



CITY OF PROVIDENCE, RHODE ISLAND

Department: Sustainability

RFP Title: PRINT- AND MAIL-BASED RECYCLING EDUCATION CAMPAIGN (2-YEAR CONTRACT)

Opening Date: 4/21/25

Addendum #: 1

Issue Date: 04/10/2025

The purpose of this addendum is:

Addendum 1: Pre-Bid Questions and Answers



MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

Print- and Mail-Based Recycling Education Campaign (2-Year Contract)

Addendum 1: Pre-Bid Questions and Answers

This document includes responses to questions posed during the voluntary April 2, 2025 pre-bid conference and questions received by e-mail before the April 4, 2025 question deadline.

1. Does the City want the FSC logo printed on collateral?

The RFP requests that collateral be printed on paper that is at least 30% post-consumer recycled content. The collateral should include a call out to the recycled content used in the paper, and, if applicable, include the FSC logo.

2. What will the list of addresses look like?

The list of addresses provided by the City will not include resident names, but will include all unique addresses. For all mailings, the City will be mailing to a subset of its residents. The materials will not be distributed to every address in a geographic area.

3. Can cart packets be shipped in gaylords – i.e. refrigerator boxes?

Yes.

4. When will the City provide the Welcome Packet collateral materials to the awarded vendor?

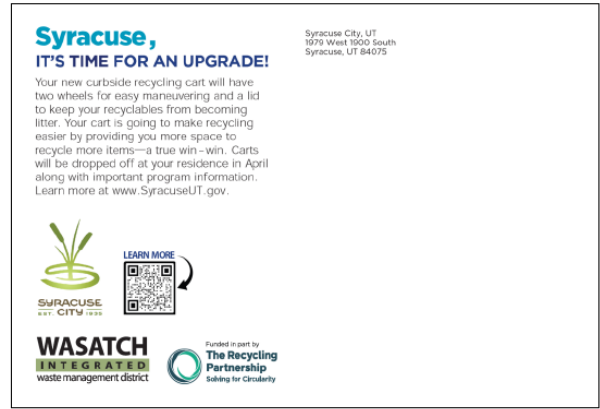
The City will provide the digital files of the desired materials by July 15, 2025.

5. Do the “print-only” B&W Letter and Color Letter need to be folded prior to being shipped to the City?

No.

6. Please provide a sample of the “Carts are Coming” postcard and the “Recycling Infocard”.

Carts are Coming (front and back):



Recycling Info card (front and back)



7. For items that the City has requested “print only” on pages 14 and 15 of the RFP, how should the awarded vendor disburse to the City?

“Print only” items should be mailed to the City in boxes. The City will provide a mailing address.

8. How should bidder proceed regarding envelopes?

For letter-sized mail, the awarded vendor shall provide #10 envelopes and print a unique address and return address with the City seal on each envelope. The envelopes may be printed in black and white.

9. Will letters and postcards/info cards have bleeds?

- For the Carts are coming postcards, a margin is permissible – see sample above.
- For the Cart Packet
 - A margin is permissible for the letter/FAQ

- the info card should be full bleed.
- For the unit-cost postcards, please provide pricing with and without full bleeds.
- For unit-cost letters margins are permissible.
- For unit-cost door hangers, please provide pricing with and without full bleeds.
- For unit-cost magnets, please provide pricing with full bleed

10. Ranges are challenging to provide unit-costs for. Can you provide specific quantities to ensure all bidders are submitting comparable bids?

- Please provide pricing for 500 units, 1,000 units, 2,500 units, 5,000 units, 7,500 units, 10,000 units, 15,000 units, 20,000 units, 30,000 units, 40,000 units, 50,000 units, and 62,500 units

11. Should freight be built into the cost of “print only” items?

Yes.

12. Is the City interested in receiving information on value-added services related to the project as part of bidders’ proposals?

Bidders are welcome to provide this information, but it will not be the basis for awarding a bidder.

13. What type of mailing service is the City seeking?

Marketing mail/bulk mail - not EDDM

14. Will postcards have address printed on them?

Yes.

15. Do the door hangers have a hole in them for hanging?

The door hangers should have a standard hole in them to accommodate them being hung from a door handle.

