



**Addendum 1**

**Request for Proposals #  
ESD 112-5-18  
Digital Press Production Equipment**

**ADDENDUM** ..... No. 01

**SUBJECT** ..... **Corrections to Instructions and extension**

- Clarifications to equipment specifications
- **Due date extension to February 2, 2018**

**DATE ISSUED**..... January 22, 2018

**Important Note to Bidders:**

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of RFP ESD 112-5-18 shall remain the same.

**Instructions to Bidders:**

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials. Insert all signed addenda pages, in sequential order with your proposal documents.

Name of Company \_\_\_\_\_

Name of Authorized Representative (Please print) \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date Signed \_\_\_\_\_

- **In reference to minimum specifications for all items:**

Rather than answer each question received on this topic, since we received so many, please read the statement below as clarification.

The specifications listed in the RFP represent the ideal specs for our print shop based on much research and in an attempt to meet the needs of our clients. Our print shop is changing significantly in regards to the types of paper and sizes of paper we are using as most clients are requesting heavier paper and bindery. We have previously used paper at 257 gsm but now we need up to a 400 gsm for running heavier cardstock for business cards and posters. The new copiers also need to be able to read registration marks. This is important for us as we have been having problems with the machines skewing.

We have no intention of limiting competition with these specs but merely wanted to list our ideal specifications. We would ask vendors to submit their proposals for the equipment they feel best meets our needs and simply notate where the proposed equipment varies from our original specifications. We will then conduct discussions with the vendors to review the options available and find the equipment that will best meet our needs. If you feel an additional or alternative piece of equipment would better help us meet some of our criteria, please list those as part of your proposal. We will assume that all proposed equipment fully meets the specs provided if variations aren't notated. A Word version of the specification sheets is attached so variations can be easily notated by line. We have also included a Word version of the pricing sheet in case you need to add additional lines for equipment or charges.

For instance, on item I. we asked for a duty cycle of 3,000,000 impressions per month. If your machine only does 2,500,000 but you feel that is our best option, you should list that piece of equipment and notate the difference so we can discuss how you will work with us if we make 3,000,000 impressions in a month (additional fees, click charges, etc.).

Once again, we have no desire to limit competition but we do need to implement an equipment solution that will meet our needs and the demands of our clients.

- **In reference to due date extension:**

In order for vendors to have an opportunity to review this additional information and prepare their proposals, the due date has been extended to **Friday, February 2, 2018**.

Thank you.



Jeff Strunk, Purchasing Manager, ESD 112  
E-Mail: [Jeffrey.strunk@esd112.org](mailto:Jeffrey.strunk@esd112.org)

