


**ADDENDUM NO. 4**

DATE: January 23, 2020  
TO: All Potential Bidders   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 4 – Printing Services for Waste and Resources Management  
BIDS TO BE OPENED: February 11, 2020, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by potential bidders regarding the above-referenced Invitation to Bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

**Question 1:** On the Bid Form, Page 2 the 4th item down is “Do Your Part with the Cart” Envelopes specified as 4-1/8” x 9”. However, we have not previously seen or provided 9” long envelopes, and believe this may be a typo and it should perhaps be 9-1/2”, which corresponds to a standard size #9 envelope. Can you advise on this please?

Response: Yes. 9 1/2” is the correct measurement.

**Question 2:** Will the City consider vendors who are not Forest Stewardship Council certified printers but are able to verify chain of custody requirements similar to such certification.

Response: Yes. The City hereby revises the statement “Awarded vendor shall be a Forest Stewardship Council certified printer” to “The City prefers Forest Stewardship Council certified printer. Vendors without such certification shall provide proof of similar chain of custody good stewardship practices.”

**END OF ADDENDUM NO. 4**