

**DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO**

**March 3, 2020**

**ADDENDUM NO. 1**

**FOR**

**LEGAL ADVERTISING SERVICES**

**Specification No. 987012**

**This document contains:**

- I. Revisions to The Specification**
- II. Questions Submitted for Clarification of the Specification.**
- III. Addendum Receipt Acknowledgment**

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time on March 9, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, City Hall.

Required for use by:

**City of Chicago Department of Procurement Services**



This Addendum is distributed by:

**CITY OF CHICAGO**  
**Department of Procurement Services**

**Bidder must acknowledge receipt of this Addendum No. 1 on the Bid Execution and Acceptance Page (Article 11) and should complete and return the attached Acknowledgment by email to [Robert.Kelly@cityofchicago.org](mailto:Robert.Kelly@cityofchicago.org)  
Attn: Robert Kelly, Senior Procurement Specialist  
(312) 744-2025**

The information contained in this Addendum No. 1 is incorporated by reference into the original Specification issued on February 14, 2020.

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**LORI E. LIGHTFOOT**  
**MAYOR**

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**SHANNON E. ANDREWS**  
**CHIEF PROCUREMENT OFFICER**

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March 3, 2020

**ADDENDUM NO. 1**

TO

**LEGAL ADVERTISING SERVICES**

For

**Specification No. 987012**

For which Bids will be opened in the office of the Chief Procurement Officer, Department of Procurement Services, Bid & Bond, Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at **11:00 A.M., Central Time on March 9, 2020.**

The following additions and revisions are incorporated into the above-referenced Specification (the "Contract Documents") as noted. All other provisions and requirements as originally set forth, except as amended by previous addenda, remain in force and are binding. Any additional work required by this Addendum shall conform to the applicable provisions of the original Contract Documents.

**Bidder must acknowledge receipt of this Addendum No. 1 on the Bid Execution and Acceptance page (Article 11) and should complete and return the attached Acknowledgement by email to [Robert.Kelly@cityofchicago.org](mailto:Robert.Kelly@cityofchicago.org).**

**SECTION I: NOTICE OF BID POSTPONEMENT**

**Revision 1.**

**Notice of Bid Postponement**

**CURRENT BID/PROPOSAL OPENING DATE:**

March 9, 2020

**NEW BID/PROPOSAL OPENING DATE:**

March 20, 2020

**SECTION II: QUESTIONS SUBMITTED FOR CLARIFICATION OF THE SPECIFICATION**

**Question #**

- 1) Our newspapers Legal Classified section consists of columns at the size of 1.525" in width, not 1-1/4<sup>th</sup>" in width as listed in Article 5, Section 13. Please advise if a newspaper with a 1.525" column size may qualify and be considered for the Bid, or if an addendum could be issued to modify the Bid?

**Answer:** Delete **Article 5.13. Unit Price** in its entirety and replace with the following;

While the City of Chicago does not have an issue with a column size of 1.525", the bidder's quote must reflect the pricing for one (1) agate line per one (1) column. One (1) column size is 1-1/4" in width. ***The City of Chicago will pay for Legal Advertisement Services based on the agate line price per column listed on the Proposal Page for each separate daily advertisement appearing in the newspaper.*** The price for each Legal Advertisement will be determined by the number of agate lines contained in the advertisement multiplied by the number of columns. A second (or more) advertisement may be required if an addendum or clarification is issued by the City, authorizing the vendor to submit an additional charge for this advertisement issued on a different date.

All costs, including bold print, associated with printing the Legal Advertisements must be incorporated into the agate line bid price. The agate line bid price will cover the costs for both Target Market and Non-Target Market Bid advertisements, Public Notices and Notices of Public Hearings.

- 2) Our newspapers Legal Classified deadline is 5 P.M., two days prior to the day of publication: (Example: Tuesday 5 P.M. is the deadline for a Thursday Legal Classified Notice publication). This would preclude the ability to publish Rush Advertisements, as requested in Article 5, Section 11. Please advise if a newspaper with a 2 day deadline may qualify and be considered for the Bid, or if an addendum can be issued to modify the Bid?

**Answer:** Delete **Article 5.11. Rush Advertisements** in its entirety.

- 3) Our newspaper audits are conducted and held on file by the Alliance for Audited Media (AAM), formerly known by the company's original founding name the Audit Bureau of Circulations (ABC). Will newspaper audits currently held by the AAM satisfy the audit requirement listed in Article 5, Section 15?

**Answer:** Delete **5.15. Circulation and Printing Requirements** in its entirety and replace with the following;

All Legal Advertisements must be included in the total circulation (all issues) of each edition for the day of publication of the newspaper. The newspaper must be "secular" (as required by the Municipal Purchasing Act) and published in the English language for a minimum of five (5) days per week with a City-wide distribution each of these days.

City wide distribution is defined as follows: A newspaper with an audited, paid circulation, sold and purchased by people living in all parts of the City, offered for sale at all newsstands and news outlets throughout the City, being a newspaper not confined to any specific segments of the population or to specific geographical areas of the City and on file with the Alliance for Audited Media (formerly known as the Audit Bureau Circulations).

**CITY OF CHICAGO – DEPARTMENT OF PROCUREMENT SERVICES  
SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER**

**DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO**

**March 3, 2020**

**Addendum No. 1**

**SPECIFICATION NO. 987012**

**FOR**

**City of Chicago Department of Procurement Services**

Required by:



**CITY OF CHICAGO**

**Department of Procurement Services**

**Consisting of Sections I, II, and III including this Acknowledgment.**

**SECTION III. ADDENDUM RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt of Addendum No. 1 to the Specification named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Individual (Type or Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Telephone Number

**Complete and Return this Acknowledgment by email to:**

[Robert.Kelly@cityofchicago.org](mailto:Robert.Kelly@cityofchicago.org)

**Attn: Robert Kelly, Senior Procurement Specialist**