

**Request for Proposal  
("RFP"):  
RFP for Printing Services**

**Date: April 30, 2026**

**RE: Addendum # 1  
# of Pages: 9**

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**A) PRE-PROPOSAL MEETING ATTENDANCE SHEET -The following people attended the virtual pre-proposal conference on April 22, 2026:**

- 1) Chiedozie Osondu - A Tee Shop - NYS MBE
- 2) Megan Blackburn- Bell Imaging Incorporated – NYS MBE
- 3) Michael Levine - Multi Media Promotions – NYS MWBE
- 4) Patrice Guadagni – Shoreline Graphics - NYS MWBE
- 5) Craig Hudson (BPCA)
- 6) Ryan Murray (BPCA)
- 7) Justin Harper (BPCA)

**B) REVISIONS TO THE RFP – The RFP is revised as follows:**

**1. ADD** the following language to Section VII of the RFP:

“In addition to completing the Cost Proposal Tables below, Proposers shall submit a current catalogue, schedule, or menu of all other products and services offered that are not specifically listed in the Cost Proposal Tables. For such additional items, **Proposers shall provide a fixed percentage discount off their standard published/menu pricing** that BPCA will receive for the duration of the contract term. BPCA may, at its sole discretion, purchase such additional items as needed, and pricing for those items shall be based on the Proposer’s published/menu price less the stated discount percentage. The catalogue/menu pricing and discount shall be for informational and supplemental purchasing purposes only and shall not be used in determining the lowest bidder for award under this solicitation unless otherwise specified by BPCA.”

**2.DELETE** the cost proposal format table in Section VII on pages 7 and 8 of the RFP and **SUBSTITUTE WITH** the following Cost Proposal tables. Proposers should submit their cost proposals in the same form and manner as shown below.

**100% Post-Consumer Recycled Content Paper Printing Rates**

<b>Product</b>	<b>Quantity Tier</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Option 1)</b>	<b>Year 5 (Option 2)</b>
<b>Program &amp; Event Guide – 24 page (Cost per 1,000)</b>	1,000–4,999	\$	\$	\$	\$	\$
	5,000–9,999	\$	\$	\$	\$	\$
	10,000–14,999	\$	\$	\$	\$	\$
	15,000–20,000	\$	\$	\$	\$	\$
<b>Program &amp; Event Guide – 28 page (Cost per 1,000)</b>	1,000–4,999	\$	\$	\$	\$	\$
	5,000–9,999	\$	\$	\$	\$	\$
	10,000–14,999	\$	\$	\$	\$	\$
	15,000–20,000	\$	\$	\$	\$	\$
<b>Program &amp; Event Guide – 34 page (Cost per 1,000)</b>	1,000–4,999	\$	\$	\$	\$	\$
	5,000–9,999	\$	\$	\$	\$	\$
	10,000–14,999	\$	\$	\$	\$	\$
	15,000–20,000	\$	\$	\$	\$	\$
<b>Product</b>	<b>Quantity Tier</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Option 1)</b>	<b>Year 5 (Option 2)</b>

<b>Postcards (Cost per 1,000)</b>	1,000–4,999	\$	\$	\$	\$	\$
	5,000–9,999	\$	\$	\$	\$	\$
	10,000–14,999	\$	\$	\$	\$	\$
	15,000–20,000	\$	\$	\$	\$	\$
<b>Business Cards (Cost per 1,000)</b>	1,000–4,999	\$	\$	\$	\$	\$
	5,000–9,999	\$	\$	\$	\$	\$
	10,000–14,999	\$	\$	\$	\$	\$
	15,000–20,000	\$	\$	\$	\$	\$
<b>Newsletters (Cost per 500)</b>	500-999	\$	\$	\$	\$	\$
	1000–2999	\$	\$	\$	\$	\$
	3,000–4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>Product</b>	<b>Quantity Tier</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Option 1)</b>	<b>Year 5 (Option 2)</b>
<b>Brochures (Cost per 500)</b>	500-999	\$	\$	\$	\$	\$
	1000–2499	\$	\$	\$	\$	\$
	2500–4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$

<b>Notecards (Cost per 500)</b>	500-999	\$	\$	\$	\$	\$
	1000-2499	\$	\$	\$	\$	\$
	2500-4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>#10 Envelopes (Cost per 500)</b>	500-999	\$	\$	\$	\$	\$
	1000-2499	\$	\$	\$	\$	\$
	2500-4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>Crack &amp; Peel Labels (Cost per 500)</b>	500-999	\$	\$	\$	\$	\$
	1000-2499	\$	\$	\$	\$	\$
	2500-4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>Product</b>	<b>Quantity Tier</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4 (Option 1)</b>	<b>Year 5 (Option 2)</b>
<b>Notepads (Cost per 10)</b>	10-49	\$	\$	\$	\$	\$
	50-99	\$	\$	\$	\$	\$
	100-249	\$	\$	\$	\$	\$
	250+	\$	\$	\$	\$	\$

