendix A) are deleted and replaced with the revised Price Proposal Sheets (Appendix A) marked **Addendum 3**. Respondents shall submit the attached Price Proposal Sheets (Appendix A) marked **Addendum 3** with their proposal response. Failure to do so may render your proposal non-responsive.

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Proposals Specification No. CT17-0359F Addendum No. 3. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

SECTION 1: PRINTING ON STANDARD SUBSTRATES (Ink/Toner and Coating Costs)

Item No.	Pages Printed per Year	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	8,568,000	Per Page	Black Only		
2.	13,200,000	Per Page	Full Color printing Cyan, Magenta, Yellow, Black (CMYK)		
3.	2,000,000	Per Color / Per Page	Special Color printing Pantone Matching System (PMS)		
4.	8,200,000	Per Page	Flood Aqueous Coating - Gloss, Satin, or Matte		

SECTION 2: STANDARD SUBSTRATES (Substrate Costs)

Item No.	Estimated Sheets per Year	Unit	Paper Weight and Size <i>All papers are uncoated, unless specified</i>	Unit Price	Extended Price
1.	2,400,000	Per Sheet	20# Recycled White Bond 8.5 x 11		
2.	5,000	Per Sheet	20# Recycled White Bond 8.5 x 14		
3.	300,000	Per Sheet	20# Recycled White Bond 11 x 17		
4.	600,000	Per Sheet	20# Color Recycled Bond 8.5 x 11		
5.	5,000	Per Sheet	20# Color Recycled Bond 8.5 x 14		
6.	10,000	Per Sheet	20# Color Recycled Bond 11 x 17		
7.	10,000	Per Sheet	24# Fox River Watermark 8.5 x 11		
8.	1,000,000	Per Sheet	60# Text – Opaque White, Smooth 8.5 x 11		
9.	1,000,000	Per Sheet	60# Text – Opaque White, Smooth 11 x 17		
10.	10,000	Per Sheet	60# Text – Opaque Color, Smooth 8.5 x 11		
11.	10,000	Per Sheet	60# Text – Opaque Color, Smooth 11 x 17		
12.	25,000	Per Sheet	60# Offset – Husky Opaque Smooth 8.5 x 11		
13.	30,000	Per Sheet	70# Text – Opaque White, Smooth 8.5 x 11		
14.	9,000	Per Sheet	70# Text – Opaque White, Smooth 11 x 17		
15.	5,000	Per Sheet	70# Text – Opaque Color, Smooth 8.5 x 11		
16.	2,500	Per Sheet	70# Text – Opaque Color, Smooth 11 x 17		
17.	16,000	Per Sheet	80# Text – White Smooth 8.5 x 11		
18.	3,000	Per Sheet	80# Text – White Smooth 11 x 17		
19.	25,000	Per Sheet	80# Cover – White Smooth 8.5 x 11		
20.	200,000	Per Sheet	80# Cover – White Smooth 11 x 17		
21.	16,000	Per Sheet	60# Bright (ie; Astrobright) Text 8.5 x 11		
22.	2,000	Per Sheet	60# Bright (ie; Astrobright) Text 11 x 17		
23.	24,500	Per Sheet	65# Bright (ie; Astrobright) Cover 8.5 x 11		
24.	4,000	Per Sheet	65# Bright (ie; Astrobright) Cover 11 x 17		
25.	5,000	Per Sheet	67# Bristol White 8.5 x 11		
26.	62,000	Per Sheet	67# Bristol Color 8.5 x 11		
27.	10,000	Per Sheet	80# Enviro PC100 Text White 12 x 18		
28.	250,000	Per Sheet	80# Enviro PC100 80# Text Natural 23-1/8" x 11		
29.	10,000	Per Sheet	80# Enviro PC100 Cover White 12 x 18		
30.	800,000	Per Sheet	80# Matrix Velvet Text, Smooth, White 9-1/2" x 6"		
31.	2,500	Per Sheet	100# Cougar Cover Smooth, White 8.5 x 11		

