



COMPTON UNIFIED SCHOOL DISTRICT
BUSINESS AND ADMINISTRATIVE SERVICES DIVISION
PURCHASING, CONTRACTS AND REPROGRAPHICS DEPARTMENT

ADDENDUM

BID-B26-003 – OUTSIDE REPROGRAPHIC PRINTING SERVICES

ADDENDUM # 001

DATE ISSUED: 01/12/2026
DATE EFFECTIVE: 01/12/2026
RFP NO.: BID NO. B26-003
CONTACT: Vernick Delos Santos, Purchasing Analyst

INTENT

This addendum is issued prior to receipt of proposals:

NOTICE TO ALL BIDDERS

This Addendum provides answers to questions submitted by bidders and revises the bid submission deadline. All other terms and conditions of the BID remain unchanged.

Revised Bid Submission Deadline:

In order to allow sufficient time for all bidders to incorporate the information provided in this Addendum, the bid submission deadline is hereby extended to **January 16 @ 11:00 AM**

Page 17 Bid Form:

Oversized Bindery

1.Item 1 Staple sets (3 per set) – Each Set 1,000 pages

A plan set of 1,000 pages weighs 160 pounds and is 5 inches tall. Bolt binding is the only method of fastening the requested amount of plans. Is it the intent of the District to break up the 1,000 sheets of plans into multiple parts? (i.e. discipline, sections, dividers)

Industry standard for stapling would yield a total of 200 sheets maximum. Please advise if we can propose a set as 200 sheets? Or if you prefer to bolt bind a set of 1,000 sheets? **LINE ITEM CAN BE DELETED**

2.Item 2 Edge bind with staples (3 per set) – Each Set 1,000 pages

A plan set of 1,000 pages weighs 160 pounds and is 5 inches tall. Bolt binding is the only method of fastening the requested amount of plans. Is it the intent of the District to break up the 1,000 sheets of plans into multiple parts? (i.e. discipline, sections, dividers)

Industry standard for Edge bind with staples would yield a total of 200 sheets maximum. Please advise if we can propose a set as 200 sheets? Or if you prefer to bolt bind a set of 1,000 sheets? **LINE ITEM CAN BE DELETED**

3. Item 3 Three Hole Punch (per set)

What is the page count? **CALCULATE CHANGES FOR ANY 3 HOLE PUNCHED JOB**

Section 4 through 13 – NCR forms

NCR forms are produced more economically via offset/ litho printing. It would be of benefit to the District to consider separating offset/ litho printing from other items. Would the district consider a partial bid response separating the NCR forms from the other items? **INCLUDE ANY CHANGES FOR NCR FORMS PRODUCTION. REGARDLESS OF PRODUCTION TECHNIQUE. DIGITAL/OFFSET**

NCR items: – 8.5" x 11"

4.) 2 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 500 sets of NCR, would you like a unit price for 500 sets of NCR or a cost for 1,000 sets (2,000 sheets)? **WHITE CANARY**

5.) 3 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 333 sets of NCR, would you like a unit price for 333 sets of NCR or a cost for 1,000 sets (3,000 sheets)? **WHITE/CANARY/PINK**

6.) 4 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 250 sets of NCR, would you like a unit price for 250 sets of NCR or a cost for 1,000 sets (4,000 sheets)?

WHITE/CANARY/PINK/GOLDEN ROD

7.) 5 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 200 sets of NCR, would you like a unit price for 200 sets of NCR or a cost for 1,000 sets (5,000 sheets)?

WHITE/CANARY/PINK/GOLDEN ROD/GREEN

8.) 6 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 166 sets of NCR, would you like a unit price for 166 sets of NCR or a cost for 1,000 sets (6,000 sheets)?

WHITE/BLUE/GREEN/CANARY/PINK/GOLDEN ROD.

