

Crystal Lake Public Library
Printing, Labeling, Mailing RFP, Addendum #1
Questions Received, October 8, 2024

- 1) How is the newsletter currently mailed, e.g. Individual Addresses or Carrier Route?

The Library's newsletter is currently mailed via Carrier Route.

- 2) Is there any portion of the newsletter mailing that is individually addressed?

There is no portion of the newsletter that is individually addressed.

- 3) Which post office issued the Library's mailing permit?

The Library obtained its mailing permit through the post office located in Crystal Lake, IL.

- 4) Will a current carrier route saturation list be shared?

See attached Document #1, *Delivery Statistics Retrieval Report*

- 5) What quantities should be quoted?

Vendors should quote costs to print 23,000-26,000 copies.

- 6) Can we add our own sheet to provide more pricing information?

No. Vendors must use the *Printing RFP Response Form* provided in the RFP.

- 7) Does a vendor's answer on the *Printing RFP Response Form* regarding number of days to complete printing and mailing increase or decrease the respondent's chance of being awarded the contract?

Based upon information provided on the *Printing RFP Response Forms*, the Library will select the vendor offering the best value to the Library, including but not limited to cost, time required to print and address newsletters to be mailed via Carrier Route, delivery to the Post Office indicated on the *Printing RFP Response Form* and the estimated time for Crystal Lake addresses to receive each newsletter.

8) How should the vendor submit an electronic copy?

Vendors may submit electronic copies via flash drive or email to kamherdt@clpl.org

9) How many physical *Printing RFP Response Form(s)* should a vendor submit?

Vendors shall submit at least 1 Original and 1 Copy of their *Printing RFP Response Form*.

10) Is the Library asking for pricing to print an Annual Report in addition to the Library's newsletter?

No, the Library is asking for pricing as outlined on the *Printing RFP Response Form*.

11) What were the bid results 5 years ago?

See attached Document #2, *Crystal Lake Public Library, Printing RFP Comparison, Fall 2019*

12) What did the Library pay to print and deliver the most recent newsletter?

The Library's 12-page, September/October 2024 Beacon newsletter cost \$6,753.26. This price included printing, addressing newsletters to be mailed via Carrier Route and dropping off newsletters to the Crystal Lake Post Office.

13) Does the Library want newsletters mailed to businesses in addition to households?

Yes, the Library newsletter should be mailed to all households and to all businesses in the 60012 and in the 60014 zip codes.

14) Is the merged/purged list the one that should be used for mailing the newsletter?

Vendors shall use the *Delivery Statistics Retrieval Report* for 60012 and 60014 zip codes available from the U.S. Postal Service to determine number of copies to print and Carrier Route information.

15) How many addresses were on the most recent final list?

The Library's most recent mailing was sent to 24,952 addresses.

16) Should the final list be returned to the Library?

No, it is not necessary to return the final list to the library.

17) Should the entire mailing be inkjetted?

All content of the newsletter shall be 4-color printed and meet all specifications outlined in the RFP. Postal information can be inkjetted.



DELIVERY STATISTICS RETRIEVAL REPORT
NATIONAL CUSTOMER SUPPORT CENTER
AIS VIEWER

DATE 10/08/2024
REC COUNT 9
Page 1 of 1

DOCUMENT 1

CYCLE DATE 10/01/2024

Preferred City Name: CRYSTAL LAKE IL 60012

CARR ID	POSSIBLE RESIDENTIAL	POSSIBLE BUSINESS	TOTAL POSSIBLE	ACTIVE RESIDENTIAL	ACTIVE BUSINESS	TOTAL ACTIVE	FINANCE NUMBER	STATE	COUNTY NUMBER
R000	0	0	0	0	0	0	161872	IL	111
R004	647	22	669	647	22	669	161872	IL	111
R006	595	2	597	594	2	596	161872	IL	111
R010	582	2	584	581	2	583	161872	IL	111
R013	513	65	578	513	65	578	161872	IL	111
R018	4	0	4	4	0	4	161872	IL	111
R018	574	2	576	574	2	576	161872	IL	111
R021	563	6	569	563	6	569	161872	IL	111
R025	917	106	1023	917	106	1023	161872	IL	111
TOTALS	4395	205	4600	4393	205	4598			

