



ADDENDUM NO. 2 BID OPPORTUNITY NO. 231-2004

SUPPLY AND DELIVERY OF PRINTED EVELOPES

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

ISSUED: May 31, 2004
BY: Rachel Busche /r
TELEPHONE NO. (204) 986-2451

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: 20040128

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid Submission non-responsive.

PART A – BID SUBMISSION

Replace : Form B: Prices with **Form B: Prices (R1)**, page 3,4, and 5

Delete: Form B: Prices, page 6

PART B – BIDDING PROCEDURES

Delete: B13.4.1

Revise B13.6 to read:

Further to B13.1(c), total Bid price will be evaluated on the basis of the approximate quantities shown on Form B: Prices considering early payment discounts if offered.

PART D – SUPPLEMENTAL CONDITIONS

Add: D2.3 and D2.4 as follows:

D2.3 Notwithstanding D3.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, ^.

D2.4 Notwithstanding D3.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

PART E – SPECIFICATIONS

Add: E3.4 as follows:

E3.4 Set-Up costs include:

- (a) Computer to plate preparation;
- (b) Negative and plate preparation.

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FORM B: PRICES (R1)
 (See B8)

SUPPLY AND DELIVERY OF PRINTED ENVELOPES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
PART A: ENVELOPE COSTS					
Open Side Whitewove Item 1					
1.	24 lb. #23 4 1/2" x 6 5/8" Invitation	E4.1	10	500	
Open Side Recycled White Plain Items 1 - 11					
2.	24 lb. #8 3 5/8" x 6 1/2"		10	M	
3.	24 lb. #8 3 5/8" x 6 1/2" AVP Window		5	M	
4.	24 lb. #9 4" x 9"		25	M	
5.	24 lb. #9 4" x 9" AVP Window		5	M	
6.	24 lb. #10 4 1/8" x 9 1/2"		350	M	
7.	24 lb. #10 4 1/8" x 9 1/2" AVP Window		350	M	
8.	24 lb. Cheque 3 3/4" x 8 3/4" AVP Window Grey Decco		10	M	
9.	24 lb. T4 Window 4 1/8" x 9" Grey Decco		40	M	
10.	24 lb. T4 Window 5 3/4" x 9" Grey Decco		25	M	
11.	24 lb. #10 4 1/8" x 9 1/2" Ultra White Mohawk Superfine Text	E3.3.2	15	M	
Open End Recycled Kraft Plain Items 12 - 18					
12.	24 lb. 5 3/4" x 9 1/2"		30	M	
13.	24 lb. 7 1/2" x 10 1/2"		10	M	
14.	20 lb. 9" x 12"		45	M	
15.	24 lb. 9 1/2" x 14 3/4"		10	M	
16.	24 lb. 10" x 13"		10	M	
17.	24 lb. 11 1/2" x 14 1/2"		5	M	
18.	32 lb. 12" x 16"		5	M	
PART B: PRINTING COSTS					
Single Colour Printing For Items 1 - 10					
19.	If print job is for 1 Thousand		1	M	
20.	If print job is for 2 Thousand		2	M	
21.	If print job is for 3 Thousand		3	M	
22.	If print job is for 4 Thousand		4	M	

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FORM B: PRICES (R1)
 (See B8)

SUPPLY AND DELIVERY OF PRINTED ENVELOPES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
Single Colour					
Printing For Items 1 – 10					
23.	If print job is for 5 Thousand		5	M	
24.	If print job is for 6 Thousand		6	M	
25.	If print job is for 7 Thousand		7	M	
26.	If print job is for 8 Thousand		8	M	
27.	If print job is for 9 Thousand		9	M	
28.	If print job is for 10 Thousand		10	M	
29.	If print job is for 11 – 15 Thousand		15	M	
30.	If print job is for 16 – 20 Thousand		20	M	
31.	If print job is for 21 – 25 Thousand		25	M	
32.	If print job is for 26 – 35 Thousand		35	M	
33.	If print job is for 36 – 50 Thousand		50	M	
34.	If print job is for 51 – 100 Thousand		100	M	
4 Spot Color					
Printing For Item 11 E3.3.2					
35.	If print job is for 1 Thousand		1	M	
36.	If print job is for 2 Thousand		2	M	
37.	If print job is for 3 Thousand		3	M	
38.	If print job is for 4 Thousand		4	M	
39.	If print job is for 5 Thousand		5	M	
40.	If print job is for 6 Thousand		6	M	
41.	If print job is for 7 Thousand		7	M	
42.	If print job is for 8 Thousand		8	M	
43.	If print job is for 9 Thousand		9	M	
44.	If print job is for 10 Thousand		10	M	
45.	If print job is for 11 – 15 Thousand		15	M	
46.	If print job is for 16 – 20 Thousand		20	M	
47.	If print job is for 21 – 25 Thousand		25	M	
48.	If print job is for 26 – 35 Thousand		35	M	
49.	If print job is for 36 – 50 Thousand		50	M	
50.	If print job is for 51 – 100 Thousand		100	M	

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF PRINTED ENVELOPES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
Single Colour Printing For Items 12 - 16					
51.	If print job is for 1 Thousand		1	M	
52.	If print job is for 2 Thousand		2	M	
53.	If print job is for 3 Thousand		3	M	
54.	If print job is for 4 Thousand		4	M	
55.	If print job is for 5 Thousand		5	M	
56.	If print job is for 6 Thousand		6	M	
57.	If print job is for 7 Thousand		7	M	
58.	If print job is for 8 Thousand		8	M	
59.	If print job is for 9 Thousand		9	M	
60.	If print job is for 10 Thousand		10	M	
61.	If print job is for 11 - 15 Thousand		15	M	
62.	If print job is for 16 - 20 Thousand		20	M	
63.	If print job is for 21 - 25 Thousand		25	M	
64.	If print job is for 26 - 35 Thousand		35	M	
65.	If print job is for 36 - 50 Thousand		50	M	
66.	If print job is for 51 - 100 Thousand		100	M	
Single Colour Printing For Items 17 & 18					
67.	If print job is for 1 Thousand		1	M	
68.	If print job is for 2 Thousand		2	M	
69.	If print job is for 3 Thousand		3	M	
70.	If print job is for 4 Thousand		4	M	
71.	If print job is for 5 Thousand		5	M	
PART C:					
72.	Setup costs	E3.4	200	RUN	
73.	Proof Costs	E3.2	150	Ea	
74.	RUSH ORDERS	D7.4		RUN	%
	Please indicate the % (percent) increase in cost, for processing a Rush Order				