



**Bid No. 17-52: Proposal for Printing and Mailing Services  
Addendum No. 1**

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**CITY OF BEVERLY HILLS  
455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CALIFORNIA 90210**

**Date of Request:** December 1, 2017

**Bid Number:** 17-58

**Item Description:** The City of Beverly Hills is requesting proposals from businesses who can perform printing and mailing services under the purview of the Policy and Management Department.

**Open Date:** Friday, December 29, 2017 at 2:00 p.m. (Pacific)

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On Page 3, under "Submittal Requirements" the Request for Proposal reads:

Proposals must be submitted electronically in PDF format to Cindy Owens at [cowens@beverlyhills.org](mailto:cowens@beverlyhills.org), and copied to Logan Phillippo at [lphillippo@beverlyhills.org](mailto:lphillippo@beverlyhills.org) no later than **Friday, December 29, 2017 at 2:00 PM PST**. Late proposals will not be accepted. Emailed proposals should be titled 'RFP No. 17-58 – Printing and Mailing Services.'

This should read as follows:

Sealed proposals, including three (3) copies must be received by the City Clerk's Office no later than **Friday, December 29, 2017 at 2:00 PM PST**, unless time is extended by written addendum issued by the CITY before that date. Proposals that are received after 2:00 PM PST will not be accepted. Postmarks will not be accepted as the submitted dates. Proposals shall be addressed as follows:

Bid No. 17-58  
Proposal for Printing and Mailing Services  
Attention: Cindy Owens  
City of Beverly Hills  
Office of the City Clerk  
455 North Rexford Drive, Room 290  
Beverly Hills, CA 90210



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Furthermore, on Page 3, under "Evaluation Criteria" the Request for Proposal reads:

Evaluation criteria include, but are not limited to, the following:

- 1) Completeness and thoroughness of the proposal (25%)
- 2) Ability to provide printing and mailing services as outlined in the scope of work (25%)
- 3) Work experience with other government agencies (50%)

This should read as follows:

Evaluation criteria include, but are not limited to, the following:

- 1) Completeness and thoroughness of the proposal
- 2) Ability to provide printing and mailing services as outlined in the scope of work
- 3) Work experience with other government agencies
- 4) Pricing

All questions regarding the original Request for Proposal, or this Addendum, need to sent by email only to **Cindy Owens at [cowens@beverlyhills.org](mailto:cowens@beverlyhills.org)** and copied to **Logan Phillippo at [lphillippo@beverlyhills.org](mailto:lphillippo@beverlyhills.org)**, no later than **4:30 PM PST on Friday, December 15, 2017**. The subject title of such emails should read "RFP No. 17-58 Potential Respondent - (Insert Firm Name)." Any inquiry should state the question only, without additional information. Questions emailed by potential respondents and any additional information that the City provides in response to such questions will be posted on the City's website **by Friday, December 22, 2017 at 6:00 PM PST**. Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment of the City.