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Addendum

Solicitation Name	Printing Services Q2008 REBID	Addendum Number	2	Date	12/09/2019
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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 12 & 13 - Business Cards: Are they 1 or 2 sided?
	Items 12 & 13 are one sided.
Q2	On items 12 & 13 - Business Cards: Is the stock 80# Linen or 100# Linen?
	The stock is 80# linen.
Q3	On items 12 & 13 - Business Cards: Is the ink flat or raised?
	The ink is flat.
Q4	On item 13 - Business Card: Is the "watermark" a printed transparency or an embossing?
	It is not a true watermark, but a light blue printed transparency.
Q5	Items 1, 3, 4, 5, 7, 8 and 9 are marked bleed. Do these jobs actually have artwork that comes to the edge of the sheet?
	No.
Q6	Is there a sample packet showing these new items as described in the updated bid?
	There was one item added to the rebid, Bedbug Service Preparation Checklist. See attached for sample.





Bedbug Service Preparation Checklist

Today's Date: _____ Expected Treatment Date: _____

Management Office _____ Apartment: _____

Bedbugs are present in your apartment. Your cooperation is essential to effective Bedbug treatment!

A member of your household must bring this signed form to the management office after completing the steps circled below, or treatment cannot be scheduled.

Household Member Signature _____ Date _____

1. *Bag, remove from the premises, launder (with detergent) and machine dry above 125° all (whether clean or dirty) bedding, mattress covers, bedspreads, comforters, blankets, stuffed or cloth toys, pillows, clothing, draperies and other cloth items. As appropriate, take items to a dry cleaner. Once laundered, keep the items sealed in plastic bags until the unit has been cleared for bedbugs.*
2. *Clear out all items from drawers, shelves, et cetera and place the items into plastic garbage bags. Bedbug treatments are wet and may damage any items that you leave! KCDC and the service provider are not responsible for items left behind.*
3. Remove and dispose of the cloth cover from the bottom of the box spring.
4. Remove all mattress tags and the corner bumper from the box springs.
5. Remove cushions from sofas and recliners. Turn sofas and chairs upside down and place them in the middle of the room away from the walls. If you cannot do so, contact the site management.
6. Place all unsealed food items inside plastic garbage bags or your refrigerator.
7. Unplug all electrical devices.
8. If you have pets, they must be removed from apartment, bathed with flea/tick shampoo, and boarded elsewhere during treatment.
9. Be prepared to leave the premises for a minimum of **four hours** while pest control staff completes treatment of your apartment.
10. Keep visitors and guests to a minimum before and after treatment to prevent re-infesting your apartment or spreading bedbugs to other homes. Tell frequent visitors to your apartment about the problem so that they may treat their own residences and not bring bedbugs back to yours.

Your cooperation with these steps is very important. Lack of cooperation may result in a Notice to Vacate and Eviction.

Residents will turn in work orders and KCDC staff will:

1. Repair any loose wallpaper and baseboard covering.
2. Repair sources of moisture such as leaky faucets, air conditioner condensation lines and pans.
3. Seal all unnecessary cracks and crevices with caulk or other sealant (after treatment).