Addendum No. 1

PROJECT: PRINTING PRESERVATION MAGAZINE RFP 2023-21

DATE: DECEMBER 11, 2023

RE: ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS

TO: ALL BIDDERS

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated September 14, 2023, and shall be included in the relevant scopes of work and bids submitted. It is the bidder’s responsibility to determine if their work is affected by this addendum. Failure to acknowledge receipt of this Addendum on bid submission may subject the Bidder to disqualification.

The Following is AMENDED:

GENERAL NOTES AND CLARIFICATIONS: None

1. Responses to questions received from potential Offerors are attached.

DRAWINGS: None

SPECIFICATIONS: None

END OF ADDENDUM NO. 1

RFP 2023-21 Printing Preservation Magazine Questions & Answers

Q1: What is the size of the bind card? Both flat and finished size. What paper? What weight? How many colors will it print? Printed the same colors on both sides?

R: Card is furnished—no printing necessary
Size flat: 6 3/8 x 8 5/8    finished: 6 1/8 x 8 1/2 (jogs to bottom)
Paper 7 pt hi-bulk
Weight 78#
How many colors will it print N/A
Printed the same colors on both sides? N/A

Q2: What is the size of blow in card? Both flat and finished size. What paper? What weight? How many colors will it print? Printed the same colors on both sides?

R: We do not currently blow in any cards, but have in the past, depending on advertiser. Would like pricing for blow-in cards at bindery only. No printing of cards necessary
Paper N/A
Weight N/A
How many colors will it print N/A
Printed the same colors on both sides? N/A

Q3: What is the size of the cover outsert? Both flat and finished size. What paper? What weight? How many colors will it print? Printed the same colors on both sides?

R: Card is furnished—no printing necessary Size flat: 10 ¾ x 17 3/8 finished: wraps around full book, front cover and back cover, glues on spine 8 ½ x 10 ½
Paper 7 pt hi-bulk
Weight 78#
How many colors will it print N/A
Printed the same colors on both sides? N/A

Q4: Mailing - do you currently co-mail or do you mail 2nd class or a combination of both?

R: We co-mail

Q5: Distribution - the details say 13,000 copies ship to 6 different locations in Metro DC…can you please provide the approx qty and addresses to determine costs

R: 12,000 ship to Federalsburg MD; 1,000 ship to Frederick, MD; 200 ship to Washington, DC

Q6: Storage. How long do we store 100 back issues for? 1 complete year? or longer?

R: One complete year

Q7: Under ink…are you looking to print the magazine in 1/C , 2/ C, etc? Magazine prints four color process

Q8: Regional splt..what are you printing? covers? blow-ins? qty breakdown?

R: Two versions of the magazine:
1. Mail version: up to 100,000 copies
2. Historic Hotels version: Cover 1, page 2, and cover 4 change for this version up to 25,000 copies ship using bound printed matter (boxes of 25) to 130 various hotels across the U.S. Mix of hotels and quantities change issue to issue.

Q9: Would it be possible to send the pages that require my completion in an editable format so I can type in the pricing?

R: Yes. For a Word version of Exhibit A, email the POC for this RFP, Michelle Arcari at marcari@savingplaces.org.