

ADDENDUM # 2

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	In reviewing the bid documentation, we have identified several areas and requirements that we would like to propose refining in order to better reflect our specific business model and product offerings. If a prospective vendor would like to suggest particular changes to the Invitation to Bid and/or terms and conditions contained within, how should it go about presenting them?	The City encourages Offerors to first seek clarification from the Procurement Officer regarding any of the solicitation terms, conditions, or requirements. The Procurement Officer will then respond to written inquiries through an addendum and publish any addendums on the Procurement Website. To the extent the written inquiries prompt revisions to the Solicitation's terms and conditions, this will be documented as part of the addendum.
2.	CERTIFICATION OF RECYLCED PRODUCTS- Some products will have 10% or greater recycled content. Many will not. Will it be sufficient to list the line item numbers that contain recycled content on this page?	With regard to the CERTIFICATION OF RECYLCED PRODUCTS submittal page, please list products that contain no less than ten percent post-consumer recycled material either on that page, or on a separate, "clearly labeled", page attached to that submittal page. Make sure that the recycled products listed are clearly identified with their appropriate line-item number.
3.	With regard to Groups VI-IX Coated papers- All have a note "minimum 96% brightness". That is an obsolete specification and there is no longer a 96 bright option made for items 72, 74, 75, 77, 78, 80, 81, 83, 84, 86, 87, 89, 90, 92, 93, and 95. The City print shop is currently using a recycled 91 bright product. Please confirm that will be sufficient for this solicitation.	Please refer to Change 1, listed under Changes at the bottom of this Addendum. The City of Phoenix agrees that a minimum brightness of 91 is acceptable for groups VI – IX, under this solicitation.
4.	Group I note B- The following colors are required but were discontinued– Ivory(available for 5, not 6-7), Cherry (all sizes), Lavender(all sizes), and Salmon (available for 5, not 6-7). It notes Each bidder shall indicate in the pricing proposal what colors will be available. Where should we provide that information on our submittal? Also same questions with regards to supplying color information on	A separate, "clearly labeled", page attached to the end of the Pricing Proposal Submittal document will be sufficient to indicate the colors that will be available during the contract period. Make sure that colors being offered are clearly identified with their appropriate line-item number.

	Group II note C, Group III note D, Group IV note F, and Group V note G? Is a separate sheet detailing all of this color information at the end of the submittal sufficient?	
5.	Also of note for Group IV, Items 40-47 all call for basis weights outside the current standard. Items 40, 41, 44, and 45 say to quote 15-17# current standard is 21# or 22# depending on finish. Lines 42 + 43 call for 16-18# current standard is 23#. Okay quote with the current mill standards for these items as the old specs are obsolete?	Please refer to Change 2, listed under Changes at the bottom of this Addendum. The City of Phoenix agrees that the current mill standard weights will be sufficient under this solicitation.
6.	Additionally of note on Group IV the colors on 41 are individually listed in lines 50-53. Line 43 colors are individually listed in lines 58-62 and line 45 colors are individually listed in lines 54-57. That being the case do you need a separate color list as requested on note F as they are already broken down and individually priced in the section or does the city still need a list of those colors separately?	Please refer to Change 3, listed under Changes at the bottom of this Addendum. Because lines 41, 43, and 45 of Group IV are individually listed in lines 50 – 53, 58 – 62, and 54 – 57, lines 41, 43, and 45 may be treated as deleted and filled in with “Covered below” in the Unit Price and Total Price fields. The City of Phoenix does not need a list of those colors separately.
7.	Group X- Are these to be forward or reverse collated?	Group X is to be forward collated.
8.	Group XIII items 115-116 Specify showcase brand and no alternatives allowed. Showcase is a private labeled product for a specific merchant line that we do not have access to. We carry the same product under a mill branded name, will that be acceptable as an alternative?	Please refer to Change 4, listed under Changes at the bottom of this Addendum. The City of Phoenix agrees that the same product under a mill branded name will be acceptable as an alternative, under this solicitation.
9.	Should we not have access to any given product requested in this solicitation should we just mark N/A on the price line?	Any item that the vendor does not wish to, or is unable to, bid upon, or supply, should be indicated with “No bid” in the Unit Price and Total Price fields.
10.	Group III items 13-15 All call for a 95 bright option. Print shop is currently using a 98 bright as that is their preference. 95 bright option would be marginally less expensive. Should we bid the product the print shop is currently using or adhere to the specifications as written?	Please refer to Change 5, listed under Changes at the bottom of this Addendum. The City of Phoenix desires Group III, items numbered 13 – 15 to have a “minimum 95 brightness”.
11.	Do items 16-18 all need to be matching brands?	No, items 16 – 18 do not need to be matching brands.

CHANGES

Change 1 – Pricing Proposal, IFB-25-0614, Paper Products, the Note: “Brightness:” associated with Groups VI – IX is changed to read “Minimum 91% brightness”.

Change 2 – Pricing Proposal, IFB-25-0614, Paper Products, lines 40 – 45 of GROUP IV: CARBONLESS PAPER, may use the “current mill standards” for paper weights if they conflict with the paperweights requested in the Pricing Proposal.

Change 3 – Pricing Proposal, IFB-25-0614, Paper Products, lines 41, 43, and 45 of GROUP IV: CARBONLESS PAPER, may be treated as deleted and filled in with “Covered below” in the Unit Price and Total Price fields.

Change 4 – Pricing Proposal, IFB-25-0614, Paper Products, Lines 115 and 116 are changed from “NO ALTERNATES ALLOWED” to “the same product under a mill branded name will be acceptable as an alternative”.

Change 5 – Pricing Proposal, IFB-25-0614, Paper Products, lines 13 – 15 of GROUP III: INDEX, BUSINESS CARD STOCK AND TAG are changed to read “minimum 95 brightness” from “95 brightness”.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____