



# San Ramon Valley Unified School District

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DATE: 08/16/2024

## **Addendum/Clarification No. 1**

### **Item Bid:**

### **RFB# 922 Printing Services**

The revised bid form in Attachment A and following clarifications, changes, additions, deletions and corrections hereinafter set forth shall apply to the BID or RFP Documents for this project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

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**NOTE: SUBMITTED QUESTIONS IN BLACK FONTS. ANSWERS AND CLARIFICATIONS IN BLUE FONTS.**

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#### **Item 1:**

**QUESTION:** Under "Company Profile" – it refers to submitting additional information in response to "the company profile questionnaire". where do we submit additional information?

**ANSWER:** [Additional information should be provided with Schedule B: Survey - Qualification and Questionnaire Form](#)

#### **Item 2:**

**QUESTION:** Are you currently using a web portal for ordering and if so, what program are you using?

**ANSWER:** [Yes, the District currently uses a product called MarketDirect Storefront.](#)

#### **Item 3:**

**QUESTION:** Under Base Rates – Print Services –

- Do I assume printing is based on 1 sided printing...so per page = paper + 1 sided printing.
- Binding – describe available types...do we list each binding we do and price?
- Pricing for NCR is based on printing BW – 1 Sided on 2 Part and 3 Part?
- Posters – since we print on roll stock...we print almost any length. We actually charge based on per sq feet. Are there specific sizes you want priced?
- Envelopes – assume we would print in color?

**ANSWER:** [See Attachment A.](#)

#### **Item 4:**

**QUESTION:** Can we assume all documents to be 8.5 x 11?

**ANSWER:** [See Attachment A.](#)

#### **Item 5:**

**QUESTION:** Should we price single sided & double sided?

**ANSWER:** [See Attachment A.](#)

**Item 6:**

**QUESTION:** Do the documents that are printed in color, have bleeds?

**ANSWER:** See Attachment A.

**Item 7:**

**QUESTION:** Cutting: 8.5 x11 in half, third , quarter?

**ANSWER:** See Attachment A.

**Item 8:**

**QUESTION:** Folding: is trifold, bi fold? Please specify.

**ANSWER:** See Attachment A.

**Item 9:**

**QUESTION:** Binding: Can you provide a number a pages per document, the binding cost is link to the thickness of the document

**ANSWER:** See Attachment A.

**Item 10:**

**QUESTION:** Are the NCR's single sided, or double sided?

**ANSWER:** See Attachment A.

**Item 11:**

**QUESTION:** Are the NCR's in black and white?

**ANSWER:** See Attachment A.

**Item 12:**

**QUESTION:** Are the old copiers being removed at end of lease?

**ANSWER:** The District will continue to have copiers available for smaller jobs that can be completed on site. As copier leases expire, each lease will be analyzed for usage and individual decisions will be made concerning the end of the lease.

**Item 13:**

**QUESTION:** Where are school sites going to print to without copiers or print center?

**ANSWER:** School sites will still have printers and/or copiers available for smaller jobs.

**Item 14:**

**QUESTION:** Are you able to provide an editable file so that I can type the answers directly into the PDF?

**ANSWER:** No.

**Item 15:**

**QUESTION:** Will you please clarify the following on the items to quote:

- a. For the printing, would you like a price for 8.5x11"
- b. For the printing, would you like single sided or double?
- c. For the NCR, what size would you like me to quote?
- d. For the envelopes, do you need b/w printing or color?

**ANSWER:** See Attachment A.

**~ End of Addendum ~**

*When submitting your bid, please be sure to acknowledge the receipt of all addenda on the form of proposal.*

*Evan Miller, Executive Director, Business Service*

## REVISED BID FORM

Pursuant and in compliance with your Instructions and Conditions and all other documents relating thereto, the undersigned offeror, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract, the cost of the work at the place where the work is being done, and with the specifications and other contract documents, hereby propose and agrees to perform within the time stipulated, in contract, and everything required to be performed, and to provide and furnish services necessary to perform all of the work required in connection with:

### RFB #922

All in strict conformity with the specifications and other contract documents, including any addenda issued and on file at the Office of the Director of Purchasing.

