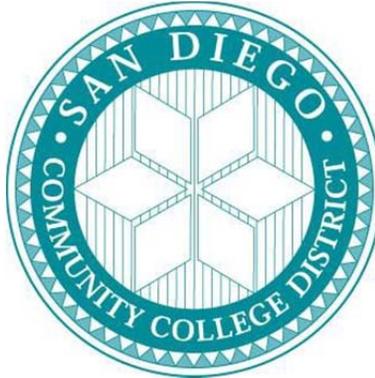


**REQUEST FOR PROPOSAL – RFP No. 18-02
PRINTING – CLASS SCHEDULES – DISTRICT**



**ADDENDUM 1
May 8, 2018**

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this addendum on behalf of the company listed below.

Signed: _____ Dated: _____

Name and Title: _____

Company: _____

ADDENDUM No. 1 TO RFP No. 18-02

This addendum is considered to be part of the RFP. All other terms of the RFP remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFP. Any information contained herein will be considered part of the RFP and as such will be used in the evaluation of the RFP responses. Attention all potential proposers, if you have already submitted your proposal prior to the RFP closing date, please review this addendum and re-submit your RFP response, should this addendum modify your initial proposal response.

- 1.0 To verify that all proposers have received a copy of this addendum, please sign the cover page of this addendum and return it with your proposal to:

**San Diego Community College District
Purchasing and Contract Services
Attn: Edward Cook
3375 Camino Del Rio South, Suite 270
San Diego, CA 92108
RFP No.18-02 Printing – Class Schedules – District**

- 2.0 The information in this addendum section is primarily to address and clarify the requirements as stated within the RFP solicitation:

1. **Question:** On the actual portion of the work regarding the post card/gatefold letter it says per semester; there is 4 semesters, right?

Response: No, only three semesters.

2. **Question:** How many semesters are there and what are the semesters?

Response: No, there are only three semesters (fall, spring, & summer). We do run an intersession but it is part of the spring class schedule.

3. **Question:** Do the class schedules also follow those same semesters and the quantities that were listed on the printing class schedules RFP page 2 of 2, is that quantity is per semester?

Response: The quantity per semester varies (usually with regard to the campus/recruitment quantities). However, the mass mailing is the largest run and it is currently performed each semester. The mass mailing only changes by one or two thousand each press run.

4. **Question:** What is the timeframe on the return of the addendum?

Response: Any addendum must be published at least 72 hours prior to solicitation response submission per California Education Code.

5. **Question:** Where it says, Witnessing Press Run, it says that there is thirty-six hours prior to the beginning of the press run of the time that the issue will go on the press, and shall make open to the

District all appropriate parts of the printing plant during the press run. I want more clarification on what that looks like from your perspective. What are your expectations around what you would be able to do and/or have access to?

Response: We would need access to do press checks. However, sometimes we like to interact with other areas of the facility but we respect the right of plant management to decide how access is granted.

6. **Question:** In terms of geography, what would be outside the distance requirements?

Response: Los Angeles city limits is the maximum driving distance to the north and the maximum driving distance to the east is the California State Line.

7. **Question:** About Minority or Veteran subcontractor businesses, is there a percentage advantage given to those or is it a basic requirement of the bid that there be a Minority owned or Disabled or Veteran owned?

Response: California Education Code prohibits advantages of any type when scoring.

8. **Question:** Is it possible to get copies of the last award on this bid? Can we get that without a public records request and take a look at who the bid was awarded to last time and what the nature of the award was like?

Response: Advantage, Inc. Correspondence and an MOU were drafted amongst SDCCD and Advantage due to project timeline fluctuation.

9. **Question:** What problems in the past have you encountered through the last award with this? Have there been issues with production of the book or distribution of the books in the last 2-3 years that have been a learning experience for you folks and you're trying to address here in this bid or on your mind that aren't expressly defined in the bid?

Response: No prior issues within the past three years have occurred.

10. **Question:** Could the low participation today be indicative of the challenges with this type of bid?

Response: No.

11. **Question:** On the letter fold/gatefold individual class schedule cover, what is that specifically? On page 14 of 20, it says as part of the requirements of printing.

Response: That is an information only item. It was added in case we needed to print individual class schedules rather than a combined class schedule. It will not be considered for the cost portion of the bid.

12. **Question:** Is that saddle stitch cover separate from the schedules? Is it a separate item or just a cover for the schedules?

Response: The saddle stitch cover is included as part of the cost evaluation. It is noted separately because the specifications for the cover are different than for the guts.

13. Question: Is the post card also to be mailed? Or is that included in the schedules also?

Response: The post card is an information only item. The cost is for printing only.

14. Question: Do you want the postage and pricing included or just the cards?

Response: Just the printing of the cards.

15. Question: I'm wondering if the incumbent who had this last just had it more than 1 cycle and how far back this incumbent has had this bid?

Response: The incumbent has provided class schedules for several prior cycles. SDCCD is aware of paper price fluctuation, and shrinking print shop location. SDCCD seeks to better understand the marketplace via this solicitation.

16. Question: The other question I had was about the penalties for late deliveries: given that paper could become an issue and has become an issue, if that is the reason for the late delivery, are the penalties still in place?

Response: SDCCD will work with the supplier to insure that schedules are not delayed because of paper shortage.