

ADDENDUM NO. 1

This Addendum shall become a part of the Contract Documents and modifies the original Bidding Documents to the same extent as though it had been written into the body thereof and bound therein. This Addendum is applicable to the items affected and all Proposers are held responsible for the content.

Official webpage for this RFP: <http://highlineschools.org/purchasing>

POSTED: October 21, 2016, at 9:00 a.m.

1) CLARIFICATION OF EXPECTED VOLUME FOR THIS CONTRACT

a) Expected Volume of Services to be Performed Under this Contract.

i) The District doesn't have a set production schedule for services under this contract.

b) 8.5" x 11"

i) A majority of work will be for double-sided or single-sided 8.5" x 11" copies.

c) Various Sizes Other Than 8.5" x 11"

i) In some cases the district will want to create documents in sizes other than 8.5" x 11", we encourage you to submit pricing for ALL sizes available to the district for our evaluation and possible use. Under this contract, the district will only be able to award pricing submitted, pricing for sizes not submitted with the RFP will not be part of the contract and excluded from orders.

d) NCR Carbonless Forms

i) We have used NCR carbonless forms in the past, two or three part, gummed at the top. Submit pricing for all NCR carbonless forms that your company offers.

e) Lamination and Other Services

i) The District is interested in lamination pricing (all types available) and pricing for all other printer related services. We have used 1.5 mil, gloss lamination, two sided in the past.

f) Mallings

i) In the past twelve months the district has spent approximately \$17,000 on mailed flats.

ii) The district has its own non-profit permit and may have mail processed under this permit number. For larger orders the district will request the selected service provider pre-sort mail to take advantage of pre-sort rates.

iii) Provide pricing in your RFP for mailing rates that are offered to the District. The District may choose to use this service in addition to this contract, but is not obligated.

- iv) Regarding the number of pages mailed for each item: We cannot anticipate the type of mailings that will be needed in the future. Submit pricing so mailings can be computed at the time of mailing.

2) DISTRICT SIZE

The district has approximately 19,000 students within 53 separate sites.

END OF ADDENDUM #1