**NOTE:** The San Ramon Valley Unified School District reserves the right to INCREASE OR DECREASE purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. District maintains the right as it may deem necessary to add or delete services to this contract with only thirty (30) day written notice, in order to accommodate any future changes in the District programs that may result in an increase or reduction of funds. Request for increase in services will be negotiated with the successful vendor based on the rates provided herein.

**TERMS** - Cash terms (if applicable) \_\_\_\_\_% \_\_ Days

It is the intention of the District that all bids received will be compared to each other on a fair and impartial basis. The computation is designed to accomplish this purpose. The unit prices bid will be used to establish contract charges, if and when the District enters into an agreement with the Bidder. While both regular and bulk unit pricing will be evaluated, the District will more heavily weight bulk quantity pricing, at a 2:1 ratio when determining the lowest bid. The District anticipates that most orders will be in bulk quantities (based on a price per page amount), and expects discounts at the bulk quantity price. The formula the District will use to evaluate both regular unit and bulk quantity pricing is below.

$$(\text{Regular Unit Price} \times \frac{1}{3}) + (\text{Bulk Quantity Price} \times \frac{2}{3})$$

The District is seeking print shop services for its 36 school sites and multiple departments, primarily for large-volume orders or copy/duplication services generally not available on site.

## Base Rates – Print Services

Print Services (One/Single sided, 8.5x11 with no bleeds unless otherwise specified)	Regular Unit Price (per page)	Bulk Quantity	Bulk Quantity Price (per page)
Black and White Printing, 20# White	\$	500	\$
Color Printing, 20# White	\$	500	\$
Black and White Printing, 90# White	\$	500	\$
Color Printing, 90# White	\$	500	\$
Black and White Printing, 20# Pastel	\$	500	\$
Color Printing, 20# Pastel	\$	500	\$
Folding			
Bi-fold	\$	250	\$
Tri-fold	\$	250	\$
Binding			
Saddle-Stitch (4-60 pages)	\$	250	\$
Spiral or Wire-O (4-100 pages)	\$	250	\$
Perfect (60-400 pages)	\$	250	\$
Cutting			
Half	\$	250	\$
Third	\$	250	\$
Quarter	\$	250	\$
2 Part NCR (Black and White Printing)			
4.25x5.5	\$	250	\$
8.5x11	\$	250	\$

3 Part NCR (Black and White Printing)			
4.25x5.5	\$	250	\$
8.5x11	\$	250	\$
Large Format (Poster)			
12x18	\$	100	\$
11x17	\$	100	\$
18x24	\$	100	\$
Envelopes (Color Printing)	\$	500	\$
- #10 window (w/ logo and return address)			
Envelopes			
- #10 (w/ logo and return address)			
Graphic Design Services (hourly rate)	\$	N/A	\$
List Delivery Fees	\$	N/A	\$
Comprehensive list of all Miscellaneous Fees required to fulfill the contract (attach separately)	\$	N/A	\$

**PIGGYBACK CLAUSE**

Public Contract Code 20118. Pursuant to Public Contract Code 20118 and 20652 (Community Colleges) the San Ramon Valley Unified School District authorizes all other eligible Districts and public agencies to piggy-back on this bid. The responding bidder authorizes this piggy-back by signing below. The District further waives its right to have warrants issued in its favor. Acceptance or rejection of this clause will not affect the outcome of this bid.

Yes, Piggyback Option Granted       No, Piggyback Option Not Granted

**VENDOR'S LICENSE STATEMENT**

The undersigned certifies that he/she or the firm he represents holds the appropriate license as required and specified for:

License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Classification No. & Title \_\_\_\_\_

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*THE REPRESENTATION MADE HEREIN ARE MADE UNDER PENALTY OF PERJURY.*

NO BID IS VALID UNLESS SUBMITTED ON THIS FORM AND SIGNED BY AUTHORIZED AGENT FOR YOUR COMPANY.

SUBMITTED BY:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Authorized Agent) (Please Print)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of authorized officers or agents; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partnership; and if bidder is an individual, his signature shall be placed above.