MT. DIABLO
UNIFIED SCHOOL DISTRICT

Purchasing & Warehouse Department
2326 Bisso Lane, Concord, CA 94520
(925) 825-7440, Ext. 3740

ADDENDUM #1

RFB #1969 – 2026 Catalog – Adult Education for Mt. Diablo Unified School District

Date: April 16, 2026

To: All Prospective Respondents

From: Elizabeth McClanahan, Director of Purchasing & Warehouse
Mt. Diablo Unified School District

NOTICE TO ALL RESPONDENTS SUBMITTING RFBs FOR THIS WORK:
You are hereby notified of the following changes, clarifications, or modifications to the original Request for Bid (RFB), scope of services, and any related exhibits or attachments. This Addendum shall supersede the original RFB and any previous Addenda where it conflicts with the same and shall take precedence over anything to the contrary contained therein. All other terms and conditions remain unchanged.

It is the responsibility of the **Bid Respondents** to notify all subcontractors, consultants, or other parties from whom bids, quotations, or support are obtained of all changes issued through this Addendum.

Receipt of this Addendum shall be acknowledged by inserting the Addendum number and date on the RFB acknowledgment form or in the manner specified in the RFB.

CONFORMANCE WITH RFB REQUIREMENTS
All services provided shall be in strict conformance with the RFB, including the scope of services, specifications, requirements, and conditions as applicable to services of a similar nature.

RFB #1969 – 2026 Catalog – Adult Education for Mt. Diablo Unified School District:

Q#1	On pg. 6 - the description says 'summer edition - post card', my question would be, what are the specs for the postcard and is it part of the catalog or separate?	A#1	Standard post-card size (4x6). Sending out post cards would be separate.

Q#2	On pg. 20 - you will find the pg count options and the second option is listed as 30 page + Cover. This must be either 28 plus cover or 32 plus cover, please confirm.	A#2	32 plus cover
Q#3	On pg. 21 - There is a request for per/M pricing for Brochures, Flyers & Posters. What are the specs for these items? What kind of qty are we basing the per/m on?	A#3	Brochures- three fold standard - glossy Flyer - 8 x 11 - regularly paper Poster - 8 x 14 standard poster size Glossy
R#1	**Revised Pricing Sheet**	R#1	Revised Pricing Sheet, attached to Addendum 1, and incorporated into RFB #1969.

Appendix B – REVISED Pricing Sheet
RFB# 1969 - 2026 Catalog - Adult Education

Pricing shall include all labor, supervision, equipment, tools, reporting, and travel necessary to perform the required services in full compliance with the RFB scope.

Vendor Name:_____

Date: _____

SECTION 1 – BASE PRINTING COST (PER 1,000 COPIES)

Pricing must include paper, ink, labor, press time, and finishing.

Item	**Unit Price (Per 1,000 Copies)**
Post card (Standard 4x6)	$_____
20-page Catalog + Inside and Outside Front and Back Covers	$_____
30 Page Catalog + Inside and Outside Front and Back Covers	$_____

Optional Orders

Brochures	$_____
Flyers	$_____
Posters	$_____

SECTION 2 – ADDITIONAL PAGE PRICING

Used if the District increases page count.

Additional Pages	**Price per 1,000**
Add 4 Pages	$_____
Add 8 Pages	$_____

SECTION 3 – PRINT SPECIFICATIONS (CONFIRMATION)

Vendor must confirm pricing is based on the following specifications.

Specification	**Vendor Confirmation**
Finished Size: 6” x 10.75”	Yes / No
Saddle Stitch Binding	Yes / No
Cover: 4 Color Process	Yes / No
Interior: Black + PMS	Yes / No
Gloss Cover Stock	Yes / No
Offset Interior Paper	Yes / No

Any deviations must be listed below:

SECTION 4 – PRODUCTION VOLUME PRICING

Estimated run size per edition.

Quantity	Price Per Run
50,000 copies	$_____
100,000 copies	$_____
125,000 copies	$_____
140,000 copies	$_____

SECTION 5 – MAILING PREPARATION

Includes carrier route sorting and USPS preparation.

Service	Price
Carrier Route Sorting	$_____ per 1,000
Address Processing / Data Handling	$_____ per 1,000
USPS Bundling / Labeling	$_____ per 1,000
Mail Preparation Documentation	$_____ per run

SECTION 6 – DELIVERY COSTS

Delivery Service	Cost
Delivery to Adult Education Office	$_____
Delivery to Post Offices (Multiple Locations)	$_____
Additional Delivery Locations	$_____ per location

SECTION 7 – PROOFING AND PREPRESS

Service	Cost
Digital Proofs	Included / $_____
Hard Copy Proof	$_____
Press Check	Included / $_____
File Preflight / Prepress Setup	$_____

SECTION 8 – OPTIONAL SERVICES

Service	Rate
Graphic Design Services	$_____ per hour
Layout / File Adjustments	$_____ per hour
Mailing List Data Cleaning	$_____ per 1,000
Additional Printing Services	$_____

SECTION 9 – POSTAGE ESTIMATE

Postage is paid by the District but vendor must provide estimate.

Description	Estimated Cost
Estimated Postage Per Catalog	$_____
Estimated Postage Per Run	$_____

SECTION 10 – TURNAROUND TIME

Vendor shall state standard turnaround time from receipt of final files to delivery.
Standard Production Time: _____ business days
Rush Production Available: Yes / No
Rush Production Timeline: _____ days

SECTION 11 – DIGITAL FILE DELIVERY

Vendor shall provide final electronic catalog files.

Deliverable	Included
Print-Ready PDF	Yes / No
Web Optimized PDF	Yes / No
Archived Digital Files	Yes / No

SECTION 12 – SUSTAINABILITY COMPLIANCE

Vendor must confirm:

Requirement	Yes / No
Recycled paper available	Yes / No
FSC or equivalent paper certification	Yes / No
Compliance with CA environmental regulations	Yes / No

SECTION 13 – PRICE VALIDITY

Vendor certifies that prices submitted:

- Are valid for **12 months from contract award**
- Include **all labor, materials, and equipment**
- Do not include **postage**

Addenda Acknowledgement. Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
☐ Or check here if **no** addenda were issued.	

VENDOR CERTIFICATION OF PRICING SHEET:

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Address: _____

Email: _____

Phone: _____

End of Section