



ADDENDUM

ADDENDUM NO.: 01

PROJECT NAME: Comprehensive Digital Construction Document Printing Services

CONTRACT NO.: PS3001

DATE OF ISSUE: July 26, 2018

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum. Issued Addenda represent responses/clarifications to various inquiries. Contractors shall be responsible for including all associated labor/material costs in its bid. Drawings/specifications corresponding to inquiry responses will be issued with the Issue for Construction Documents, upon issuance of building permit.

ITEM NO. 1: CHANGE TO KEY DATES

Clarification 1 Submission Deadline is August 28, 2018 by 4:00p.m. CT

ITEM NO. 2: REVISIONS TO RFP DOCUMENT

- Change 1** Section I – Key Information, 2. Submission Deadline and Procurement Timetable – REMOVE ‘July 31, 2018’ and REPLACE WITH ‘August 28, 2018’
- Change 2** Section VII – Evaluation Criteria, B. Evaluation Criteria 6. Minority and Women Owned Business Participation – REMOVE ‘Tab 6’ and REPLACE WITH ‘Tab 5’.
- Change 3** Section VII – Evaluation Criteria, C. Other Criteria 1. Understanding of Contract Terms and Conditions – REMOVE ‘Tab 7’.
- Change 4** Section VII – Evaluation Criteria, C. Other Criteria 2. Compliance with Insurance Requirements – REMOVE ‘Tab 7’ and REPLACE WITH ‘Tab 5’.
- Change 5** REMOVE ‘Schedule A – Cost Proposal’ and REPLACE WITH ‘Revised Schedule A – Cost Proposal’. Revised ‘Delivery Method’ Section.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.

Question: I currently provide Printing Services for the PBC. Do I need to respond to this RFP?

Response: PBC is re-soliciting for Comprehensive Digital Construction Document Printing Services. All firms currently rendering services and who are interested in providing printing services under the term identified in this RFP, should submit responses by the Submission Deadline.

RFI-2.

Question: What firms currently provide Printing Services to the PBC?

Response: The following four (4) firms are currently contracted to render Printing Services to the PBC:

1. BHFX, LLC
2. Cross Rhodes Reprographics (DBA Cross Rhodes Print & Technology)
3. Cushing & Co.
4. Springer Blueprint Services

RFI-3.

Question: How much has been expended on the prior contracts?

Response: Total Printing Services Expenditures for the last five years were as follows:

2013 Total Printing Services Expenditure.....	\$66,278.60
2014 Total Printing Services Expenditure.....	\$77,433.01
2015 Total Printing Services Expenditure.....	\$85,227.72
2016 Total Printing Services Expenditure.....	\$3,762.26
2017 Total Printing Services Expenditure.....	\$75,957.85

RFI-4.

Question: Can I submit a proposal if I am not a minority or woman owned firm and do not anticipate using sub-contractors?

Response: Yes. All firms are encouraged to meet the MBE/WBE Participation Goals or provide Good Faith Efforts.

RFI-5.

Question: Do firms who are MBE or WBE certified have to complete Exhibit I?

Response: Yes, all Respondents must fill out Exhibit I – MBE/WBE Past Participation.

RFI-6.

Question: On the price sheet, line items 1 through 10 indicate the UOM as per sheet. Please clarify if this is per impression (2 impressions per piece of paper) or per piece of paper (which includes the 2 impressions)?

Response: Respondents are to quote per piece of paper.

RFI-7.

Question: On the price sheet, in the Delivery Method section, pricing for pickup and delivery for contractors is requested. Is there any clarification where contractors may be located, as the distance from our offices would directly affect the cost of the required messenger service?

Response: Recipients of IFB Documents are grouped as noted below. Their delivery method and destinations also vary by group.

A. For Assist Agencies – Please refer to the PBC’s List of Assist Agencies found at: <http://www.pbcchicago.com/doing-business/assist-agencies/>. The list, with current addresses, delivery methods and typical required quantities can be found in Exhibit G – Sample PBC Task Order and PBC Distribution List.

