



ADDENDUM

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbochicago.com

ADDENDUM NO.: 01

PROJECT NAME: Construction Document Printing and Online Hosting Services

PROJECT NO.: Program-Wide

CONTRACT NO.: PS3098R

DATE OF ISSUE: November 13, 2025

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Request for Proposals (RFP) Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original RFP Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: CHANGE TO KEY DATES

None.

ITEM NO. 2: REVISIONS TO RFP

None.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.

Question: Can you provide examples of typical file formats (e.g., PDF, DWG) required for online hosting, and any specific software/platform compatibility expectations?

Response: Issue for Bid Documents are made available in various formats. Below is the current format for each component of the Issue for Bid Set:

Book 1 - Instructions To Bidders - PDF

Book 2 - Standard Terms and Conditions - PDF

Book 3 - Technical Specifications - PDF

Drawings - PDF or DWG

Addenda - PDF and/or DWG (if drawings are included)

Master Bid Form - Excel (depends on project)

RFI-2.

Question: For planholder and activity tracking, will PBC provide a preferred reporting format or can we propose our own automated report export (CSV, PDF)?

Response: Respondents may utilize their own reporting format, subject to PBC's approval. Minimum data collected must include: contact name, email, date/time stamp of electronic activity, and delivery activity.

RFI-3.

Question: What percentage of task orders require Plastic Grip, Section Sewn, Cased-in Wire, and Hard-covered (or Case) Bound?

Response: PBC does not currently anticipate projects which require Plastic Grip, Section Sewn, Cased-in Wire, and Hard-covered (or Case) binding. PBC may, however, require other PBC material be bound.

RFI-4.

Question: What is the estimated annual volume of printing (in sq ft) and number of task orders/projects based on past years?

Response: As project volumes fluctuate, the PBC cannot forecast the quantity of printed materials that may be required.

RFI-5.

Question: What are the expected standard turnaround times for printing and delivery, and how are "rush" requests defined beyond the 1-4 hour window in Schedule A?

Response: Please refer to RFP Section IV (B)(4) Transportation and Delivery.

RFI-6.

Question: How frequently are additional printing services (e.g., signs, banners) requested?

Response: PBC does not have an estimate for additional printing services. Respondents are to provide pricing as per the RFP.

RFI-7.

Question: Does "proofs may be required" refer to physical printed proofs or would digital soft proofs be acceptable unless otherwise directed?

Response: PBC reserves the right to request proofs in any format.

RFI-8.

Question: How will task orders be assigned or rotated among the selected firms (e.g., based on lowest price, availability, or performance)?

Response: Please refer to RFP Section V (A)(1) - Assignment.

RFI-9.

Question: Can PBC clarify the expected response time for a Task Order Request (e.g., 24 hours, 48 hours)?

Response: Response time for Task Order proposals must be responded to within two business days of receipt, or as otherwise indicated in the request.

RFI-10.

Question: May virtual scope review meetings be held via Zoom/Teams in lieu of in-person meetings?

Response: Scope Review meetings, if needed, would be conducted via virtual meeting platform, unless otherwise determined by the PBC.

RFI-11.

Question: Will unit prices in Schedule A be fixed for the full term, or is there a mechanism for annual adjustments due to material cost fluctuations?

Response: Unit prices provided in Schedule A are to remain firm and fixed for the initial term of the Agreement. The PBC does not anticipate or provide for automatic annual adjustments due to material cost fluctuations. Any request for modification of pricing would be subject to the PBC's review and written approval, at its sole discretion, in accordance with the terms and conditions of the Agreement.

RFI-12.

Question: What is the criteria for extensions?

Response: Please review Exhibit B - Sample Form of Agreement, Article 7 - Term.

RFI-13.

Question: Page 14 of the RFP (Section VII – Submission Requirements, item 10) instructs respondents to provide the Financial Capacity documents in a "separately sealed envelope." However, page 13 (Section VII – Submission Requirements, item 2a) specifies that all submissions should be provided electronically via email in searchable PDF format. Can the Commission please clarify whether the Financial Capacity documents should be submitted as a separate electronic file, or if a physically sealed hard copy envelope is also required?

Response: Financial Capacity documents should be submitted as a separate electronic file within the same email.

RFI-14.

Question: We are neither a MBE/WBE company. We do source our paper from a MBE/WBE company. Would that suffice for a "Joint Partnership"?

Response: Please note that the PBC does not advise on nor influence business decisions.

This Addendum includes the following attachments:

1. None.

END OF ADDENDUM NO. 01