32.	5,600,000	Per Sheet	100# Titan Plus Text, Dull, White 12 x 10		
33.	225,000	Per sheet	80# Anthem Plus Recycled Velvet Book 11x17		
34.	10,000	Per Sheet	110# Index White 8.5 x 11		
35.	150,000	Per Sheet	110# Index White 11 x 17		
36.	10,000	Per Sheet	110# Index Color 8.5 x 11		
37.	400,000	Per Sheet	110# Index Color 11 x 17		
38.	1,000	Per Sheet	10pt C1S White 8.5 x 11		
39.	720,000	Per Sheet	10pt C1S White 11 x 17		
40.	2,000	Per Sheet	10.7mil Polyester paper 8.5 x 11		
41.	10,000	Per Sheet	10.7mil Polyester paper 11 x 17		

SECTION 3: PRINTED FORMS AND SPECIALTY ITEMS

Business Cards / Wallet Cards – 2" x 3 ½" - 250 Per Box (Ink, Substrate and Finishing Costs)

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	50	Per Box of 250	Business Cards Printed Full Color 1-side on 100# Classic Crest Avon Brilliant White Cover		
2.	480	Per Box of 250	Business Cards Printed Full Color 1-side over Black 1-side on 100# Classic Crest Avon Brilliant White Cover		
3.	30	Per Box of 250	Business Cards Printed Full Color 1-side over Full Color 1-side on 100# Classic Crest Avon Brilliant White Cover		
4.	20	Per Box of 250	Business Cards Printed Black+1Special Color (PMS) 1-side over Black+1Special Color (PMS) Full Bleed 1-side on 100# Classic Crest Avon Brilliant White Cover		
5.	30	Per Box of 250	Business Cards Printed Full Color 2-sides, Full Bleed 1-side on 100# Classic Crest Avon Brilliant White Cover		
6.	30	Per Box of 250	Business Cards Printed Full Color 1-side over Full Bleed Special Color (PMS) 1-side 100# Classic Crest Avon Brilliant White Cover		
7.	50	Per Box of 250	Business Cards Printed Black + Gold Foil Stamped City Seal 1-side on 80# Classic Crest Natural Cover (City provides stamping die)		
8.	12	Per Box of 250	Business Cards Printed Black + Gold Foil Stamped City Seal 1-side over Black 1-side on 80# Classic Crest Natural Cover (City provides stamping die)		
9.	12	Per Box of 250	Business Cards Printed Black + Gold Foil Stamped City Seal 1-side over Black + 1 Special Color (PMS) 1-side on 80# Classic Crest Natural Cover (City provides stamping die)		
10.	12	Per Box of 250	Business Cards Printed Full Color + Gold Foil Stamped City Logo 1-side over Black + 1		

			Special Color (PMS) 1-side on 80# Classic Crest Natural Cover (City provides stamping die)		
11.	50	Per Box of 250	Wallet Cards Printed Black +1 Special Color (PMS) 1-side over Black + 1 Special Color (PMS) 1-side on Heavy Duty Rite in the Rain Polydura		

SECTION 4: PRINTED FORMS AND SPECIALTY ITEMS**Envelopes (Ink, Substrate and Finishing Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	500	Per Box of 500	Full Color 1-side #10 Regular White Envelope		
2.	350	Per Box of 500	Full Color 1-side #10 Window Envelope		
3.	500	Per Box of 500	Full color 1-side #9 Regular White Envelope		
4.	100	Per Box of 500	Full Color 1-side A6 Envelopes		
5.	50	Per Box of 500	Full Color 1 side A4 Envelopes		
6.	150	Per Box of 500	Full Color 1-side 6-5/8 Booklet White Envelopes		
7.	150	Per Box of 500	Black 1-side #10 Regular White Envelope		
8.	150	Per Box of 500	Black 1-side #10 Window Envelope		
9.	500	Per Box of 500	Black 1-side #9 Regular White Envelope		
10.	50	Per Box of 500	Black 1-side A6 Envelopes		
11.	25	Per Box of 500	Black 1 side A4 Envelopes		
12.	10	Per Box of 500	Black 1-side 6-5/8 Booklet White Envelopes		
13.	100	Per Box of 500	Full Color 1-side over Black 1-side #10 Regular White Envelope		
14.	100	Per Box of 500	Black 1-side over Black 1-side #10 Regular White Envelope		
15.	100	Per Box of 500	Black 1-side over Black 1-side #9 Regular White Envelope		
16.	100,000	Per 50,000	Black + 1 Special Color 1-side #7 Coin Envelope (6.5" x 3.5") on 32# Ledger Rite in the Rain Stock with Side Seam, Side Peel & Seal Closures and Square Flaps. (<i>Heavy Coverage - Flood Special Color Background</i>) Pack in Cartons & Mark Containers With: Job Name & Number		

