



Terry McKee, IT & Procurement Director

901 N. Broadway • Knoxville, TN 37917-6699  
 865.403.1133 • Fax 865.594.8858  
 purchasinginfo@kcdc.org  
 www.kcdc.org

**Addendum**

<b>Solicitation Name</b>	Printing Services Q2008	<b>Addendum Number</b>	1	<b>Date</b>	10/03/2019
--------------------------	-------------------------	------------------------	---	-------------	------------

This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	On Items 1, 7, 8 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, please clarify “white paper.” Does that mean “20# white paper?”
	<b>Yes.</b>
Q2	On Item 4: Please clarify if you want “carbonless” or “carbon interleaved.”
	<b>Carbonless.</b>
Q3	On Items 9 & 10: Please clarify if envelopes are 24# white wove.
	<b>80# Classic Linen – Avon Brilliant White Cover</b>
Q4	On Item 11: Please clarify “card stock” (e.g., 80# smooth, 14PT UV coated, etc.)
	<b>14 Point Cardstock</b>
Q5	On Items 7, 8, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24 and 25: Please clarify how many sheets of paper make up a packet.
	<b>See Solicitation Document D Cost – Revised (attached)</b>
Q6	On Items 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25: Please specify how the packets are bound/separated (e.g., corner stitch, loose with slip sheet, saddle stitch, etc.).
	<b>Corner stapled.</b>
Q7	Will KCDC consider extending the due date?
	<b>Yes, KCDC will extend the due date to October 22, 2019 at 11:00 a.m. (EST)</b>



**Printing Services Q2008**

**Solicitation Document D Cost - REVISED**

<b>Item Number</b>	<b>Form Name</b>	<b>Form Description</b>	<b>Unit Packaging</b>	<b>Cost Per Unit</b>
1.	Notice to Resident	4 ¼", 4 & up, padded, printed with black ink on white paper	50 per Pad	\$
2.	KCDC Dwelling Unit Inspection	2 sided, 4 color ink printed on 8 ½" x 14", 20# white paper	100 per Pad	\$
3.	Notice of Maintenance Call	5 ½", 4 & up, padded, printed with black ink on 20# pink paper	50 per Pad	\$
4.	Request for Interim Rent Redetermination	2 part carbon printed with black ink	50 per Pack	\$
5.	Knoxville Police Department Overtime Cards	3" x 6", 4-up printed on 67# canary vellum, single sided	300 per Pack	\$
6.	Vehicle Parking sticker	Approximately 2 ½" x 4 ¼" printed black ink on orange sticker	50 per Pack	\$
7.	LIPH Leases	8 pages, double sided (4 sheets), black ink printed on 8½" x 14" white paper, stapled	50 per Pack	\$
8.	Grievance Procedure Forms	6 pages, double sided (3 sheets), black ink, printed on 8½" x 14" white paper, stapled	50 per Pack	\$
9.	Window Envelope	#10 window envelope with KCDC logo and return address in black ink - STATIC	500 per Box	\$
10.	Regular Envelope	#10 regular envelope with KCDC logo and return address in black ink - STATIC	500 per Box	\$
11.	Business Cards	Color ink, one sided on cardstock – KCDC will order as needed	500 per Box	\$
12.	Section 8 – 30 Day Notice of Intent to Move	3 part carbonless, black ink on white, yellow & pink, 8½" x 11"	50 per Pack	\$
13.	Section 8 Briefing Packet (Section 1)	14 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
14.	Section 8 Briefing Packet (Section 2)	11 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
15.	Section 8 Briefing Packet (Section 3)	7 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
16.	Section 8 Interim Reporting Status Packet	6 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
17.	Section 8 Moderate Rehabilitation Program Packet	25 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$

18.	Section 8 Project Based Voucher Supplemental Application Packet	22 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
20.	Section 8 PBV Statement of Family Responsibility & PBV Receipt of Program Information	8 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
21.	Section 8 Recertification Packet	19 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
22.	Section 8 Recertification Packet – Receipt of Program Information	17 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
23.	Section 8 Supplemental Application Form Packet	23 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
24.	Section 8 Unit Complaint Forms	2 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
25.	Section 8 VAWA Packet	5 sheets, single sided on 8 1/2 " x 11" white paper	Per Packet	\$
<b>Delivery to Sites</b>				
Minimum Order Amount to Include Free Shipping to Individual Sites			\$	
Flat Rate Shipping/Delivery Charge for Orders Not Meeting Minimum Order Amount			\$	
<b>Monthly Delivery to Procurement Office</b>				
Submit order to printer by _____ to be delivered by _____.				

NOTE: Samples will be provided to supplier