



REQUEST FOR BIDS
Bus Schedule Printing Services

DULUTH TRANSIT AUTHORITY

Addendum #2

February 11, 2021

1. The DTA held a virtual prebid conference on Thursday, February 11, 2021. Attendees were Shane Simmonette, Tobbi Stager, JS Print Group; Deborah Skoog, Visions First; Lynn Reemtsma, Nystrom Publishing Company; Karen Still, Roger Spark, Weldon, Williams and Lick, Inc.; Rhonda Cory, ProPrint; David Clark, Nancy Brown, DTA.
2. Please note that the DTA prefers that the bids be submitted in a pdf attachment to an email to nbrown@duluthtransit.com with the words "Schedule Printing Services" in the subject line.
3. A pdf of the schedules are available on the DTA website at www.duluthtransit.com. Due to the file size, it cannot be emailed by DTA staff.
4. This project has a very tight timeline; delivery of the completed schedules cannot be delayed beyond March 2, 2021. Bidders that cannot meet this timeline will be disqualified.
5. The DTA will accept 60 lb. paper (within a plus or minus of 15%,) and it may contain some or all recycled material. There is no requirement for the paper to be produced locally. The paper must be durable enough to hold up to repeated use over days or weeks, but not so thick that it won't fold into a 3-inch by 8-inch size.
6. Colors are from the CMYK pantone and is consistent with the web versions of the schedules that can be found at www.duluthtransit.com.
7. The completed schedules must be folded to an approximately 3-inch by 8-inch final product. The DTA has not specified the type of location of the folds; the individual schedules should be folded in a manner that allows the user to refold it after use each time. Accordion folds are permitted.
8. There are no required increments of banding or binding the completed schedules together. They must all be the same type of schedule, i.e. the Route 5 all together, route 13 all together, etc. No mixing routes in the respective bands. And the quantity should be the same for each band, i.e. 100 of Route 15 in each band, 80 in each band for Route 6 & 7, etc.
9. The DTA is reprinting the schedules due to a change in fares. All old schedules will be purged and recycled.
10. Please note the correct delivery location is to the **DTA Operations Center, 2402 West Michigan Street, Duluth, MN 55806**. Please change the Section 6 Technical Specifications, paragraph B(1) to the Operations Center address.
11. There is no loading dock at the DTA Operations Center, however, the delivery vehicle can enter inside the building and load via an interior door that has a curb cut to allow hand trucks to pass into the building easily.
12. This bid is for 61 boxes of schedules only as detailed on the bid sheet. There is no ongoing order or ongoing contract for printing services. The DTA may reprints some schedules in the future, depending on the number of schedules used. Some schedule

inventories may last 6 months or longer, depending on how fast riders return to transit after the COVID-19 emergency. Award of this Bid does not imply that the winning Bidder will be selected to supply reprints.

13. Please delete the word "installation" on the Bid Sheet (page 25 of the Request for Bids.) The DTA will distribute the schedules and install them on the schedule holder racks and on the buses.

14. If an interested party would like hard copies of the current schedules, please contact nbrown@duluthtransit.com and they will be mailed out promptly. The DTA is not responsible for late mail deliveries.

15. Written questions submitted via email will be accepted until 1:00 p.m. on Tuesday, February 16, 2021. The DTA will respond with answers by 4:30 p.m. that day.