



LOS ANGELES COMMUNITY COLLEGES

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017-3856 • 213/891-2000

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECH • VALLEY • WEST  
ADMINISTRATIVE OFFICES • Dr. Tyree Wieder, Interim Chancellor

February 19, 2010

## ADDENDUM TO INVITATION FOR BIDS (IFB)

**Subject: ADDENDUM TO IFB NO. 10-04; DESIGN AND ART  
PRODUCTION FOR THE CONTENTS OF SCHEDULES OF CLASSES,  
GUIDES TO CLASSES, AND COURSE CATALOGS AT LOS ANGELES  
VALLEY COLLEGE**

### INTERESTED VENDORS:

The purpose of this addendum is as follows:

1. The Bid Submission Deadline and Opening Date as stated on page 7 of the IFB has been changed:

**FROM:** Thursday, February 25, 2010, at 2:00 p.m.

**TO:** *Friday, March 19, 2010, at 2:00 p.m.*

2. Section J, "Bid Prices to be Accurate and Complete," on page 10 of the IFB, has been revised to include the following additional information:

All prices submitted on the bid which the bidder submits shall not include sales tax; further, it is understood that prices bid for the schedules of classes, guides to classes and course catalogs listed on pages 18 and 19 of the IFB are specific to the number of pages stated for each publication, and adjustments in prices may be made, once the contract has been entered into, for adjustments in the quantity of artwork and in the number of pages for each publication, upon the mutual consent of the parties.

3. A third Bid Page has been added to the IFB, titled, "Notice of Intent to Respond to IFB No. 10-04," and is on the second page following. Please complete the information requested, and return that page by email to [paltzac@email.laccd.edu](mailto:paltzac@email.laccd.edu) or by fax to (213) 891-2490, as soon as possible, but failure to do so will **not** invalidate your bid. Its purpose is simply to ensure that the bidder will be included in any communication regarding the IFB that may be issued.

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February 19, 2010  
Page 2

If you are interested in submitting a bid, your bid must be submitted according to the instructions on the Invitation for Bids (IFB No. 10-04), including completion and signing of the Bid Pages on pages 28 and 29 of the IFB, along with your bid. The deadline for submission of bids is **2:00 p.m. on Friday, March 19, 2010**. Proposals submitted after this date and time shall be returned to the vendor unopened. Proposals may not be submitted online, nor as an attachment to an email.

Bids must be mailed or hand-delivered to, ***and must be received in*** the Contracts Office of the Los Angeles Community College District by no later than the above time and date, and shall be opened in public shortly thereafter.

The envelope containing the bid documents may be mailed or delivered in person, but delivery of the proposal and any accompanying documents is the sole responsibility of the bidder.

If you have any questions regarding this addendum or any of the IFB documents, please contact me by phone at (213) 891-2301, or by email at [paltzac@email.laccd.edu](mailto:paltzac@email.laccd.edu).

Sincerely,

Curtis J Paltza  
Contracts Analyst

cp

**BID PAGES**  
**PAGE 3 OF 3 PAGES**

Bidders are cautioned to complete all items, to sign Bid Pages 1 and 2 on pages 28 and 29 of IFB 10-04, and to submit those pages with their bid. Failure to do so may invalidate the bid.

This page is a Notice of Intent to Respond to Bid; please return this page by email to [paltzac@email.laccd.edu](mailto:paltzac@email.laccd.edu) or by fax to (213) 891-2490, as soon as possible, but failure to do so will **not** invalidate your bid.

**NOTICE OF INTENT TO RESPOND TO IFB No. 10-04**

Submittal of this Notice of Intent to Respond to this Bid does not commit a prospective bidder to submitting a bid. It does ensure that the respondent will be included in any communication regarding the IFB that may be issued, and it is suggested that the bidder submit this information promptly.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this information by email or as an email attachment to [paltzac@email.laccd.edu](mailto:paltzac@email.laccd.edu) or by fax to (213) 891-2490.