B. For Prequalified General Contractors – Please refer to the PBC’s List of Prequalified General Contractors found at: <http://www.pbcchicago.com/doing-business/prequalified-general-contractors/>

NOTES:

1) Depending on the User Agency, and the Project’s Estimated Dollar Value and/or Complexity, the List of Prequalified General Contractors will vary by Project.

a. Example No. 1 – Chicago Public School Project X is estimated at \$9M. PBC determines it will bid the Project to Class A and B (Prequalified) General Contractors only.

b. Example No. 2 – Chicago Park District Project Y is estimated at \$2M. PBC determines it will bid the Project to (Prequalified) Chicago Park District Capital Improvement Program, Class A, B, and C General Contractors.

2) Delivery method for Prequalified General Contractors – typically electronic download only; however, hardcopy sets may be required from time to time. Please refer to individual lists for addresses.

C. For Architect of Record – Address, Delivery Method, Sizes, and Quantities will vary by Project.

D. For PBC Project Manager – Use PBC Address. Delivery Method, Sizes, and Quantities will vary by Project.

E. For PBC Client – Address, Delivery Method, Sizes, and Quantities will vary by Project.

RFI-8.

Question: Online Document Management - is it required to maintain contact information (name and email) when the general public accesses the plans?

Response: Yes. PBC may from time to time require reports identifying who viewed, accessed, and/or downloaded PBC IFB documents.

This Addendum includes the following Document:

1. Revised Schedule A – Cost Proposal.

END OF ADDENDUM NO. 01

Revised **SCHEDULE A** Cost Proposal

(ATTACHED HERETO AND INCORPORATED HEREIN)

I. COST FOR CONSTRUCTION PRINTING SERVICES

Provide cost as requested.

PRINTING

Please note:

1. Pricing is required for Printing Services requested below.

LINE #	DESCRIPTION OF PRINTNG SERVICES	UOM	COST per UOM
1	Letter – 8 ½ x 11 – Black & White (B&W) - Cardstock	Per Sheet	\$
2	Letter – 8 ½ x 11 – Color – Cardstock	Per Sheet	\$
3	Letter – 8 ½ x 11 – B&W (double-sided)	Per Sheet	\$
4	Letter – 8 ½ x 11 – Color (double-sided)	Per Sheet	\$
5	Legal – 8 ½ x 14 – B&W	Per Sheet	\$
6	Letter – 8 ½ x 11 – B&W (single-sided)	Per Sheet	\$
7	Letter – 8 ½ x 11 – Color (single-sided)	Per Sheet	\$
8	Legal – 8 ½ x 14 – Color	Per Sheet	\$
9	Ledger – 11 x 17 – B&W	Per Sheet	\$
10	Ledger – 11 x 17 – Color	Per Sheet	\$
11	Bond – Half-size – B&W	1-5,000 sq ft	\$
12		5,001-10,000 sq ft	\$
13		10,001 sq ft & above	\$
14	Bond – Half-size – Color (Full)	1-5,000 sq ft	\$
15		5,001-10,000 sq ft	\$
16		10,001 sq ft & above	\$
17	Bond – Half-size – Color (Red-Line)	1-5,000 sq ft	\$
18		5,001-10,000 sq ft	\$
19		10,001 sq ft & above	\$
20	Bond – 24x36 – B&W	1-5,000 sq ft	\$
21		5,001-10,000 sq ft	\$
22		10,001 sq ft & above	\$
23	Bond – 24x36 – Color (Full)	1-5,000 sq ft	\$
24		5,001-10,000 sq ft	\$
25		10,001 sq ft & above	\$
26	Bond – 24x36 – Color (Red-Line)	1-5,000 sq ft	\$
27		5,001-10,000 sq ft	\$
28		10,001 sq ft & above	\$
29	Bond – 42x30 – B&W	1-5,000 sq ft	\$
30		5,001-10,000 sq ft	\$
31		10,001 sq ft & above	\$
32	Bond – 42x30 – Color (Full)	1-5,000 sq ft	\$
33		5,001-10,000 sq ft	\$
34		10,001 sq ft & above	\$
35	Bond – 42x30 – Color (Red-Line)	1-5,000 sq ft	\$
36		5,001-10,000 sq ft	\$
37		10,001 sq ft & above	\$

BINDING**Please note:**

1. Pricing is not required for all binding types. If your firm does not offer a particular binding type, please indicate so by placing 'N/A' in the spaces provided.

