



Office of the Mayor-President
Purchasing Division

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Kris Goranson
Director of Purchasing

ADDENDUM NO. 1 July 13, 2022

Your reference is directed to: **File Number: 22-00636**

Solicitation: **A22-0636 Printing Library Newsletter**

which is scheduled to open: **July 20, 2022**

Question 1: Are all 7000 - 8000 copies to be completed and within the 3 day turnaround time or just the 2000 that will be mailed out?

Answer 1: Absolutely the copies for the mail out must be completed within that 3 day turnaround time frame. We need possession of the physical copies on site in time to send out to each branch PRIOR to the 1st day of the month; we could perhaps stretch the turnaround time to 4 days but ONLY if the timing for that month jived with our Monday-Friday courier service.

Question 2: Are you desiring that the printer be local? Are the proof time frame set in stone?

Answer 2: Printer does not need to be local as long as they can indeed print and transport all copies within the turnaround timeline. In the past, a non-local printer had the contract but they had issues delivering on time and in fact, walked away from the contract. Proof time frame is set as indicated.

Question 3: The 70 # cougar text – we would like to substitute the stock. It is very hard to find right now with the paper shortage and there is no guarantee it will be available at the time of the bid and or award.

We could use 70 # Husky text.

Let me know if this is acceptable, I can provide a paper dummy of this substituted paper as well.

Answer 3: Husky #70 is too light a paper weight. And it is off-white. SO NO.

Our COUGAR sample pack shows a crisp, bright white as well as other shades of off-white. We use the bright white.

Our HUSKY sample pack only shows an off-white paper. It is possible that bright white exists, but I don't have proof of that with my small sample book.

Does the proposed substitute of HUSKY #70 text come in bright white? The Off-white is not acceptable.

Question 4: On the postage estimate are we using our permit or the library?

Answer 4: The Library does not have a postage permit...so we would be using the permit of the printer.

Question 5: Estimate at presort standard or non- profit? You need non-profit status with the post office for non profit

Answer 5: Since we don't have our own permit, they go Presort Standard, not non-profit.

Question 6: We are concerned at the final fold over to 5.5 x 8.5 for the mailers because of the thickness- might not look great! Is there a previous sample I can pick up?

Answer 6: Newsletters are normally mailed flat with a tab to seal them, rather than folding and tabbing.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein. If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 22-00636

ssylvan@brla.gov
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Signature

Date

Company