

June 6, 2019

To: All Bidders

From: Kate Bailey  
Director of Procurement

**Re: ADDENDUM NO. 1  
19-056.S – RFP for On-Call Printing Services**

This Addendum No. 1 is issued to:

1. Provide responses to the following questions received:

**Q1: Can you please specify the quantity of items other than the newsletter?**

At this time, we have an idea of about 4 tri-fold projects in mind, along with the PortWatch magazine.

**Q2: As part of the Introduction you say you want the Trifold Brochures and 1-page Documents printed on 80# to 110# Cover. But on the Cost Information form in the back you have Text stock ?**

This was just a mix up – Please refer to Appendix D and Appendix E

**Q3: For the Trifold and Document are there any quantity parameters we can use ? If not we'd like to set up our own if possible.**

We expect to order quantities of no less than 500; However, for bidding purposes, please provide a price as indicated on the Form for the Submission of Cost Information which is currently a price per document and price per tri-fold.

**Q4: The Documents are 8.5 x 11 ?**

Yes.

**Q5: The Trifold and Documents are color ?**

Yes.

**Q6: Port Watch, page size ? Color ?**

8.5 x 11 when closed, typical magazine. Yes.



Philadelphia Regional Port Authority  
3460 North Delaware Ave. 2<sup>nd</sup> Floor  
Philadelphia, PA 19134

All other terms and conditions remain unchanged.

Bidders shall acknowledge receipt of this addendum by immediately faxing a copy of the completed acknowledgment to Kate Bailey at 215-426-6800 or email [procurement@philaport.com](mailto:procurement@philaport.com)

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**ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1**  
**RFP for On-Call Printing Services**  
**Project 19-056.S**

Date \_\_\_\_\_

By \_\_\_\_\_

Company \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_