



**PRINTING AND MAILING SERVICES
FOR THE CONNECTH2O PROGRAM (RFP)
Solicitation Number: R-22-009-JP**

**ADDENDUM 2
July 7, 2022**

To Respondent of Record:

RESPONSE TO QUESTIONS

1. **Question:** What part of the door hanger is inkjet?

Response: The sub-bullet regarding ink-jet addresses under the Door Hanger specifications was inadvertently placed in the wrong section in the Scope of Services. The bullet has been moved to the Postcard specification sub-bullet. The mailing address and service address will be inkjetted on the mailing side of the postcard. For additional information, see Changes to RFP section, Item #1 in this Addendum.

2. **Question:** How many versions of the door hanger and postcard do you anticipate for the year?

Response: Unfortunately, it is unknown at this time how many versions we will need throughout the year(s). Design for the materials has been established and only functional changes are expected. However, staff wants to retain the ability to make those changes, precluding the option to print large amounts of the materials at the beginning of the contract.

3. **Question:** So how many can we print at one time?

Response: Contractor can print postcards and doorhangers in quantities to meet quarterly distribution needs.

4. **Question:** What about the version numbers, can you elaborate?

Response: Since the design has been established, a version number will be utilized in the file name and printed on the materials. SAWS will track each version to ensure deliverables submitted are the latest version of each deliverable requested.

5. **Question:** Die cutting and perforation is a longer timeline than print, is that being considered?

Response: Yes, SAWS understands that die cutting and perforation are a longer timeline. The Respondent should address the timelines for each deliverable separately in their response to the RFP's evaluation criteria for consideration. The die cutting and perforation are only used on the doorhanger, not the postcard.

CHANGES TO THE RFP

1. **Pg. 1 of 68, Section I.B. Scope of Services.** The first two bullets of Section I.B.6 are hereby modified to read as follows:

- Door Hangers
 - 10.75" x 17" folds to 5.375" x 17" prints 4/4 with bleeds on 80# uncoated cover, die-cut, standard hole with side slit to hang on door, perforation to make tear off CRE 5.375" x 9".
 - **Estimated monthly quantities will vary but may range from 7,000 to 15,000 (Qty/month)**, shrink-wrapped in packages of 100. Doorhanger can be printed in quantities to meet quarterly (3 month) needs. Total print quantity for the full five years is estimated 570,000 (Qty).
 - Deliver the shrink-wrapped packages directly to SAWS designated location.
 - Example provided in Attachment 2 of this RFP.
 - Door hangers will include a detachable survey for customers to complete and return to SAWS.

- Postcards
 - 9" x 12" fold to 9" x 6"; prints 4/4 with bleeds print on 100# dull cover, score for ½ fold and glue shut
 - **Estimated monthly quantities will vary, but may range from 7,000 to 15,000 (Qty/month)**. Postcards can be printed in quantities to meet quarterly (3 month) needs. Total print quantity for the full five years is estimated as 570,000 (Qty).
 - **Incorporate customized ink-jet address information to each.**
 - Mail the postcards to SAWS customers via the United States Postal Services (USPS)
 - Billing SAWS for postage used in the mailings.
 - Example provided in Attachment 3 of this RFP."

END OF ADDENDUM 2

This Addendum is two (2) pages in its entirety.