NCR items: – 8.5" x 14"

9.) 2 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 500 sets of NCR, would you like a unit price for 500 sets of NCR or a cost for 1,000 sets (2,000 sheets)? **SAME COLOR SPECS AS LETTER SIZED NCR.**

10.) 3 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 333 sets of NCR, would you like a unit price for 333 sets of NCR or a cost for 1,000 sets (3,000 sheets)? **SAME COLOR SPECS AS LETTER SIZED NCR.**

11.) 4 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 250 sets of NCR, would you like a unit price for 250 sets of NCR or a cost for 1,000 sets (4,000 sheets)? **SAME COLOR SPECS AS LETTER SIZED NCR.**

12.) 5 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 200 sets of NCR, would you like a unit price for 200 sets of NCR or a cost for 1,000 sets (5,000 sheets)? **SAME COLOR SPECS AS LETTER SIZED NCR.**

13.) 6 part NCR please clarify color of sheets? Regarding the sets, 1,000 pages will yield 166 sets of NCR, would you like a unit price for 166 sets of NCR or a cost for 1,000 sets (6,000 sheets)? **SAME COLOR SPECS AS LETTER SIZED NCR.**

Page 18 Bid Form – Items 14 through 18

14.) What is the height of the banners? **BANNER SIZE VARY**

15.) Can the unit price be changed to square foot? **SQUARE FOOTAGE PRICING**

16.) Industry standard is grommets every 24". Does the district have a preference on how many grommets and placement? **EVENLY SPACED GROMMETS BASED ON BANNER SIZE (24") IS GOOD**
Industry standard for single-sided banners is 13oz scrim vinyl. Could you clarify what material you prefer for the banners? **BANNER MATERIAL CAN BE 3 OZ SCRIM FOR VINYL, ALSO REQUIRE PRICING FOR NYLON MATERIAL 1 AND 2 PRINTED SIZE.**

Items 19-21 Document Copying all on Recycled Paper LINE ITEM DELETED

17.) What is the minimum post-consumer waste percentage?

Is this black and white or color?

Specialty copying

Item 22 Tab dividers

18.) Please clarify the number of banks per set (i.e. 5 bank tabs)? **USUALLY 5 BANK, BUT SOMETIMES MORE BANKS ARE NEEDED**

19.) Will the tabs need to be laminated? **NO TAB LAMINATION UNLESS SPECIFIED BY JOB**

20.) What size are the tabs (i.e. 9" x 11")? **USUALLY 9'X11'**

21.) Is there print on the tab only? **SOMETIMES PRINT ON TAB REQUIRED**

22.) Are the tabs color or black ink only? If color tabs are requested, will they print full bleed? **BLACK**

23.) Is it safe to assume the tabs will be single sided? **SINGLE SIDE ONLY UNLESS SPECIFIED OTHER.**

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Item 23 & 24 Divider Inserts

24.)Please clarify paper color (i.e. Pastels or Astrobrights)?

Will the dividers need color or black and white printing?

Single or double sided? Blank sheets? **USUALLY SINGLE-SIDED BLANK INSERTS USING ANY COLOR BOND OR CARD STOCK. JOB SPECS WILL DETERMINE USAGE AND/OR PRINT ON INSERT.**

Item 25 – Transparencies 8.5” x 11”

25.)Please clarify material specification? Would you like print on this material?

Color or black & white? **BLACK AND WHITE AND COLOR DIGITAL COLOR TRANSPARENCY STOCK**

Item 26 Pocket Folders 9”x12”

26.)Can you please provide a sample? Please provide a quantity for each order? Provide frequency of ordering? Average yearly order? **QUANTITIES VARY BY SITE, ARTWORK WILL BE PROVIDED AS NEEDED, PLAIN WHITE GLOSS POCKET FOLDERS, SOMETIMES WITH BUSINESS CARDS SLITS. ORDERED AS NEEDED BY VARIOUS SITES.**

Item 27 through 29 - Color laser copying

27.)Single sided or double sided? Full bleed?

