

ADDENDUM NO. TWO
INVITATION FOR BID
PRINTING SERVICES
PROJECT NO. 125-19
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: August 2, 2019

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following information shall become part of the original Invitation for Bid (IFB), for this Project.

A. Delete III. Notice Invitation for Bid, paragraph one and replace with the following:

The City of Thornton, CO ("Thornton") respectfully requests separate sealed Bids for the purchase of **Printing Services, Bid No. 125-19**. Bids will be received until **5:00 p.m.**, on **August 15, 2019** in the Purchasing Office, 9500 Civic Center Drive, 2nd Floor City Hall, Thornton, CO 80229-4326.

B. Please delete Exhibit 1 Bid Form in its entirety and replace with the attached Revised Exhibit 1 Bid Form.

2. The following questions and answers are provided for additional clarification to the IFB.

Q. In the case of the Utility Billing envelopes will there be only one PO or multiple PO's?

A. Thornton will issue one PO with payment made net 30 upon delivery to Thornton.

Q. Will Thornton ask for all products to be printed and warehoused?

A. Thornton is requesting two (2) pricing options for #10 Window Envelopes and #8 5/8 Standard Envelopes; 1) warehousing included and 2) printing on an as-needed basis (on demand).

Thornton will determine how orders are placed based on what is determined to be in Thornton's best interest.

3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Bid.

END OF ADDENDUM NO. TWO

	8/2/19
Susan White, C.P.M Purchasing Manager	Date

VIII. EXHIBIT 1

REVISED BID FORM

All Bids Must Be Submitted On This Form!

_____ Initial here if Bidder is claiming the Thornton-Based Business Local Vendor Consideration and submit a current copy of the Bidder's Thornton Business License with the Bid.

All printing will be reproduced from camera-ready artwork. Bids shall be based on reproducing existing samples unless specifically directed to do otherwise by Thornton at the time of order.

Unit pricing for printing shall include all charges for storage, inventory reports, set up, composition (not including typesetting), delivery, overhead, and any other charges. Do not include additional charges in the unit price for anything that is included on the Bid Sheet as a separate item such as typesetting, additional ink charges, bindery work, perforations, folding, etc. Unit pricing will include any minor composition changes to the existing form.

Description	Days ARO for delivery	Estimated Quantity*	Unit Cost per m** printing on demand	Unit Cost per m** printing with warehousing
Letterhead				N/A
Envelopes, #10 Standard				N/A
Envelopes, #10 Window				
Envelopes, #9 Standard				N/A
Envelopes, #9 Window				N/A
Envelopes, #8 5/8 Standard				
Envelopes, 9" x 12" Window				N/A
Purchase Orders				N/A
Inspection Report				N/A
Pre-trip Inspection Books				N/A

Description	Days ARO for delivery	Estimated Quantity*	Unit Cost per m** printing on demand	Unit Cost per m** printing with warehousing
Business Cards, Police, price per set of 250 cards with thermographic print				N/A
Business Cards, Police, price per set of 250 cards with flat print				N/A
Business Cards, Police, price per set of 500 cards with thermographic print				N/A
Business Cards, Police, price per set of 500 cards with flat print				N/A
Business Cards, Standard, price per set of 250 cards with thermographic print				N/A
Business Cards, Standard, price per set of 250 cards with flat print				N/A
Business Cards, Standard, price per set of 500 cards with thermographic print				N/A
Business Cards, Standard, price per set of 500 cards with flat print				N/A
Business Cards, Economic Development, price per set of 250 cards with thermographic print				N/A
Business Cards, Economic Development, price per set of 250 cards with flat print				N/A
Business Cards, Economic Development, price per set of 500 cards with thermographic print				N/A
Business Cards, Economic Development, price per set of 500 cards with flat print				N/A
Business Cards, 9-1-1 Emergency Communications Center, price per set of 250 cards with thermographic print				N/A
Business Cards, 9-1-1 Emergency Communications Center, price per set of 250 cards with flat print				N/A

Description	Days ARO for delivery	Estimated Quantity*	Unit Cost per m** printing on demand	Unit Cost per m** printing with warehousing
Business Cards, 9-1-1 Emergency Communications Center, price per set of 500 cards with thermographic print				N/A
Business Cards, 9-1-1 Emergency Communications Center, price per set of 500 cards with flat print				N/A
Business Cards, Council Members, price per set of 250 cards with thermographic print				N/A
Business Cards, Council Members, price per set of 250 cards with flat print				N/A
Business Cards, Council Members, price per set of 500 cards with thermographic print				N/A
Business Cards, Council Members, price per set of 500 cards with flat print				N/A
Business Cards, Fire Department, price per set of 250 cards with thermographic print				N/A
Business Cards, Fire Department, price per set of 250 cards with flat print				N/A
Business Cards, Fire Department, price per set of 500 cards with thermographic print				N/A
Business Cards, Fire Department, price per set of 500 cards with flat print				N/A
Business Cards, Infrastructure Maintenance Center, price per set of 250 cards with thermographic print				N/A
Business Cards, Infrastructure Maintenance Center, price per set of 250 cards with flat print				N/A
Business Cards, Infrastructure Maintenance Center, price per set of 500 cards with thermographic print				N/A
Business Cards, Infrastructure Maintenance Center, price per set of 500 cards with flat print				N/A

Description	Days ARO for delivery	Estimated Quantity*	Unit Cost per m** printing on demand	Unit Cost per m** printing with warehousing
Business Cards, Parks and Recreation, price per set of 250 cards with thermographic print				N/A
Business Cards, Parks and Recreation, price per set of 250 cards with flat print				N/A
Business Cards, Parks and Recreation, price per set of 500 cards with thermographic print				N/A
Business Cards, Parks and Recreation, price per set of 500 cards with flat print				N/A
Checks, Payroll				N/A
Checks, Account Payable				N/A
Checks, Municipal Court				N/A
Checks, Recreation Center				N/A
Other Services:				
Collating				N/A
Cutting				N/A
Folding				N/A
Perforating/Scoring				N/A
Drilling				N/A
Stapling				N/A
Bindery Work				N/A
Typesetting per hour				N/A
Proof per each				N/A
Other: specify				N/A

*Thornton reserves the right to increase or decrease the actual quantity at time of order.

**FOB is destination. Unless listed as a separate line item, include freight and/or delivery costs in the prices quoted.

State method of delivery of all forms. If method is determined by size of delivery, provide all options.
