



**CITY OF SATELLITE BEACH
FLORIDA**

**ADDENDUM #1
REQUEST FOR BIDS (RFB)**

SOLICITATION TITLE: **NEWSLETTER PUBLICATION SERVICES**

Solicitation Number: <u>RFB No. 16/17 - 05</u>	Contact: <u>Suzanne Sherman</u>
Response Due Date: <u>May 26, 2017</u>	Pre-proposal Meeting: <u>None</u>
Due Time: <u>2:00 P.M.</u>	Issue Date: <u>May 11, 2017</u>

Purpose / Description															
REQUEST FOR BIDS – ADDENDUM #1 No. 16/17-05 City of Satellite Beach, Florida															
<p>The City of Satellite Beach is seeking one qualified firm to provide newsletter publication services, primarily for the printing and mailing of the City’s <i>Beachcaster</i> bi-monthly publication.</p> <p>This Addendum is being issued to respond to vendor questions and to publicize changes to the Request for Bids schedule. <u>The bid due date</u> has been changed from May 25, 2017 to <u>Friday, May 26, 2017 at 2:00 P.M.</u></p> <p>The evaluation committee will meet on <u>Tuesday, June 6, 2017 at 11:00 A.M.</u> in the <u>City Council Chamber</u>, located at <u>565 Cassia Blvd., Satellite Beach, FL 32937</u>.</p> <p>Vendor presentations, if needed, will be held on <u>Thursday, June 8, 2017</u> starting at <u>9:00 A.M.</u> in the <u>City Council Chamber</u>, located at <u>565 Cassia Blvd., Satellite Beach, FL 32937</u>. A revised schedule is provided below.</p> <table border="1"> <thead> <tr> <th>Action:</th> <th>Date:</th> </tr> </thead> <tbody> <tr> <td>Deadline for Questions by Respondents*</td> <td>May 18, 2017 @ 5:00 p.m., Local Time</td> </tr> <tr> <td>City Response to Questions Issued*</td> <td>May 19, 2017</td> </tr> <tr> <td>Bid Due Date and Time</td> <td>May 26, 2017 @ 2:00 p.m., Local Time</td> </tr> <tr> <td>Evaluation Committee Meeting</td> <td>June 6, 2017, 11:00 a.m.</td> </tr> <tr> <td>Vendor Presentations*</td> <td>June 8, 2017, 9:00 a.m.</td> </tr> <tr> <td>Recommendation to Council</td> <td>June 21, 2017</td> </tr> </tbody> </table> <p>(*if applicable)</p> <p>Vendors, please be sure to follow the bid submittal requirements on page 3 of the original request and provide: <u>Three (3) original hard copy bid proposals PLUS one electronic version (CD, flash drive)</u></p>		Action:	Date:	Deadline for Questions by Respondents*	May 18, 2017 @ 5:00 p.m., Local Time	City Response to Questions Issued*	May 19, 2017	Bid Due Date and Time	May 26, 2017 @ 2:00 p.m., Local Time	Evaluation Committee Meeting	June 6, 2017, 11:00 a.m.	Vendor Presentations*	June 8, 2017, 9:00 a.m.	Recommendation to Council	June 21, 2017
Action:	Date:														
Deadline for Questions by Respondents*	May 18, 2017 @ 5:00 p.m., Local Time														
City Response to Questions Issued*	May 19, 2017														
Bid Due Date and Time	May 26, 2017 @ 2:00 p.m., Local Time														
Evaluation Committee Meeting	June 6, 2017, 11:00 a.m.														
Vendor Presentations*	June 8, 2017, 9:00 a.m.														
Recommendation to Council	June 21, 2017														

Questions and Answers:

1. **Q: Can I review a sample of the newsletter?** A: Yes. Current editions are available for pickup at Satellite Beach City Hall located at 565 Cassia Blvd, Satellite Beach, and office hours are Monday-Friday, 8am-4:30pm.
2. **Q: Will the City provide the residential address mailing list?** A: No. The City does not have the mailing list so this will need to be provided by the selected vendor.
3. **Q: When you mention "Insert Specifications" and page total you use the term "2/1". There are many ways to express this but the term 2/1 suggests two colors on 1 side and 1 color (Black) on the other side. Please explain what is meant.** A: To further clarify, our publication is a total of 8 pages and uses full 4-color on pages 1 & 8. We are looking for a quote for printing it the current way (Page 1/Page 2 are 4/1 and Pages 7 & 8 are 1/4 and pages 3 through 6 are 1/1), as well as a quote for full color (8 pages 4/4). This full color quote was not included on the initial Pricing Sheet, but an amended Pricing Sheet is included with this Addendum.
4. **Q: Vendor presentations MAY follow. Since this would mean a 1 day notice for such presentation, is there any advance information regarding the desired content of this presentation?** A: For vendor presentations, we would simply plan to bring vendors in to address any questions/clarifications needed by the evaluation committee. We would suggest that any vendor selected to come in should also provide samples of their work. Please note that several dates have changed, as explained on the first page of this Addendum.
5. **Q: You have asked for an alternate quote of 8 pages 4/4. Where would you like this price to be documented?** A: We have added a section for the alternate quote to the Pricing Sheet that is included with this Addendum.
6. **Q: It would appear that the only submission requirement for this RFP is the Pricing Sheet. Is that correct?** A: Other than the Pricing Sheet, vendors should also provide written confirmation that they will comply with all aspects of the Scope of Work, and shall include a written explanation of any deviations from the Scope of Work. (This reference is found at the top of page 3 in the original bid document.)
7. **Q: Referencing Scope of Work Section 2: Can you please clarify what you mean by a soft fold? Will the final product be folded to 5.5"x8.5" and mailed as a letter? An employee lives in Satellite and the newsletter seems to have been mailed as a flat.** A: We would prefer to have the newsletter mailed flat, but would also like to know the cost difference to mail it folded in half. The Pricing Sheet has been updated to reflect this.

****Revised Pricing Sheet is included at the end of this document.****

Sealed bids can be delivered to the Office of the City Clerk located at 565 Cassia Blvd., Satellite Beach, FL 32937 no later than Friday, May 26, 2017 at 2:00 P.M. EST.

Solicitation Distribution

The City of Satellite Beach website is the official location used by the City for posting of solicitation documents, addendums, questions/answers and other related material. Vendors obtaining documents from other sources are reminded those sources are not authorized distribution points and may not have the most current information. The City will not be held liable or be bound by solicitation information obtained from other sources.

The official City website is <http://www.satellitebeachfl.org/Pages/BidsandProposals.aspx>

Please contact Suzanne Sherman, Assistant City Manager at 321-773-4407 Ext. 225 or via email ssherman@satellitebeach.org for further clarification or questions regarding the RFP.

City of Satellite Beach
RFP No. 16/17-05 Newsletter Publication Services
PRICING SHEET

NOTE: THE CITY OF SATELLITE BEACH RESERVES THE RIGHT TO ACCEPT/REJECT ALL OR A PORTION OF THE BID.

Printing (5,250 Copies) – Current \$ _____

(Current: 8 pages with full 4-color only on outside Pages 1 and 8; Page 1/Page 2 are 4/1 and Page 7/Page 8 are 1/4 and Pages 3 through 6 are 1/1)

Please confirm if you can provide a three year rate guarantee Yes
 No

(If No, please specify how long the rate is guaranteed: _____)

Printing (5,250 Copies) – Alternate Bid \$ _____

(Alternate Bid: 8 pages with full color; 4/4 all pages)

Please confirm if you can provide a three year rate guarantee Yes
 No

(If No, please specify how long the rate is guaranteed: _____)

Typesetting/Graphic Services Price per Hour \$ _____

Please confirm if you can provide a three year rate guarantee Yes
 No

(If No, please specify how long the rate is guaranteed: _____)

Mail Preparation and Mailing

Newsletter mailed flat (5,250 Copies) \$ _____

(Provide current cost, it is understood that postage costs may change in the future.)

Newsletter mailed folded (5,250 Copies) \$ _____

(Provide current cost, it is understood that postage costs may change in the future.)

Please specify any additional fees/charges that may be requested:

Name of Company: _____

Phone Number: _____ Date: _____

Name of Preparer: _____

Signature of Preparer: _____