



CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

ADDENDUM NO. 1

March 23, 2021

RFP No.: 03-31-21-09  
RFP Name: Print & Mail CocoNEWS & PAFR  
Due Date/Time: Wednesday, March 31, 2021 at 9:00 a.m. EST

Our records indicate that your firm is in receipt of proposal documents for Print & Mail CocoNEWS & PAFR. This Addendum is hereby made part of the specifications and shall be included with all contract documents.

- REPLACE PAGE: 30 with 30 (a)  
Note: Words underlined and **bold** are additions, words ~~marked through~~ are deletions

This addendum acknowledgment sheet must be submitted electronically with your response through the eBid System by the due date and time indicated above. Failure to return this sheet may disqualify Proposer.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

(\_\_\_\_) \_\_\_\_\_  
Phone Number

(\_\_\_\_) \_\_\_\_\_  
Fax Number

Lorie Messer  
Procurement Analyst  
[Lmesser@coconutcreek.net](mailto:Lmesser@coconutcreek.net)

**CITY OF COCONUT CREEK  
PRINT & MAIL COCONEWS & PAFR  
RFP NO. 03-31-21-09**

**SCHEDULE OF PROPOSAL PRICES**

**PROPOSER SHALL UPLOAD PRICE SHEET "EXHIBIT E"  
ELECTRONICALLY THROUGH THE EBID SYSTEM WITH RESPONSE**

**PROPOSED PRICING – See Exhibit "E"**

**(27,750 / Mo)**

**(27,750 / Yr.)**

<b>Production Price CocoNEWS (27,000 / Mo.)</b>		<b>Production Price PAFR (27,000 / Yr.)</b>	
Set-up	\$	Set-up	\$
Printing	\$	Printing	\$
Folding / Labeling	\$	Saddle Stitch-Stapled	\$
Mailing	\$	Mailing	\$
EDDM Delivery	\$	EDDM Delivery	\$
Other Delivery	\$	Other Delivery	\$
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>
Turn-Around / Lead Time:	_____ Days	Turn-Around / Lead Time:	_____ Days
Deadline for delivery to residents on the 3 <sup>rd</sup> day of every month.	_____ Days	Deadline for delivery to residents on June 1 of every year.	_____ Days

**PAYMENT METHODS**

**VISA PURCHASING CARD** (reference informational flyer on following page):

The City of Coconut Creek has implemented a Visa Procurement Card (P-Card) Program through SunTrust Bank. The City's preference is to pay for goods/services with the P-Card. This program allows the City to expedite payment to our vendors. Some of the benefits of the P-Card Program to the vendor are: payment received within 72 hours of receipt and acceptance of goods, reduced paperwork, issue receipts instead of generating invoices, resulting in fewer invoice problems, and deal directly with the cardholder (in most cases).

Vendors accepting payment by the P-Card may not require the City (Cardholder) to pay a separate or additional convenience fee, surcharge or any part of any contemporaneous finance charge in connection with a transaction. Such charges are allowable, however must be included in the total cost of the bid. Vendors are not to add notations such as "+3% service fee" in their bid response. All bid responses shall be inclusive of any and all fees associated with the acceptance of the P-Card.

Vendors agreeing to accept payment by P-Card must presently have the capability to accept Visa or take whatever steps necessary to implement the ability before the start of the agreement term.

**EFT**

The City of Coconut Creek's Electronic Funds Transfer (EFT) Program allows the City to process payments to vendors electronically, directly to their financial institution of choice. With EFT payments, funds are deposited to vendor's bank account and are available the date the bank receives them. There will be no more waiting to receive payments in the mail, and no trips to the bank to make deposits. EFT payments also reduced the risk of misrouting, theft, and forgery. Additionally, an automated e-mail of the remittance advice will be sent to the e-mail specified by the vendor.

**PAPER CHECK**