



City of Doral

ITB No. 2022-20

Newsletter Printing & Mailing Services

Addendum No. 1

Below are questions/ clarifications that were received regarding this project as well as the City's responses. This Addendum is and does become a part of the above-mentioned solicitation. This addendum is issued to modify the subject solicitation as follows:

1. Postage is to be paid by the printing company. I also understand that the terms for payment of services is net 30 days. Do these terms apply to the payment for postage as well?
 - Yes.
2. Is the finished size of the newsletter 8.5 x 11 or 8.5 x 5.5? Please note the 8.5 x 11 (flat size mail) cost more per piece to mail than the 8.5 x 5.5 (letter size mail).
 - 8 x 11.
3. Is the paper stock 100# cover or text? Are they married to a silk stock? Reason I ask is satin is difficult to find these days.
 - We are not married to that paper. We welcome alternative of readily available paper stock of similar quality.
4. Is it a 12 self-cover or a 12 plus cover? If so, what are the paper weights for the text and the cover?
 - Self-cover – all pages including the cover will be same weight
5. I am not familiar with the “E fold” terminology. Why and what are we affixing two staples? I do not understand this request.
 - We are looking for staples along the fold line. Disregard “E Folding” language.
6. Does the City of Doral have an escrow account with USPS?
 - No.
7. How much has the City paid for newsletter printing and mailing services for previous publications?
 - \$27,701.17 (including postage)
8. We are a publishing company that performs the requested service for other municipalities through subcontracts with printing partners. If we declare that we work with a printing subcontractor in the initial proposal and disclose all pertinent information (e.g., subcontractor name and unique entity identifier, expected number of subcontractors direct-labor hours expended, anticipated cost of subcontractor services, etc.), will the City consider the application as having met the minimum standards as outlined in section 2.2.2. Subcontracting?
 - No subcontracting allowed for this ITB. Please refer to Section 2.2.2
9. Are we doing a walk sequence file to mail to every resident in Doral?
 - The City will provide the awarded firm with an excel list of all city residents expected to receive newsletters.

10. Is the City of Doral a non-profit organization?
 - The City does not have mailing permits approved for non-profit organizations.
11. What is the quantity of the residential list being provided?
 - Around 33,000 residential locations.
12. Question on “Postage shall be paid by vendor”, does the City not normally advance the postage?
 - The City will pay for printing/mailings and postage. Please ensure to invoice the City separate invoices for printing/mailing and postage services.
13. What is the timeline expected from when the City provides the final art, When does the city anticipate having it printed and in mail?
 - Please refer to Section 3.0 Scope of Services for expected timelines.
14. How long does it take for the City for approval of the PDF?
 - 24-48 hours.
15. In reference to Designing, does the City provide a template or are we expected to design from scratch?
 - No Design work will be expected of the vendor. The City will provide a completed PDF version of the newsletter.
16. Will the Excel sheet being provided have both names and addresses or only an address?
 - Both, Resident Name and Address
17. If the resident is no longer living in a location provided, Do you still want us to send a newsletter out to that address?
 - Yes.