BOTH SINGLE AND DOUBLE SIDED, SOMETIMES FULL BLEED. ARTWORK WILL BE PROVIDED PER JOB.

Item 30 – Book Folding

28.)Can you please define book

fold? Flat 8.5x11 or 11x 17?

ANY SADDLE-FOLD, LETTER TABLOID AND/OR TABLOID EXTRA.

Item 31 – Tri Fold

29.)Flat 8.5x11 or 11x17? **USUALLY BOTH, WITH FULL BLEED TRIMMING INVOLVED, PER ARTWORK PROVIDED FOR JOB.**

30.) Item 35 – Acetate covers – 10mil 11” LINE ITEM DELETED

8.5 x11?

11x17?

Item 45 Laminating- Gage 5.0 Mil.

31.)Is this item for encapsulated prints (i.e. 5mil each side to yield a 10mil lamination)?

Do you have a preference on matte of gloss lamination?

MATTE AND GLOSS PRICING REQUESTED. LAMINATE THICKNESS CAN BE STANDARD 5 MIL UNLESS OTHERWISE STATED PER JOB.

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Item 46 Laminating- Gage 10.0 Mil.

32.) Is this item for encapsulated prints (i.e., 10 mil each side to yield a 20mil lamination)?
Do you have a preference on matte of gloss lamination? **MATTE AND GLOSS PRICING REQUESTED. LAMINATE THICKNESS CAN BE STANDARD 10mil UNLESS OTHERWISE STATED PER JOB**

Item 47 Foam Core

33.) 3/16 thickness? ½ Thickness? **3/16" CAN BE STANDARD**
34)Black? White? **COULD BE BLACK OR WHITE UNLESS SPECIFIED**
35.)Will the district provide printed material for us to mount?
36.)Will the district like us to print directly onto the material? **DIRECT PRINT OR ADHESIVE PEEL AND STICK**

Items 51 Through 54A – Mailing Services - Bulk

37.) 51.) clarify if this is for inserting assembled parts into envelopes? YES
38.) 52.) provide size, paper specification, print specifications, will the district provide an indicia for postage? **TBD ON SIZE, PAPER SPEC,ETC. COULD CHANGE A LOT NO TO INDICIA**
39.) 53.) provide size, paper specification, print specifications, will the district provide an indicia for postage? **TBD ON SIZE, PAPER SPEC,ETC. COULD CHANGE A LOT NO TO INDICIA**

40.)54.) how many parts will there be to assemble? **TBD**

41.) 54A.) what post office would be the preferred drop location? Quantities per Occurrence (i.e. Quarterly? Yearly? Monthly? Does the mailing require Pre-sort, CASS and NCOA? Will the district provide a check made to the US Postmaster for postage prior to drop shipping the mailers ? **ANY POST OFFICE BUT IN COMPTON WOULD BE BEST. QUANTITIES DEPEND ON JOB. COULD BE MONTHLY OR EVERY MONTH. DISTRICT WILL PAY VENDOR TO PAY THE POSTMASTER.**

Attachment 2 to bid Form

42.) Item 55) English Mailer – Single sided? Double sided? 8.5"x11"? full bleed? What paper would you like? **Double sided, 8.5x11, full bleed. Provide options for paper.**
43.) Item 56) English Mailer – Single sided? Double sided? 8.5"x11"? full bleed? What paper would you like? **Double sided, 8.5x11, full bleed. Provide options for paper.**

44.) Item 58) English Mailer – Single sided? Double sided? full bleed? **DOUBLE SIDED 8.5X11, FULL BLEED**

45.)Item 59) English Mailer – Single sided? Double sided? full bleed? **DOUBLE SIDED 8.5X11, FULL BLEED**

46.)Item 61) English Mailer – Single sided? Double sided? full bleed? **DOUBLE SIDED 8.5X11, FULL BLEED**

