

Printing, Postage and Mailing Services RFP No. 22-003 Questions & Answers

November 7, 2022

San Diego Community Power (SDCP) received the following question(s) by the deadline stipulated in the RFP.

Question 1: The Scope of Services in Attachment A are very vague. Do you have the exact specifications, quantities and timelines for each print format item mentioned in the RFP? We would not be able to make such an important and binding commitment without the full details.

Answer: Yes, the exact specifications are per the below:

Quantities of Statutory Mailers Broken Down by Type per Month

<i>Schedule</i>															
	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April
Postcard	149,170	5,355	154,799	159,367	15,456	15,024	15,064	14,112	15,715	15,956	14,720	15,101	9,340	8,791	4,570
Letter	-	149,170	5,355	5,629	4,842	4,472	4,553	5,750	5,087	5,412	5,119	4,221	4,570	-	-
Envelope	-	149,170	5,355	5,629	4,842	4,472	4,553	5,750	5,087	5,412	5,119	4,221	4,570	-	-

<i>Specifications</i>				
Type	Size	Paper	Printing	Mailing
Post card	10 x 6	80# white dull cover (Caliper 9pt thickness for postal)	Color. 4+/4+. Process color + satin aqueous	Download lists, de-dupe, Inkjet address and mail Presort standard
Letter	Letter 8.5 x 11. Folds to 8.5 x 3.625	60# white Offset text	Color 4/4	Download lists, de-dupe, Inkjet address and mail Presort standard
Envelope	9.25 x 4.125	#10 Envelope; 70# white Offset text	4/0 Process no color no bleed	Insert folded letter into #10 envelope and seal

Please note that there could be other mailing requirements that come up throughout the course of operations that the vendor will be required to assist with. SDCP will provide at least 60 days notice prior to requiring the ad hoc services.