LINE #	DESCRIPTION OF BINDING TYPE	Cost for Up to 100 pages	Cost for Up to 250 pages	Cost for Up to 500 pages
38	Saddle-stitching	\$	\$	\$
39	Perfect Bound (paperback binding)	\$	\$	\$
40	Plastic Grip	\$	\$	\$
41	Section Sewn	\$	\$	\$
42	Wire Bound	\$	\$	\$
43	Cased-in Wire	\$	\$	\$
44	Spiral (or Coil) Bound	\$	\$	\$
45	Pamphlet	\$	\$	\$
46	Screw-post	\$	\$	\$
47	Tape Bound	\$	\$	\$
48	Comb (or Plastic) Bound	\$	\$	\$
49	Hard-covered (or Case) Bound	\$	\$	\$
50	Metal Fasteners	\$	\$	\$
51	1-Staple	\$	\$	\$
52	2-Staple	\$	\$	\$
53	2-hole punch	\$	\$	\$
54	3-hole punch	\$	\$	\$

SCAN / INDEX / PUBLISH**Please note:**

1. Pricing for all services noted below is required. If your firm does not offer a particular service, please indicate so by placing 'N/A' in the space provided.

LINE #	DESCRIPTION OF SERVICE	UOM	COST per UOM
55	Scan to Print – Letter – 8 ½ x 11	Per Sheet	\$
56	Scan to Print – Legal – 8 ½ x 14	Per Sheet	\$
57	Scan to Print – Ledger – 11 x 17	Per Sheet	\$
58	Scan to Print – Bond	1-5,000 sq ft	\$
59		5,001-10,000 sq ft	\$
60		10,001 sq ft & above	\$
61	Scan/Index/Publish Fee – Letter – 8 ½ x 11	Per Sheet	\$
62	Scan/Index/Publish Fee – Legal – 8 ½ x 14	Per Sheet	\$
63	Scan/Index/Publish Fee – Ledger – 11 x 17	Per Sheet	\$
64	Scan/Index/Publish Fee – Bond	1-5,000 sq ft	\$
65		5,001-10,000 sq ft	\$
66		10,001 sq ft & above	\$

BURNS / DOWNLOADS / MANAGEMENT

Please note:

1. Pricing for all services noted below is required. If your firm does not offer a particular service or product, please indicate so by placing 'N/A' in the spaces provided.

DESCRIPTION OF SERVICES	COST (ea.)
Burn – CD	\$
Burn – DVD	\$
Upload – USB	\$
Download/Retrieval Fee	\$
Project Management Fee	\$

DELIVERY METHOD

Please note:

1. Pricing for all delivery methods is required.

DESCRIPTION OF SERVICES	UOM	COST
Electronic Download of IFB Documents by PBC Designated Recipients*	ea.	\$
Pick-Up & Delivery within City of Chicago Limits	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Miles <input type="checkbox"/> Other: _____	\$
Pick-Up & Delivery to Surrounding Suburbs/Communities	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Miles <input type="checkbox"/> Other: _____	\$
Rush Delivery within City of Chicago Limits	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Miles <input type="checkbox"/> Other: _____	\$
Rush Delivery to Surrounding Suburbs/Communities	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Miles <input type="checkbox"/> Other: _____	\$
* Cost to PBC for download of an Electronic Set of IFB Documents by PBC Designated Recipients only.		

II. COST FOR ADDITIONAL PRINTING SERVICES

Cost for services not identified above will be requested on a Task-Order Basis.

- a. Should Firms have a company catalog, brochure and/or price list identifying pricing for all or various services, provide discounted percentage off of catalog/brochure/price list. _____%
- (Attach Catalog/Brochure/Price List)