

CITY OF FAIRBANKS
ADDENDUM NO. 1
ITB 26-08 – Printing Services

Issue Date: May 20, 2026

This Addendum forms a part of the Contract Documents and modifies the original solicitation documents as previously issued. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

Questions and Responses

Question 1:

Who is the current vendor for these services, and why is the City currently out for bid?

Response:

The current vendor is Alaska Laser Printing & Mailing. The City is currently soliciting these services because the existing contract expires on June 15, 2026.

Question 2:

Can the City provide samples of the current garbage bills, business licenses, inserts, envelopes, colored paper, and related materials?

Response:

Yes. Samples are attached to this Addendum.

Question 3:

What does the City currently pay for these services, including postage?

Response:

ITEM	QTY	ITEM DESCRIPTION	
1	36,000	Garbage Billing – Printing	\$ 8,280 Total (\$0.23/piece)
2	36,000	Garbage Billing- Mailing -POSTAGE EST.*	\$ 16,956 Total (\$0.471/piece)
3	7,400	Business License Renewal- Printing	\$ 1,702 Total (\$0.23/piece)
4	7,400	Business License Renewal – Mailing -POSTAGE EST.*	\$ 3,485.40 Total (\$0.471/piece)
5	As needed	Pink Delinquent Notices per envelope, per piece	\$ 0.30/piece
6	As needed	Cost of an additional insert into a mailing, per piece **	\$ \$0.03/insert

*Postage billed at actual cost. ALP will provide the best 1st Class presort postal rates available for your mailings

**\$0.03 to insert preprinted insert provided by the city into each mailpiece

The City has updated the solicitation requirements to more clearly define service expectations, deliverables, timelines, and corrective measures in the event of performance issues. These revisions may differ from prior contract administration practices. Bidders are advised to submit pricing based exclusively on the specifications and requirements contained in the current solicitation.

Question 4:

When does the City expect to make an award decision for this bid?

Response:

The City anticipates making an award recommendation within approximately one week following the bid opening.

Question 5:

Will PDF data be used for both the Garbage and Business License documents, and who is the data vendor?

Response:

Yes. PDF data will be used for both Garbage and Business License documents. The City does not utilize a third-party data vendor for these documents. The City transmits the files directly to the printing services vendor, typically by email or upload through the vendor's document submission platform.

Question 6:

Section 10, Escalation Clause, states that pricing shall remain firm for the first year of the contract, but later references no increases during the initial contract term, which Section 8 identifies as three years. Can the City clarify whether increases, including CPI-based adjustments, are permitted after the first year or only after the third year?

Response:

Postage costs may increase at any time to reflect official USPS rate increases. All other pricing shall remain firm during the first year of the contract. After the first year, the successful vendor may request price adjustments annually, subject to City review and approval with supporting justification.

Question 7:

Is the City open to using standard blank white material instead of the specified colored stock and custom envelopes? Additionally, are the #10 envelopes for the garbage documents the same as the #10 envelopes for the business license documents?

Response:

No. Bidders shall provide the materials in accordance with the specifications listed in the solicitation. The City may consider alternative materials after award, subject to City approval. The #10 envelopes for the garbage documents and business license documents are the same.

All other terms, conditions, and specifications remain unchanged.

END OF ADDENDUM NO. 1