



October 30, 2020
ADDENDUM NO. 1
RFP #SN2009 – GRADUATION REGALIA & PRODUCTS

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All bid responses shall be addressed and returned to this location by the due date listed below:

**City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609
Attention: Steve Nash, Contract Administrator
*Proposals must be received no later than 12:00 p.m. local Chicago time, on
Wednesday, November 4, 2020***

Addendum Item No. 1

Questions, Responses and Clarification of Information

- Q1. How important (on a scale of 1 to 10) is it that all of our regalia manufacturing is in Illinois? 10 being very important and 1 not important at all?
Response: 1; it is far more important for shipments to arrive to recipients by scheduled time.
- Q2. Are you able to provide current pricing of all items requested? Or where it is posted publicly?
Response: City Colleges of Chicago currently purchases its regalia from Jostens.
- Q3. As we are in the process of receiving certification as a WBE, is there anything we can show to prove that we in the process for our primary subcontractor to be a WBE?
Response: Because firms need to be certified as either MBEs or WBEs at the time of proposal submittals in order to receive credit, you will need to include any information about your current pending status in the Schedule D waiver narrative in our Appendix I Minority and Women Business Enterprise Participation Commitment plan.

Addendum Item No. 2**PAGE 20, SECTION 00500 – BID SUBMITTAL FORMS****Currently reads:****5.1 Bid Form for Sign Language Interpretation Services – District Wide**

Having carefully examined the specifications and being familiar with all the conditions affecting this bid, the undersigned agrees to provide Design and copywriting/copyediting for print and digital services for the City Colleges of Chicago District Office on the following Table 1 to satisfactorily meet the specifications dated October 21, 2020.

CHANGE TO:**5.1 Bid Form for Graduation Regalia & Products – District Wide**

Having carefully examined the specifications and being familiar with all the conditions affecting this bid, the undersigned agrees to provide Design and copywriting/copyediting for print and digital services for the City Colleges of Chicago District Office on the following Table 1 to satisfactorily meet the specifications dated October 21, 2020.

END OF ADDENDUM

Please acknowledge receipt of all Addenda in your bid responses.