

**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 19-11339-C**  
**FOR**  
**CITYWIDE PRINTING AND COPYING SERVICES**

**ADDENDUM "A"**  
**September 27, 2019**

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals must be received no later than 2:00 p.m., on Thursday, October 10, 2019.** All responses must be in a sealed envelope and have "**Citywide Printing and Copying Services**" and **Specification No. 19-11339-C** clearly marked on the **outer most mailing envelope**.

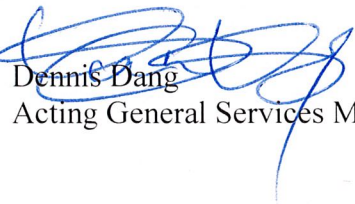
**Mail or Hand Deliver To:**

City of Berkeley  
Finance Department/General Services Division  
2180 Milvia Street, 3rd Floor  
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,



Dennis Dang  
Acting General Services Manager

## Addendum "A"

### Questions and Answers for Specification No. 19-11339-C CITYWIDE PRINTING AND COPYING SERVICES

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 19-11339-C, Citywide Printing and Copying Services**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

- 1.Q. Has the City had a print services contract previously or is this a new initiative? If there was a previous contract was it issued to multiple sources? Who were they?
- 1.A. *The City has a single existing contract with Minuteman.*
- 2.Q. In the pricing section the cost is asked for in a quantity range of 1-2,500, 2,501-5,000, 5,001-10,000, 10,001 and above? Do you want the costs as each or per 1,000 in those areas?
- 2.A. *If the offered pricing is fixed in any amount in the stated particular ranges then offered pricing may be stated as each or per 1,000; however, to ensure that your pricing is correctly evaluated you may want to indicate or briefly describe how pricing is configured.*
- 3.Q. Does a supplier have to quote all items in the RFP to be considered?
- 3.A. *A supplier should provide quotes for items they will be able to fulfill under a contract. It isn't necessary for all items in the RFP to be quoted for a proposal to be considered; although, the breadth and extent of product offerings and services will be considered in the evaluation of proposals.*
- 4.Q. Has the City used an E-commerce order site to manage their print and material ordering? Would you consider this option to reduce your administrative cost creating and ordering?
- 4.A. *No. Yes, the City would be interested in considering such a service.*
- 5.Q. For costs for lamination are there quantities to price for? Also on the Spiral and Softcover pricing with quantity ranges should the price be each?
- 5.A. *For lamination the cost is per sheet. If a supplier has lamination quantity price discounts please include such pricing. For Spiral and Softcover pricing the cost is per bind. If a supplier has Spiral and Softcover quantity price discounts please include such pricing.*
- 6.Q. Are business cards 1 color or multiple color for Pricing?
- 6.A. *The City's business cards are 4 color. The Library's business cards are one color.*

Except as provided herein all other terms and conditions remain unchanged.