

May 25, 2016

ADDENDUM #1

IFB 17-01 NEWSLETTER PRINTING AND MAIL PREP

*******ATTENTION BIDDERS*******

(To be completed and returned with bid response)

1. Q: Who is the incumbent and how much are you paying?

A: *Day & Night Printing, \$990/issue. However, the newsletter is currently black & white with one spot color.*

2. Change to Section 4. Scope of Work and Specifications.

Color, Option A shall be: *Full color (with PMS 364 spot color created via process color)*

3. The Official Town Bid Form has been revised to reflect the changes listed in #2 of this Addendum. Please use the Revised Bid Form when submitting your bid.

4. Change to Section 6. Mandatory Terms and Conditions, Level of Quality
This shall read:

Work that is unacceptable may require that the printer re-do the print job within the time period required by the Town, at the expense of the printer. If the printer fails to make satisfactory corrections for work that has been rejected, the Town may recover for such defective work by employing labor and/or equipment to perform the corrections and charge the cost for such to the printer, which will be deducted from any money due to the printer.

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF FIRM:

PHONE #: _____ EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE:

Please Print

SIGNATURE: _____ DATE: _____



Town of Vienna, VA
 Purchasing Office
 127 Center Street S
 Vienna, Virginia 22180

SECTION 10. OFFICIAL TOWN BID FORM - REVISED

IFB 17-01 NEWSLETTER PRINTING AND MAIL PREP

Vendor Name: _____

Address: _____

NOTICE TO BIDDERS: The following required goods/services shall be provided according to the contract terms and conditions of **IFB 17-01**.

Option A – Full color (with PMS 364 spot color created via process color)

Printing of 12 page Newsletter	\$_____ /month	x 12 =	\$_____
Additional 4 pages (optional)	\$_____ /month	x 2 =	\$_____
Mailing Prep Cost	\$_____ /month	x 12 =	\$_____
TOTAL BID – Option A			\$_____

Option B – Black text, black and white photos, one spot color (PMS 364)

Printing of 12 page Newsletter	\$_____ /month	x 12 =	\$_____
Additional 4 pages (optional)	\$_____ /month	x 2 =	\$_____
Mailing Prep Cost	\$_____ /month	x 12 =	\$_____
TOTAL BID – Option B			\$_____

Number business days required to print, bind, address, prep newsletters for mailing, and drop at post office. _____

RETURN BID FORM IN DUPLICATE. All addendums that have been issued shall be returned with the bid. It is the responsibility of the bidder to ensure that it has received all addendums.

Person to contact regarding this bid (Please print): _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Signature: _____ Date: _____

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Contract Terms and Conditions as contained herein.