16. The magnet says print only. Are you supplying the stock?

No, the City is not providing the stock. Print only is in reference to the fact that we do not need these mailed to individual residents.

17. On the mailing portions of the proposal - when NCOA (National Change of Address) is run, are there requirements that need to be followed on the mailing records that may have moved out of the city?

The name of the resident is not important for the purpose of this mailing. In fact, the name of the resident will probably not even be included in the address. The address and unit number are the important factors. An address will likely look like this:

Current Resident
47 John Street
Unit 1
Providence, RI 02906

18. Will the postage need to be shown in the quote or do you have a mailing permit with the Post Office?

For the purpose of bidding, please include the postage in the quote.

19. We assume all of 62,500 will be printed and mailed at the same time?

Correct.

20. Will items #4 & #6 be a self-mailer? If so, will they be letter folded? Or will the need to be in an envelope?

For the purpose of bidding, please assume letters will be mailed in envelopes as described in question 8 above.

21. The letters and postcards have both "print only" and "print/mail" options, but there are no mailing instructions. Could you confirm the mailing details?

With each order, the City will provide a mailing list with unique addresses where the items should be mailed to. Addresses should be printed directly on the postcards. Letters should be stuffed in envelopes as described in question 8 above.

22. The magnet has no finishing options listed. Does it simply trim and bulk pack?

For the purpose of bidding, please assume the magnets will have a satin finish.

23. The door hanger has no finishing instructions. Is it a standard door hanger with a 1.5" hole/slit?

The door hanger should have a satin finish. The door hanger should have a standard hole/slit to accommodate it being hung from a door handle.

24. Bid Forms, WBE/MBE Forms and Waivers, and Addenda.

All bid forms (4x), WBE/MBE forms, and addenda associated with this RFP must be completed, signed, and submitted with your proposal. If you will not meet the

WBE/MBE goal, you must obtain and submit an approved waiver with your proposal. If you are a non-profit, you must complete the top of the first MBE/WBE form and submit it with your proposal, but are not required to secure a waiver.

25. Postage will be one of the most expensive components of this project. The Post Office encourages its customers to automate as much of their process as possible and lowers postage based on the level of automation they can achieve. It's our understanding that Providence will provide a list of recipients or addresses to receive the printed collateral. Please let me know if Providence will be providing "zip codes" (02903) or "zip codes +4" (02903-1234) to bid respondents. Please confirm that postage fees need to be included in the bid response.

For the purpose of bidding, assume the City will only be able to provide the zip code, not the zip code +4. The cost of postage must be included in the bid response.

26. There was a discussion about printed envelopes during yesterday's call. Half the attendees wanted regular envelopes, and the other half wanted window envelopes. I'd prefer window envelopes, but I would like to know if a firm decision was made on the type of envelopes required for the unit-cost bid section.

For the purpose of bidding, please use the guidance in question 8 above. If, after award, cost savings can be achieved by using window envelopes, we could consider that option at that time.

27. Paper that contains 30% or more of post-consumer content is more expensive than new paper. The 'Potential Points' for Recycled Paper in the scoring rubric is only 5 points, and the sum of the Firm and Unit Bids equals 50 points. Vendors that respond in the spirit of the project (to promote recycling) may be harming themselves by offering recycled paper. Please let me know if two pricing schedules (recycled paper & non-recycled paper) would be allowed to be entered.

For the purpose of bidding, all bidders should quote prices for paper with 30% post-consumer recycled content, no more or less. Assuming a bidder meets this specification they will be awarded the five points for using recycled paper. Bidders who do not meet this specification may be disqualified.

28. The recommended U-Line bags have a price of \$144 /thousand today, plus shipping. There is no guarantee that they will be the same price on May 19th. The RFP states that "the awarded vendor shall coordinate the type of bag needed with the City's cart vendor". Print vendors will not be provided the contact information of the cart vendor unless they receive the award on or after May 19th. What

direction can you provide to potential vendors so they can properly respond without unnecessary risk?

For the purpose of bidding, assume the bags will cost \$10,500 for purchase and delivery.

Addendum Authorization

Authorized Representative Signature

Authorized Representative Name/Title