SECTION 5: PRINTED FORMS AND SPECIALTY ITEMS**Printed Tabs (Ink, Substrate and Finishing Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	500	Per Set	3-Bank 110# Index White 9 x 11 Printed Black 1-side		
2.	300	Per Set	4-Bank 110# Index White 9 x 11 Printed Black 1-side		
3.	20,000	Per Set	5-Bank 110# Index White 9 x 11 Printed Black 1-side		
4.	500	Per Set	3-Bank 110# Index Color 9 x 11 Printed Black 1-side		
5.	300	Per Set	4-Bank 110# Index Color 9 x 11 Printed Black 1-side		
6.	10,000	Per Set	5-Bank 110# Index Color 9 x 11 Printed Black 1-side		
7.	100	Per Set	3-Bank 110# Index White 9 x 11 Printed Color 1-side		
8.	100	Per Set	4-Bank 110# Index White 9 x 11 Printed Color 1-side		
9.	200	Per Set	5-Bank 110# Index White 9 x 11 Printed Color 1-side		
10.	200	Per Set	3-Bank 110# Index White 9 x 11 Printed Full Bleed Color 1-side		
11.	100	Per Set	4-Bank 110# Index White 9 x 11 Printed Full Bleed Color 1-side		
12.	300	Per Set	5-Bank 110# Index White 9 x 11 Printed Full Bleed Color 1-side		
13.	1500	Per Set	5-Bank 110# Index Bright (ie; Astrobright) 9 x 11 Printed Black 1-side		

SECTION 6: PRINTED FORMS AND SPECIALTY ITEMS**Carbonless Forms (Ink, Substrate and Finishing Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	600,000	Per Set	Black 1-side NCR Carbonless 2-part 8.5 x 11		
2.	300,000	Per Set	Black 1-side NCR Carbonless 3-part 8.5 x 11		
3.	80,000	Per Set	Black 1-side NCR Carbonless 4-part 8.5 x 11		
4.	60,000	Per Set	Black 1-side NCR Carbonless 5-part 8.5 x 11		
5.	16,244	Per Set	Black 1-side NCR Carbonless 2-part 8.5 x 14		
6.	27,500	Per Set	Black 1-side NCR Carbonless 3-part 8.5 x 14		
7.	50,000	Per Set	Black 1-side NCR Custom 2-part: White 20# CB, Tag Board CF 8.5 x 5		

SECTION 7: PRINTED FORMS AND SPECIALTY ITEMS**Direct Mail Inserts (Ink, Substrate and Finishing Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	500,000	Per Piece	Direct Mail Inserts Printed Full Color 1-side over 2 Special Colors 1-side (PMS) on Endeavour 60# Text, Velvet White, Heavy Coverage Full Bleed 4 Sides, 4 x 8 Finished Size		
2.	500,000	Per Piece	Direct Mail Inserts Printed 2 Special Colors 1-side (PMS) over 2 Special Colors 1-side (PMS) on Endeavour 60# Text, Velvet White, Heavy Coverage Full Bleed 4 Sides, 4 x 8 Finished Size		
3.	2,000,000	Per Piece	Direct Mail Inserts Printed Full color 1-side over Full Color 1-side on Endeavour 60# Text, Velvet White, Heavy Coverage Full Bleed 4 Sides, 4 x 8 Finished Size		