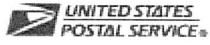


DELIVERY STATISTICS RETRIEVAL REPORT
 NATIONAL CUSTOMER SUPPORT CENTER
 AIS VIEWER

CYCLE DATE 10/01/2024

Preferred City Name: CRYSTAL LAKE IL 60014

CARR ID	POSSIBLE RESIDENTIAL	POSSIBLE BUSINESS	TOTAL POSSIBLE	ACTIVE RESIDENTIAL	ACTIVE BUSINESS	TOTAL ACTIVE	FINANCE NUMBER	STATE	COUNTY NUMBER
C000	0	0	0	0	0	0	161872	IL	111
C001	389	195	584	378	174	552	161872	IL	111
C002	506	2	508	498	1	499	161872	IL	111
C003	517	115	632	506	91	597	161872	IL	111
C004	294	98	392	274	70	344	161872	IL	111
C005	0	1	1	0	1	1	161872	IL	111
C005	635	0	635	616	0	616	161872	IL	111
C007	96	1	97	96	1	97	161872	IL	111
C007	447	5	452	443	5	448	161872	IL	111
C008	639	2	641	635	2	637	161872	IL	111
C009	447	287	734	442	234	676	161872	IL	111
C011	483	221	704	466	155	621	161872	IL	111
C013	489	145	634	472	97	569	161872	IL	111
C015	458	1	459	449	1	450	161872	IL	111
C017	462	131	593	453	94	547	161872	IL	111
C019	386	3	389	363	2	365	161872	IL	111
C019	269	0	269	253	0	253	161872	IL	111
C020	590	1	591	583	1	584	161872	IL	111
C023	452	2	454	450	2	452	161872	IL	111
C024	602	48	650	581	34	615	161872	IL	111
C025	613	0	613	607	0	607	161872	IL	111
C026	462	0	462	461	0	461	161872	IL	111
C027	483	79	562	470	48	518	161872	IL	111
C028	460	76	536	450	67	517	161872	IL	111
C029	511	0	511	508	0	508	161872	IL	111
C030	143	0	143	139	0	139	161872	IL	111
G000	0	0	0	0	0	0	161872	IL	111
R001	584	69	653	584	69	653	161872	IL	111
R003	436	3	439	436	3	439	161872	IL	111
R003	174	1	175	174	1	175	161872	IL	111
R005	706	10	716	706	10	716	161872	IL	111
R009	652	16	668	652	16	668	161872	IL	111
R011	843	176	1019	843	176	1019	161872	IL	111
R012	623	129	752	623	129	752	161872	IL	111
R014	665	7	672	665	7	672	161872	IL	111
R016	461	119	580	460	119	579	161872	IL	111
R017	248	14	262	248	14	262	161872	IL	111
R017	438	0	438	438	0	438	161872	IL	111
R019	414	5	419	414	5	419	161872	IL	111
R019	209	2	211	209	2	211	161872	IL	111
R020	739	1	740	739	1	740	161872	IL	111



DELIVERY STATISTICS RETRIEVAL REPORT
NATIONAL CUSTOMER SUPPORT CENTER
AIS VIEWER

CYCLE DATE 10/01/2024

Preferred City Name: CRYSTAL LAKE IL 60014

CARR ID	POSSIBLE RESIDENTIAL	POSSIBLE BUSINESS	TOTAL POSSIBLE	ACTIVE RESIDENTIAL	ACTIVE BUSINESS	TOTAL ACTIVE	FINANCE NUMBER	STATE	COUNTY NUMBER
R024	688	80	768	687	80	767	161872	IL	111
R026	97	1	98	97	1	98	161872	IL	111
R026	73	0	73	73	0	73	161872	IL	111
TOTALS	18883	2046	20929	18641	1713	20354			

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP Respondent	Newsletter 12 Issues 8 Pages					Newsletter 12 Issues 12 Pages					Format	Sample	References
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Type?	Provided?	Provided?
The Stevens Group	0.198	0.200	0.203	0.205	0.207	0.256	0.258	0.261	0.263	0.265	Indesign	Yes	Yes
Service Printing Corporation	0.2213	0.2279	0.2347	0.2418	0.249	0.2951	0.304	0.3131	0.3225	0.3321	not indicated	Yes, but only paper sample	Yes
Paulson Press Inc.	They got confused as our RFP indicted "bi-monthly" on Page 2, whereas the RFP response form indicated "12"												
12 issues	0.2075	0.2075	0.2151	0.2151	0.219	0.2798	0.2798	0.2875	0.2875	0.2913	not indicated	Yes	Yes
Creekside Printing	0.146	0.149	0.152	0.155	0.158	0.219	0.224	0.229	0.234	0.239	not indicated	Yes, but only paper sample	Yes, and quite a few libraries
													They provided samples from various libraries

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP Respondent	Annual Report 8 Pages					Annual Report 12Pages					# of days	# of days	Sample
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Print	Mail	Provided?
The Stevens Group	0.198	0.200	0.203	0.205	0.207	0.256	0.258	0.261	0.263	0.265	4	2	Yes
Service Printing Corporation	0.2213	0.2279	0.2347	0.2418	0.249	0.2951	0.304	0.3131	0.3225	0.3321	5 to 7	2 to 3	Yes, but only paper sample
Paulson Press Inc.	0.2075	0.2075	0.2151	0.2151	0.219	0.2798	0.2798	0.2875	0.2875	0.2913	5	3	Yes, but only paper sample
Creekside Printing	0.146	0.149	0.152	0.155	0.158	0.219	0.224	0.229	0.234	0.239	12	3	Yes, but only paper sample