47.)Item 62) English Mailer – Single sided? Double sided? full bleed? **DOUBLE SIDED 8.5X11, FULL BLEED**

What post office would be the preferred drop location? Will these be sealed by wafer seal? Does the mailing require Pre-sort, CASS and NCOA? Will the district provide a check made to the US Postmaster for postage prior to drop shipping the mailers? Is no, please clarify postage payment arrangements
ANY POST OFFICE BUT IN COMPTON WOULD BE BEST. QUANTITIES DEPEND ON JOB. COULD BE MONTHLY OR EVERY MONTH. DISTRICT WILL PAY VENDOR TO PAY THE POSTMASTER.

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48.) Will the district allow us to submit bids on behalf of both ARDA Campaigns and Apollo Printing? Due to the fact that ARDA Campaigns is a mail vendor and Apollo is a print vendor and this will allow us to have the best pricing and response for the district. We would like to submit our bids together as a partnership on this bid.? **THE DISTRICT IS SEEKING BIDS FROM SINGLE VENDORS ONLY**

49.) Would the district be willing to show us the pricing that has been awarded on previous bids?
PREVIOUS PRICING IS NOT CURRENTLY AVAILABLE. IF LOCATED THE DISTRICT WILL ISSUE THIS INFORMATION

50.) Would the district be willing to send us samples of any of the materials printed previously in question?
THIS INFORMATION IS NOT CURRENTLY AVAILABLE. PRIOR MAILERS WERE MAILED BY AN OUTSIDE VENDOR.

51.) For bid items # 4-13 specifically is this for one or full color? **BOTH**

52.) For bid items # 14-18 specifically is this for 1 or 2 sided banners and what is the height? **GENERALLY ONE SIDED, (VINYL) BUT GIVE PRICING ON 2 SIDES FABRIC ALSO**

53.) For bid items # 19-21 Specifically one or two color? **BOTH B/W and FULL COLOR**

54.) For bid items # 22-26: Could the district supply samples or photos of these items for us to have specifications for pricing? **NO SAMPLES... STANDARD 5-8 BANK 9"x11" TAB STOCK, SOMETIMES PRINTED ON (B/W or COLOR), DIVIDERS ARE USUALLY BLANK PLAIN BOND OR CARD STOCK, STANDARD 9"x12" WHITE GLOSS POCKET FOLDERS, SOMETIMES WITH BUSINESS CARD SLITS**

55.) For bid items # 30-37: Could the district elaborate on quantities? What would be the volume/number of pages for each of these items? **QUANTITIES VARY BY JOB REQUEST**

56.) For the bid as a whole, will all art files come over electronically? **YES, (YOU CAN PROVIDE FTP SITE IF ARTWORK IS TOO LARGE TO EMAIL, OR WE CAN PROVIDE FILES ON FLASH DRIVE)**

57.) For the bid items # 51 - 54: Could the district clarify the meaning for these items?
Per envelope sender,
per envelope - return,
Assembly? **MAILERS WILL BE SENT OUT BY A THIRD PARTY VENDOR.**

58.) For the mailing pricing sheet items 55-63, Does the district plan to apply for and receive a non-profit postage permit from the United States Postal Service? (this allows for considerable savings on postage for our estimates) **OPEN DISCUSSION- NEED TO LOOK INTO IT MORE**

59.) Due to the high number of questions and items that need clarification, since our process has been paused while we wait for a response, would the district consider an extension of the bid deadline for us to submit?
YES, IT IS ON THE TOP PORTION OF THE ADDENDUM, REVISED BID DEADLINE

60.) I have a question on BID # B26-003 on Page 14 it asks for subtotals of Page 21

On page 21 we did 2 prices one for monthly and one for quarterly

Which price do we enter into Page 14 ? **PLEASE FIND THE REVISED BID PACKET,**

BID B26-003 OUTSIDE REPROGRAPHIC PRINTING SERVICES