

Addendum No. 2 to IFB# 22-34 Printing & Mailing of Annual City Census Forms



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding *IFB# 22-34 Printing & Mailing of Annual City Census Forms*

From: Alexander Berdick, MBA
Construction Procurement Manager

Date: 12/8/2021

Re: Important Clarifications and Questions & Answer

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Important Clarifications

1. Vendors can increase unit pricing by a reasonable amount per year for years two and three. However, this must be clearly written in their bid response.
2. The City will only require Double Sided prices in order to tabulate the total for determining the lowest bidder. Submission of single sided pricing is not required.

Questions & Answers

1. *Can you please provide the award information from the last time this project went out to bid?*

Answer: The previous award was made to Mass Mailers Plus, LLC. It was a 3-year agreement for \$50,000. The time period was from 12/21/2018 to 12/19/2021 and it was procured via a Quoted Contract not an IFB or RFP. Pricing information from their bid can be found below. Pricing was only provided for double sided mailings.

ITEM 1 – BASE AMOUNT

Year 1: Cost of Processing\Mailing Census forms January 14, 2019 – December 31, 2021

Double Sided:

1a. \$ _____	per each x 45,000 census mailings =	\$ <u>8,602.95</u>
	2 sided color with black info print	
1b. \$ _____	per 8.5 x 11 insert x 45,000 =	\$ <u>3,150.00</u>
	2 sided black print	
TOTAL 1a + 1b		= \$ <u>11,752.95</u>
Year 2020 increase estimate 2%		

ITEM 2 - FOLLOW UP MAILING (If City chooses to do so):

Double Sided:

3a. \$ _____	per each x 17,000 census mailings =	\$ <u>3,250.00</u>
	2 sided color with black info print	
3b. \$ _____	per 8.5 x 11 insert x 17,000 =	\$ <u>1,190.00</u>
	2 sided black print	
TOTAL 3a + 3b		= \$ <u>4440.00</u>
Year 2020 increase estimate 2%		