



# THE SCHOOL DISTRICT OF PHILADELPHIA

**BOARD OF EDUCATION  
Office of Capital Programs  
440 North Broad Street, 3<sup>rd</sup> Floor – Suite 371  
Philadelphia, PA 19130**

TELEPHONE: (215) 400-4730

## Addendum No. 1

**Subject: To Provide Reproduction Services For The Offices of Capital Programs**

**Location: Main Office Administration Building 440 N. Broad**

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**This Addendum, dated February 24, 2019, shall modify and become part of the Bid Documents. Any items not mentioned herein, or affected by, shall remain strictly in accordance with the original document.**

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- 1. Modify the due date and time to March 3, 2020 by 5:00PM.**
- 2. Replace Attachment E “Fee Proposal” with Attachment “Amended Fee Proposal” below.**
- 3. Questions and Answers**

**1. Question:** There is no link to the sample services contract referenced on page 4. Can you provide that link?

**Answer:** Here is the link to the sample contract on our website for this project:

<https://www.philasd.org/capitalprograms/wp-content/uploads/sites/18/2020/02/Sample-Contract-RFP-Reproduction-Services-Capital-Programs-0220.pdf>

**2. Question:** Items B and C have become obsolete in our industry due to new technology. Would you accept erasable mylar instead of wash off mylars? If so, there is no need that I can think of, for a photo negative or a paste-up. Please advise if this is okay and if there is a reason for photo negatives.

**Answer: Please see amended fee proposal which does not include these items.**

**3. Question:** Item B. Photo-negative or Paste-up. Is this scanning of blueprints, printing to foam board or some other printing application? Please explain.

**Addendum No. 1 (cont'd)**

**Answer: Deleted from scope. See amended fee proposal.**

**4. Question:** Item C. Wash-off mylar. Is this black ink or color?

**Answer: Deleted from scope. See amended fee proposal.**

**5. Question:** Item F. Plotting of electronic drawings on mylar. Is this black ink or color? How is this different from Item C?

**Answer: Black.**

**6. Question:** Item G. Plotting of drawings on CD. Is this copying drawings onto CD or printing drawings from a provided CD?

**Answer: Printing from a provided CD.**

**7. Question:** Item H. Plotting of specifications on CD. Is this copying specifications onto CD or printing drawings from a provided CD?

**Answer: Printing from a provided CD.**

**7. Question:** Can we assume for bidding purposes that drawings and specification are black ink 1/0?

**Answer: Yes.**

**End of Addendum #1**

**Addendum No. 1 (cont'd)**

**ATTACHMENT E (Amended)**

**Fee Proposal – Page 1 of 1  
To Provide Reproduction Services**

**FIRM:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

The Respondent Firm hereby proposes to perform the Reproduction Service Contract with the following rates that are all inclusive:

- A. XEROX REPRODUCTION TO BOND \_\_\_\_\_/sq. ft.
  
- B. SPECIFICATION PRINTING \_\_\_\_\_/100 pages
  
- C. SPECIFICATION BINDING (CARD STOCK COVER  
AND BACK WITH THREE SCREW STUDS) \_\_\_\_\_/copy
  
- D. PLOTTING OF ELECTRONIC DRAWINGS ON MYLAR \_\_\_\_\_/sq. ft.
  
- E. PLOTTING OF DRAWINGS ON CD \_\_\_\_\_/page
  
- F. SPECIFICATION PRINTING ON CD \_\_\_\_\_/100 pages
  
- G. DISCOUNT OFF LIST PRICE FOR ANY OTHER  
SERVICE OR PURCHASE \_\_\_\_\_%
  
- H. DISCOUNT FOR EARLY PAYMENT \_\_\_\_\_%