



School District of Clayton

Request for Proposal

OUTSIDE PRINTING & MAIL SERVICE

ADDENDUM #1

June 25, 2019

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The following changes to the Request for Proposal for Outside Printing & Mail Services issued June 17, 2019 are being made through this Addendum #1 dated June 25, 2019.

The following changes to the Scope of Services for Outside Printing & Mailing Services are being made to clarify the requested services. See changes below in red.

A. Annual Report – 1 time per year

- Quantity: 8,750
- 32 pages plus 4 page self-cover booklet (34 total inside pages – 36 total pages)
- Paper Text: 80# matte book (32 pages)
- Paper Cover: 80# matte cover (4 pages)
- Ink: 4 color process
- Bindery: 6" x 11" final trim, saddle-stitched

D. Clayton 101 – 1 time per year

- Quantity: 2,000
- Booklet size: Half fold of 11 x 8.5 to 5.5" W x 8.5" H
- Book is 48 half-sheet pages, 60# white offset paper, 2 sided black and white printing
- Cover is 65# cover weight paper (uncoated pastel), 2 sided black and white printing
- 2-staple binding

E. Clayton Education Foundation Newsletter – 2 times per year

- Quantity: 13,000
- 10 Pages, self-cover and a remit envelope
- 60# white offset

- Color print
- Collate and trim three sides (no binding) with remit envelope in between two signatures
- Remit envelope is 3.625 x 6.5 open side, black print, floated in the newsletter, no staple.
- Half fold of 11 x 8.5 to 5.5 by 8.5

M. Summerquest Envelopes

- Quantity: 2,000 #10 envelopes and 2,000 9x12 envelopes (4,000 total)
- Print Summerquest logo and return address
- Standard 24# booklet envelope style for mailing

6. Clayton Education Foundation Annual Appeal – 1 time per year

- Quantity: 13,000
- Inkjet addresses on piece and envelope
- Print mail merge letter on letterhead
- Fold 1 page
- Insert two pieces into envelope
- NCOA
- Deliver to Post Office
- Postage advance
- Mailing ONLY: District staff print this document, mailed in a #10

7. Alumni BBQ Postcards – 1 time per year

- Quantity: 7,500
- Inkjet addresses on piece and envelope
- Deliver to Post Office
- Postage advance
- Mailing ONLY: District staff print this document, postcard is A6

Ad Hoc Printing:

Price per square foot for printing large format, color prints/plots (18x24, 24x36, etc.) and laminating – one side print – please price with and without bleeds. Order quantity is generally 5 or fewer.

Price per square foot for mounting large format prints/plots to foam core (18x24, 24x36, etc.) and laminating– one side print – please price with and without bleeds. Order quantity is generally 5 or fewer.

Price per square foot for mounting large format prints/plots to Gator board (18x24, 24x36, etc.) – one side print – please price with and without bleeds. Order quantity is generally 5 or fewer.

Envelopes bearing the District (2 colors and black), and each school's (1 color and black) logo:

- For pricing, the amount ordered varies depending on building and style; the last order ranged from 1,000 units to 22,000 units
- #10 – No window
- #10 – With window
- #10 – With window – Do Not Forward (DNF)
- #10 – Security Envelope with window DNF
- Purchase Order (raised window) – all black logo
- 6x9 Booklet style
- 6x9 DNF

- 9x12
- 9x12 DNF
- 10x13
- 10x13 DNF

Presentation Folders - White Coated Pocket Folders with 4-Color Print Process – 2 pockets with a single business card slit

Please acknowledge receipt of this addendum by signing and enclosing a copy of this with your proposal.

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature _____ Date _____

Print Name _____

Company Name _____

Company Address _____