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP	Brochure 1,000					Brochure 2,000						
Respondent	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5		
The Stevens Group	\$ 245.00	\$ 248.00	\$ 251.00	\$ 255.00	\$ 258.00	\$ 440.00	\$ 445.00	\$ 450.00	\$ 455.00	\$ 460.00		
Service Printing Corporation	\$ 297.46	\$ 306.38	\$ 315.58	\$ 325.04	\$ 334.79	\$ 362.50	\$ 373.38	\$ 384.58	\$ 396.11	\$ 408.00		
Paulson Press Inc.	no submission											
Creekside Printing	\$ 449.00	\$ 458.00	\$ 468.00	\$ 478.00	\$ 487.00	\$ 488.00	\$ 498.00	\$ 508.00	\$ 518.00	\$ 529.00		
RFP	Brochure 5,000					Brochure 10,000					Sample	
Respondent	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Provided?	
The Stevens Group	\$ 770.00	\$ 777.00	\$ 784.00	\$ 792.00	\$ 800.00	\$ 1,340.00	\$ 1,353.00	\$ 1,366.00	\$ 1,380.00	\$ 1,394.00	Yes	
Service Printing Corporation	\$ 488.74	\$ 503.40	\$ 518.50	\$ 534.06	\$ 550.08	\$ 748.18	\$ 770.63	\$ 793.74	\$ 817.56	\$ 842.08	Yes, but only paper sample	
Paulson Press Inc.	no submission											
Creekside Printing	\$ 621.00	\$ 634.00	\$ 647.00	\$ 660.00	\$ 673.00	\$ 851.00	\$ 869.00	\$ 886.00	\$ 904.00	\$ 922.00	Yes, but only paper sample	

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP Respondent	Letterhead 2,500					Letterhead 5,000					Letterhead 10,000					Sample Provided?
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	
The Stevens Group	\$ 430.00	\$ 434.00	\$ 438.00	\$ 443.00	\$ 448.00	\$ 665.00	\$ 669.00	\$ 674.00	\$ 679.00	\$ 685.00	\$ 1,020.00	\$ 1,030.00	\$ 1,040.00	\$ 1,050.00	\$ 1,060.00	No
Service Printing Corp	\$ 521.92	\$ 537.58	\$ 553.70	\$ 570.32	\$ 587.43	\$ 688.87	\$ 709.54	\$ 730.82	\$ 752.75	\$ 775.33	\$ 1,082.93	\$ 1,115.42	\$ 1,148.88	\$ 1,183.35	\$ 1,218.85	Yes, but only paper sample
Paulson Press Inc.	no submission															
Creekside Printing	\$ 478.00	\$ 488.00	\$ 498.00	\$ 508.00	\$ 518.00	\$ 658.00	\$ 672.00	\$ 685.00	\$ 699.00	\$ 713.00	\$ 1,021.00	\$ 1,042.00	\$ 1,063.00	\$ 1,095.00	\$ 1,116.00	Yes, but only paper sample

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP Respondent	Notecards 500					Notecards 1,000					Notecards 2,000					Sample Provided	# of days
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5		
The Stevens Group	\$ 160.00	\$ 161.00	\$ 163.00	\$ 165.00	\$ 168.00	\$ 260.00	\$ 262.00	\$ 265.00	\$ 268.00	\$ 271.00	\$ 375.00	\$ 377.00	\$ 380.00	\$ 384.00	\$ 388.00	No	3 to 5
Service Printing Cor	\$ 245.06	\$ 252.41	\$ 259.98	\$ 267.78	\$ 275.82	\$ 348.50	\$ 358.96	\$ 369.72	\$ 380.82	\$ 392.24	\$ 551.40	\$ 567.94	\$ 584.98	\$ 602.53	\$ 620.61	Yes, but only paper sample	5 to 7
Paulson Press Inc.	no submission																
Creekside Printing	\$ 250.00	\$ 255.00	\$ 261.00	\$ 266.00	\$ 271.00	\$ 397.00	\$ 405.00	\$ 414.00	\$ 422.00	\$ 430.00	\$ 685.00	\$ 699.00	\$ 713.00	\$ 727.00	\$ 742.00	Yes, but only paper sample	5 days

**Crystal Lake Public Library
Printing RFP Comparison
Fall 2019**

RFP Respondent	Notecard Envelopes 500					Notecard Envelopes 1,000					Notecard Envelopes 2,000					Sample Provided	# of days
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5		
The Stevens Group	\$ 160.00	\$ 161.00	\$ 163.00	\$ 165.00	\$ 168.00	\$ 290.00	\$ 292.00	\$ 295.00	\$ 298.00	\$ 301.00	\$ 525.00	\$ 530.00	\$ 535.00	\$ 540.00	\$ 545.00	Yes	N/A?
Service Printing Co	\$ 266.40	\$ 274.39	\$ 282.62	\$ 291.10	\$ 299.84	\$ 335.28	\$ 345.34	\$ 355.70	\$ 366.37	\$ 377.36	\$ 471.81	\$ 485.96	\$ 500.54	\$ 515.56	\$ 531.03	No	N/A?
Paulson Press Inc.	no submission																
Creekside Printing	\$ 395.00	\$ 403.00	\$ 411.00	\$ 420.00	\$ 428.00	\$ 554.00	\$ 566.00	\$ 577.00	\$ 588.00	\$ 600.00	\$ 714.00	\$ 729.00	\$ 743.00	\$ 758.00	\$ 773.00	Yes, but only paper sample	10