SECTION 8: PRINTED FORMS AND SPECIALTY ITEMS**Door Hangers/Tags (Ink, Substrate and Finishing Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	10,000	Per Piece	Door Hanger Printed Full Color 1-Side over Full Color 1-Side on 110# Index White, No Bleed, Trim to 4.25 x 11, Standard Punch and Slash		
2.	200,000	Per Piece	Door Hanger Printed 2 Special Colors (PMS) 1-Side over 2 Special Colors (PMS) 1-Side on Endeavour 100# Cover, Gloss, White, Full Bleed, Trim to 5 x 14, Perforate 2 3/4" From The Bottom, Add Single Hole Punch at Top, Reinforce Hole with Mylar and add 6" wire twist (12" total length)		

SECTION 9: LARGE FORMAT PRINTING**Printing on Large Format Substrate (Ink Costs)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	1,000	Per Sq. Ft.	Digital Color Printing		
2.	10,000	Per Sq. Ft.	Digital B&W Printing		
3.	1,000	Per Sq. Ft.	Silk Screen Color Printing		

SECTION 10: Large Format Substrate (Media Costs)

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	10,000	Per Sq. Ft.	20# Recycled White Bond		
2.	2,100	Per Sq. Ft.	20# Color Recycled Bond		
3.	500	Per Sq. Ft.	32# Recycled White Bond		
4.	300	Per Sq. Ft.	46# Recycled Premium White Bond		
5.	100	Per Sq. Ft.	Heavy Weight Photo Matte Paper		
6.	50	Per Sq. Ft.	Heavy Weight Photo Gloss Paper		
7.	500	Per Sq. Ft.	3mm Control Tac (Vehicle Wraps)		
8.	500	Per Sq. Ft.	3/16" Foamcore White		
9.	100	Per Sq. Ft.	3/8" Foamcore White		
10.	100	Per Sq. Ft.	4mm Correx Plastic Corrugated Board - White		
11.	500	Per Sq. Ft.	4mm Correx Plastic Corrugated Board - Yellow		
12.	100	Per Sq. Ft.	3mm Sintra PVC Board – Bright White		
13.	100	Per Sq. Ft.	3mm Sintra PVC Board – Color		
14.	100	Per Sq. Ft.	3/16" Gatorboard - White		
15.	100	Per Sq. Ft.	3/16" Gatorboard - Black		
16.	100	Per Sq. Ft.	1/2" Gatorboard - White		
17.	100	Per Sq. Ft.	1/2" Gatorboard - Black		
18.	1000	Per Sq. Ft.	3mm Dibond		
19.	10,000	Per Sq. Ft.	Flexcon Drumcal Vinyl		
20.	10,000	Per Sq. Ft.	3M Wrap Film 1080		
21.	10,000	Per Sq. Ft.	Gloss Laminate		

SECTION 11: PRINTED FORMS AND SPECIALTY ITEMS**Banners**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	800	Per Sq. Ft.	15oz Vinyl Scrim Banner Material - Gloss Smooth White		
2.	200	Per Sq. Ft.	18oz Vinyl Scrim Banner Material - Gloss Smooth White		
3.	200	Per Snap	Banner Steel Spring Snaps (3/8" Opening at 3' spacing)		
4.	2000	Per Piece	Banner Grommet		
5.	200	Per Piece	2" Steel "D" ring		
6.	1000	Per Linear Ft.	Sew 2" fold over - 2" vinyl coated nylon strips 22 oz and securely sewn along all edges		
7.	3600	Per Cut	Banner Wind Vent Cut Out		
8.	1600	Per Pocket	Sew Banner Pocket		
9.	2400	Per Corner	Banner Corner - Reinforced stitching 6" from each corner.		

SECTION 12: PRINTED FORMS AND SPECIALTY ITEMS**Signage (Ink, Substrate and Finishing Costs)**

Item No.	Magnets per Year	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	600	Per Sq. Ft	Full color printed on 30 mil Vehicle Magnet Material		
2.	300	Per Sq. Ft.	2 mil Plastic Laminate-Gloss		
3.	100	Per Sq. Ft.	Reflective Coating		
4.	300	Per item	Rounded Corners		
5.	5000	Per item	Custom Die Cut		
6.	300	Per Sq. Ft.	.125 gauge Aluminum		
7.	300	Per Sq. Ft.	.080 gauge aluminum		

SECTION 13: SCANNING (Service Cost)

