

**Las Virgenes Municipal Water District  
Print Services Bid  
Addendum #1 Issued 5-26-15**

Bidders are instructed to make the following changes to Las Virgenes Municipal Water District "Request for Bids; Print Services" dated 5-12-15.

**Change #1. *Bid Scope and Specifications 1-4 and 1-5*** insert the words "or poly" after the word "glassine" in window envelope specifications. Note: Both glassine and poly window film are acceptable.

Bid Scope and Specification, Item 1-4 and 1-6, Page 2 original reads:

- 1-4 Bill Envelope #10 Window—175,000; Envelope #10; 24# White wove "glassine" window;...
- 1-6 Reminder Notice Envelope #10—5000; Envelope #10; 24# White wove glassine window;...

Change Bid Scope and Specification, Item 1-4 and 1-6, to read:

- 1-4 Bill Envelope #10 Window—175,000; Envelope #10; 24# White wove glassine "or poly" window;...
- 1-6 Reminder Notice Envelope #10—5000; Envelope #10; 24# White wove glassine "or poly" window;...

**Change #2. *Bid Scope and Specifications 1-3*** insert the words "horizontal score, 7 ¼" from top edge". Note: A horizontal score is required and was not listed in original specifications.

Bid Scope and Specification, Item 1-3, Page 2 original reads:

- 1-3 Delinquent Notice Door Hanger—6000; one color, PMS red; double sided; two perforation lines; 2 notices per 8 ½" x 11" sheet; die cut center top; card stock; 3000 per order release.

Change Bid Scope and Specification, Item 1-3, to read:

- 1-3 Bill Delinquent Notice Door Hanger—6000; one color, PMS red; double sided; two perforation lines; 2 notices per 8 ½" x 11" sheet; die cut center top; "horizontal score, 7 ¼" from top edge" card stock; 3000 per order release.

**Change #3. *Bid Scope and Specifications 2-2*** insert the phrase "; one sided; one color; on recycle envelope stock with recycle logo (if recycle envelope stock does not have recycle logo, recycle logo may be printed in reflex blue or black)." at end of description after Reflex Blue.

Note: Recycle logo is required on back side of envelope. If stock envelope quoted does not contain recycle logo it may be added in reflex blue or black. Envelopes must meet Additional Condition, 7. Recycle Paper specification and contain the recycle logo on finished product.

Bid Scope and Specification, Item 2-2, Page 2 original reads:

2-2 Delinquent Envelope #10—5000 per year; 500 per box; 1 color Reflex Blue.

Change Bid Scope and Specification, Item 2-2, to read:

2-2 Delinquent Envelope #10—5000 per year; 500 per box; 1 color Reflex Blue"; one sided; one color; on recycle envelope stock with recycle logo (if recycle envelope stock does not have recycle logo, recycle logo may be printed in reflex blue or black)."

**Change #4. Bid Scope and Specifications 3-4** insert "one side black bleed screened between 30-40%" after double sided. Note: One side printed with black ink border, one side printed black bleed with text and paragraph border.

Bid Scope and Specification, Item 3-4, Page 3 original reads:

3-4 Poster Contest Blanks—10,000 sheets; 18" x 12" sheet; 60 Smooth Opaque Offset; double sided; PDF and digital blueline proof.

Change Bid Scope and Specification, Item 3-4, to read:

3-4 Poster Contest Blanks—10,000 sheets; 18" x 12" sheet; 60 Smooth Opaque Offset; double sided; "one side black bleed screened between 30-40%;" PDF and digital blueline proof

**Change #5. Bid Scope and Specifications 3-12** strikethrough the word "multifold;". There is no fold on this item.

Bid Scope and Specification, Item 3-12, Page 3 original reads:

3-12 Even the Smallest—2000 annually; full color; 3 ½" x 8 ½"; "multifold;" glossy finish; cardstock paper.

Change Bid Scope and Specification, Item 3-12, to read:

3-12 Even the Smallest—2000 annually; full color; 3 ½" x 8 ½"; "~~multifold;~~" glossy finish; cardstock paper.

Note: All other document content of original Request for Bids remains unchanged. Print and return this three page signed addendum with bid.

Addendum issued May 26, 2015.

By:   
Gretchen Bullock, CPPB  
Buyer, Las Virgenes Municipal Water District

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The undersigned states and declares as follows: the bidder has received, carefully read and examined this Addendum #1; and that the bidder is fully aware of the correction to original Instructions to Bidders and will comply with the noted change. *(Bidder signature required on this page)*

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**Bidder:**

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Corporate Name of Bidder \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signature

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Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

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Phone \_\_\_\_\_

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Address \_\_\_\_\_ Fax \_\_\_\_\_