

OFFICE OF PURCHASING
O'KEEFE ADMINISTRATION BUILDING
501 City Park Avenue, Bldg 37
New Orleans, LA 70119
(504) 762-3027 FAX: (504) 762.3089
www.dcc.edu

Addendum No: 01

Bid No: 40006-73
Bid Name: Printed Materials, Setup & Maintenance of Website
for Electronic Ordering

Opening Date: April 9, 2025 @ 2:00PM CST

Addendum No: 01
Date Issued: April 2, 2025,

This addendum is hereby officially made a part of the referenced solicitation. The below are clarifications and are to be taken into consideration for establishing your pricing. Addenda must be signed and submitted with your Bid or your Bid will be rejected.

1.	Since this is a public bid, is it possible to get a copy of the last winning bid with all specs and pricing for each item	Please see the attached tabulation sheet
2.	Is it possible to get the names of the companies that were sent a bid request this year?	No, the bid is still in process
3.	If you cannot supply me with this information, who can I contact to help me with this?	It would be me – Adrienne Harris
4.	I would like a printed copy/sample of each item on the list. Is it possible for me to get the samples	Yes

**OFFICE OF PURCHASING
O'KEEFE ADMINISTRATION BUILDING**
501 City Park Avenue, Bldg 37
New Orleans, LA 70119
(504) 762-3027 FAX: (504) 762.3089
www.dcc.edu

5.	The bid requested some of the items to be printed in PMS 336 & black. Is it okay to do a digital match of PMS 336 on a digital press or must it print in PMS on an offset printing press?	Yes, they can do a digital match for PMS 336
	The paper to quote on is Classic Crest, Avalanche White or comparable quality. What paper is being used on the existing contract, Classic Crest or a comparable quality paper and the name of that paper?	Business cards - 80# Cougar cover, smooth white. Letterhead - 60# text, Classic Crest, avalanche white

Acknowledgement: Acknowledgement of this addendum is required. Bidder is to acknowledge receipt of this addendum where indicated on the Bid Form. See below if your Bid has already been submitted.
*If your bid has already been submitted, please sign below where indicated and fax this form in its entirety to (504) 762-3089 or email to gharri@dcc.edu, purchasingdept@dcc.edu, mail to the address stated in section 1.12.2 Proposer Inquiry Periods of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit the addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: _____ Signature: _____

Print Name: _____

40006-73 Printed Materials, Setup & Maintenance of Website for Electronic Ordering	Quick Print Inc, dba Documart	Mele Printing	Pel Hugues Printing
Price for setting up and maintaining Web site	\$0.00	\$0.00	\$ 1,800.00
Price for setting up templates for printed items	\$0.00	\$0.00	\$0.00
Price per new template item added	\$0.00	\$0.00	\$ 95.00
Price per 250 for business cards	\$ 72.50	\$ 74.00	\$ 70.00
Price per 500 for business cards	\$ 85.00	\$ 82.00	\$ 80.00
Price per 1000 for business cards	\$ 110.00	\$ 98.00	\$ 100.00
Price per 250 for letterhead	\$ 135.00	\$ 90.00	\$ 190.00
Price per 500 for letterhead	\$ 165.00	\$ 110.00	\$ 265.00
Price per 1000 for letterhead	\$ 210.00	\$ 152.00	\$ 415.00
Price per 250 for 10" x 13" envelopes	\$ 106.00	\$ 147.00	\$ 195.00
Price per 500 for 10" x 13" envelopes	\$ 137.00	\$ 224.00	\$ 280.00
Price per 1000 for 10" x 13" envelopes	\$ 208.00	\$ 308.00	\$ 450.00
Price per 250 for 9" x 12" envelopes	\$ 80.00	\$ 138.00	\$ 112.00
Price per 500 for 9" x 12" envelopes	\$ 120.00	\$ 206.00	\$ 152.00
Price per 1000 for 9" x 12" envelopes	\$ 180.00	\$ 294.00	\$ 232.00
Price per 250 for #9 envelopes	\$ 52.00	\$ 72.00	\$ 72.00
Price per 500 for #9 envelopes	\$ 72.00	\$ 119.00	\$ 90.00
Price per 1000 for #9 envelopes	\$ 98.00	\$ 147.00	\$ 126.00
Price per 250 for #10 envelopes	\$ 52.00	\$ 72.00	\$ 72.00
Price per 500 for #10 envelopes	\$ 72.00	\$ 105.00	\$ 90.00
Price per 1000 for #10 envelopes	\$ 98.00	\$ 140.00	\$ 126.00
Price per 250 for #10 envelopes two sides	\$ 78.00	\$ 78.00	\$ 72.00
Price per 500 for #10 envelopes two sides	\$ 108.00	\$ 105.00	\$ 100.00
Price per 1000 for #10 envelopes two sides	\$ 147.00	\$ 140.00	\$ 153.00
Total	\$2,385.50	\$2,901.00	\$ 5,337.00

The bid is awarded to Quick Print Inc. dba Documart

Pel Hugues Printing - Did not submit required samples as stated on P.7