



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #1

RFB #22-0041

ON-CALL PRESS PRINTING SERVICES

December 9, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for **On-Call Press Printing Services** for the Department of Central Services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

The contract period for RFB #22-0041 has changed to the following:

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for one (1) year with four (4) one (1) year options to renew.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

1. The RFB states press printing. Does that include digital work, or just press projects?

Yes. Digital press and/or standard presswork is acceptable. No inkjet printing.

2. Are you looking to print single items at a time or are you going to be able to meet our minimums per items? We are a bulk distributor and cannot print 1 offs. You have to meet each items minimum.

Our established our minimums are 1,000 per order. If your minimum per order is above that, please note what your minimum requirements are in your bid.

3. We are trying to figure out how to quote this when last year our vendors keep raising paper and envelope cost sometimes weekly. How would you like us to address that when we send the quote?

Due to the volatility of the paper and printing services markets, please provide firm fixed pricing for six (6) months with the balance of the year based on pricing options such as escalation/de-escalation clauses, price change based on market indexes, or other options provided by bidders. All price changes must have written justification and approval by the county.

4. **We would like to ask about the unit price per 1,000. Most of your quantities are for a much higher volume, say 100,000, for example. We just want to make sure that the higher quantities are an approximate total for the year? So the runs can vary from 500 up to 100,000 throughout the year. Someone that is bidding this may think that the run is for one run of 100,000 and not a total for the entire year. We print the letterhead on a press with ink not toner which should make it easier to run through a laser printer.**

Yes. The quantities provided are estimate volumes for one (1) year. The quantities on individual orders will range starting with a minimum of 1,000 on up.

5. **Is the On-Call Press Printing Services contractual agreement limited to the first 16 line items as presented in RFB#22-0041, Section VIII?**

No. The agreement will cover all items included in Section VIII.

6. **What is the volume history, schedule or pattern in print order placement for the RFB #22-0041 On-Call Press Printing Services?**

As shown in RFB 22-0041 pgs. 9-12, Section VIII Price Sheet

Please refer to the Estimated Quantity (Annual) Column in the below table.

I. [Price Sheet](#)

**REQUEST FOR BID
RFB #22-0041
ON-CALL PRESS PRINTING SERVICES**

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
Letterhead			
1	Four (4) Color Logo Letterhead, Paper-8 ½ X 11, White, 24#, 25% Cotton, Laser Imaging	Text Ink:	
		Four (4) Color Process 4/0 Cyan, Magenta, Yellow, Black 50,000	\$
Envelopes			
2	Return Address Size/Paper: #10, 24#, White, 25% Cotton, Regular	Text Ink:	
		Four (4) Color Process 4/0 Cyan, Magenta, Yellow, Black 30,000	\$
3	Size/Paper: #10, 24#, White, Regular	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		4	Size/Paper: #10, 24#, White, Window
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
2-Color 5,000			
1 Side 2/0	\$		
2 Sides 2/2	\$		
4-Color 20,000			
1 Side 4/0	\$		
2 Sides 4/4	\$		

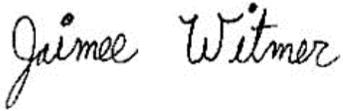
Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
5	Size/Paper: #10, 24#, White, Regular, Security	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		6	Size/Paper: #10, 24# White, Window, Security
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
2-Color 5,000			
1 Side 2/0	\$		
2 Sides 2/2	\$		
4-Color 20,000			
1 Side 4/0	\$		
2 Sides 4/4	\$		
7	Size/Paper: #9, Policy Brown Kraft		
		Black 10,000	
		1 Side	\$
		2 Sides	\$

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
8	Size/Paper: #9, 24#, White, Regular	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		9	Size/Paper: #11, 24#, White, Regular
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
10	Size/Paper: #11, 24#, White, Window	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
11	Size/Paper: 6 x 9 Booklet Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		Three (3) Color Process Black, Red, and Gold 1 Side, 1,000	\$

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
12	Size/Paper: 6 X 9 Window Booklet Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 100,000	
		1 Side 1/0	\$
13	Size/Paper: A-2 Invitation Envelope, White Linen	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		4-Color 100,000	
14	Size/Paper: 6.5 x 9.5 Booklet Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2-Color 100,000	
15	Size Paper: 6 ¾ Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2-Color 100,000	
16	Paper: 8 ½ X 11, 20# Color Sequence: White; Canary; Pink; Gold; Manila Tag	Text Ink:	
		Black, 1 Side	\$
Miscellaneous			
17	Typesetting	\$	
18	Set-up	\$	
19	Color Wash (Other Than Black)	\$	

Firms interested in submitting a *bid*, must respond with complete information and **deliver on or before 1:45 pm CST, December 20, 2022**. Late *bids* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *BID* RESPONSE PAGE.”

A handwritten signature in cursive script that reads "Jaimee Witmer".

Jaimee Witmer
Purchasing Agent

JW/ch