## Bulk Mailing Charges

Mailed Item (per Scope of Work)	Quantity Tier	Year 1	Year 2	Year 3	Year 4 (Option 1)	Year 5 (Option 2)
<b>Program &amp; Event Guide – 24 page</b>	<b>1,000–4,999</b>	\$	\$	\$	\$	\$
	<b>5,000–9,999</b>	\$	\$	\$	\$	\$
	<b>10,000–14,999</b>	\$	\$	\$	\$	\$
	<b>15,000 - 20,000</b>	\$	\$	\$	\$	\$
<b>Program &amp; Event Guide – 28 page</b>	<b>1,000–4,999</b>	\$	\$	\$	\$	\$
	<b>5,000–9,999</b>	\$	\$	\$	\$	\$
	<b>10,000–14,999</b>	\$	\$	\$	\$	\$
	<b>15,000 - 20,000</b>					
<b>Program &amp; Event Guide – 34 page</b>	<b>1,000–4,999</b>	\$	\$	\$	\$	\$
	<b>5,000–9,999</b>	\$	\$	\$	\$	\$
	<b>10,000–14,999</b>	\$	\$	\$	\$	\$
	<b>15,000 - 20,000</b>	\$	\$	\$	\$	\$
<b>Postcards</b>	<b>500-999</b>	\$	\$	\$	\$	\$
	<b>1000–2499</b>	\$	\$	\$	\$	\$

	2500–4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>Newsletters</b>	500-999	\$	\$	\$	\$	\$
	1000–2499	\$	\$	\$	\$	\$
	2500–4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$
<b>Brochures</b>	500-999	\$	\$	\$	\$	\$
	1000–2499	\$	\$	\$	\$	\$
	2500–4,999	\$	\$	\$	\$	\$
	5000+	\$	\$	\$	\$	\$

**Standard Delivery Charges for shipping to BPCA Offices**

Proofs	Next Day Air	Ground Shipping
Printed Program and Event Guide		
Postcards		
Newsletters		
Brochures		

**C) QUESTIONS & ANSWERS: The following is a list of BPCA’s responses to substantive questions submitted by prospective respondents to the RFP for Printing Services:**

**Question 1:** What are the typical order quantities for each of the following items: Program and Event Guides, Postcards, Business Cards, Newsletters, Brochures, Notecards, #10 Envelopes, Crack-and-Peel Labels, and Notepads? Specifically, pricing per 1,000 for Event Guides can vary significantly depending on whether quantities are closer to 1,000 or 10,000.

**Answer: Program & Event Guides – depends on the season. Typically, 12K, 14K, or 16K per printing. Postcards – 500, 1000, or 1500 per printing. For all other listed items, order quantities vary based on BPCA’s operational needs, and the quantity tiers in the cost proposal are intended to capture anticipated pricing across a range of possible order volumes rather than fixed or guaranteed quantities.**

**Question 2:** For the self-cover books sealed with an adhesive tab, is this requirement intended for mailing purposes?

**Answer: Yes. We typically mail 10K books per printing.**

**Question 3:** Please confirm the flat size of the notecards (e.g., 8.5” x 6”).

**Answer: Notecards are addressed in the Scope of Work; however, proposers are also requested to provide their complete product catalog with corresponding menu pricing.**

**Question 4:** Are the crack-and-peel labels printed one side only?

**Answer: Yes.**

**Question 5:** Do you require removable or permanent adhesive for the crack-and-peel labels?

**Answer: Permanent.**

**Question 6:** Should Notepads be glued along the 5” edge with a chipboard backer?

**Answer: We don’t have a preference, please propose whatever you offer standard.**

**Question 7:** What are the anticipated annual order quantities for each component listed?

**Answer: BPCA has structured the revised cost proposal using quantity tiers based on anticipated ordering ranges for the various products and services; however, these tiers are intended solely to establish pricing across expected order-volume scenarios for evaluation and purchasing purposes. Actual quantities ordered during the contract term may vary based on BPCA’s operational needs, and BPCA does not guarantee any specific order volume.**

**Question 8:** Does BPCA have a USPS indicia or an EPS account for postage?

**Answer: No.**

**Question 9:** If our company is fully insured, are subcontractor insurance certificates still required?

**Answer: Per Section C of the Insurance Requirements, any subcontractor(s) utilized by the selected Proposer will be required to obtain the insurance listed in that section.**

**Question 10:** If subcontractor insurance certificates are required, can this documentation be provided upon contract award rather than at bid submission?

**Answer: Yes.**

**Question 11:** Shipping costs vary based on quantity and product specifications. What parameters should be used when quoting delivery?

**Answer: For the Event Guides (booklets), 10K go directly to mailing, the remainder shipped to 75 Battery Place, NY, NY 10280. So 2K-4K shipped to BPCA.**

**Question 12:** Given our proximity within the Metropolitan New York area, standard ground delivery is typically next-day. Should we also include same-day delivery pricing?

**Answer: Yes.**

**Question 13:** Are Bell Imaging and A Tee Shop the only other vendors bidding on this project, and are they the incumbents?

**Answer: We have not received any bids so far for this RFP, so we will not be able to accurately confirm the bidders. However, the pre-proposal attendance sheet was included in this addendum. Shoreline Graphics is the incumbent vendor.**

**Question 14:** Under proposal content on Page 4 Proposal Format and Contents- Letter B Proposal Content - Executive Summary, "Executive summary may be no longer than three single-sided pages". What do you mean by that and where is the executive summary? Please provide some clarification on what is required for the executive summary.

**Answer: The Executive Summary is a brief introductory section of the Technical Proposal, prepared by the Proposer, and included at the beginning of the proposal. As stated in Section V.B of the RFP (page 4), it may be no longer than three (3) single-sided pages. There is no required format beyond that limitation; it may be used to provide a high-level overview of any information the Proposer would like to summarize from its proposal.**

Please ensure that all submissions include acknowledgment of this addendum.

The deadline for proposal submissions remains unchanged.

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By signing the line below, I am acknowledging that all pages of this Addendum #1 have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Number of pages received: \_\_\_\_\_ <fill in>

Distributed to: All prospective Proposers