Item No.	Pages per Year	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	10,000	Per Page	Scan B&W page to file 8.5 x 11		
2.	10,000	Per Page	Scan B&W page to file 8.5 x 14		
3.	10,000	Per Page	Scan B&W page to file 11 x 17		
4.	10,000	Per Page	Scan Color page to file 8.5 x 11		
5.	10,000	Per Page	Scan Color page to file 8.5 x 14		
6.	10,000	Per Page	Scan Color page to file 8.5 x 17		
7.	50,000	Per Page	Scan Documents for Legal Purpose (Remove staples, scan pages with notes and post-its, assemble documents in exact order of originals, re-assemble original documents in original order)		
8.	5,000	Per SQ. FT.	Large format B&W		
9.	5,000	Per SQ. FT.	Large format Color		

SECTION 14: ADDITIONAL SERVICES**Design (Service Cost)**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	1,150	Per Hour	Production Artist – Assist with graphic production for collateral, display and advertising projects		
2.	500	Per Hour	Designer – Conceptualize and design graphic applications such as collateral material, environmental graphics, corporate identify and multi-media interfaces		
3.	100	Per Hour	Art Director – Establishes the conceptual and stylistic direction for design staff and orchestrates their work as well as the work of production artists, photographers, illustrators		

			and anyone else involved in the development of a project.		
4.	75	Per Hour	Web Production Artist – Prepares art for online production and designs and develops web pages.		
5.	75	Per Hour	Web Site Designer – Designs internet and intranet sites that accurately reflect an organization’s goals, objectives, and identify.		
6.	100	Per Hour	Illustrator – Conceptualizes, paints and draws new images used in a variety of materials and publications		

SECTION 15: ADDITIONAL SERVICES**Mail Preparation (Service Costs) – Do not include postage**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	8,000,000	Per Piece	Print, Merge Addresses onto Mail Pieces, Prepare Mailing, Affix Postage, Data processing and Deliver to Post Office		
2.	5,000	Per Piece	Fold Multi-Page Letters/Documents and Stuff Envelopes		
3.	3,000,000	Per Tab	Affix Mailing Tab – 1-1/2” Paper Non-perforated (Cost includes tab)		
4.	500,000	Per Bundle	Bundle and Poly Tie – 1 strap per 200 unless specified		
5.	800,000	Per Bundle	Bundle and Poly Tie – 2 straps per 200 unless specified		

SECTION 16: ADDITIONAL SERVICES**Miscellaneous**

Item No.	Estimated Annual Volume	Unit	Items with Unit Price Bid	Unit Price	Extended Price
1.	10,000	Per Piece	Collating by Hand		
2.	30,000	Per Piece	Inserting by Machine		
3.	10,000	Per Piece	Inserting by Hand		
4.	1,000,000	Per Piece	Stapling by Machine		
5.	1,000,000	Per Booklet	Saddle Stitch		
6.	1,000	Per Book	Perfect Bind (Up to 4 Pockets)		
7.	1,000	Per Document	Laminating 8.5 x 11 (Includes Material)		
8.	1,000	Per Document	Laminating 8.5 x 14 (Includes Material)		
9.	1,000	Per Document	Laminating 11 x 17 (Includes Material)		
10.	300	Per Sq. Ft.	Laminating Large Format (Includes Material)		
11.	100,000	Per Sheet	Pages Drilling (2, 3 or 5 hole)		

12.	8,000,000	Per Cut	Cutting		
13.	4,000,000	Per Fold	Folding (Standard Machine)		
14.	5,000	Per Fold	Folding by Hand		
15.	5,000	Per Score	Scoring (Standard Machine)		
16.	25,000	Per Pad	Padding		
17.	10,000	Per Book (Specify Sizes)	Comb Binding		
18.	20,000	Per Page	Numbering - 1-Up		
19.	10,000	Per Page	Numbering - 2-Up		
20.	200,000	Per Page	Crash Print Text in Margin of Head, Foot, or Face		
21.	500	Per Disk	Burn a CD/DVD (Includes Disk)		
22.	1	Per Hour	Customer Press Check		
23.	2000	Per Piece	H stakes (yard sign stakes)		
24.	1000	Per Piece	T-Shirts - Direct print		
25.	1000	Per Piece	T-Shirts - Embroidery		