



City of Tacoma

## Questions and Answers

### Custom Logo Envelopes RFB Specification No. CS25-0162N

All interested parties had the opportunity to submit questions in writing by email to Becky Lewis, Buyer by July 21, 2025. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Supplies Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question: The RFP references "WHITE WOVE" for envelope material. Could you confirm if this refers to a specific paper texture or finish (e.g., smooth, linen)?**

Answer: 24lb white wove stock standard for envelopes. Smooth and uncoated surface can be written on and stamped with ease.

- 2. Question: For "POLY VIEW WINDOW", could you provide an example image or diagram to confirm the correct window style and placement?**

Answer: I have attached a copy of one of the current envelopes that uses standard window placing.



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ORDER: 730784 PO#: 4500622374



5661 0225

3035 624

GRAPHICS ID: 005182\_A000215785\_2      MAX FORM #: 1A1-#10 WIN BILL MAILER

PROOF DATE: 02/11/2025	CUSTOMER: CITY OF TACOMA
CSR: EMMA SANCHEZ	SIZE: 4.1250 x 9.5000    STYLE:D188 (3885)    FLAP SIZE: 1.31250    GUM: REGULAR GUM-FILL
PAPER: 624 / WHITE / WHITE WOVE	
WIN 1: 1.12 x 4.14    LEFT: 2.716    BOTTOM: 5/8    WIN 2:    LEFT:    BOTTOM:    WIN 3:    LEFT:    BOTTOM:	
OUTSIDE COLORS: PMS 3035, PMS 624      INSIDE COLOR & TINT: PMS BLACK (STD)    CUSTTINT	
SIZE: KGTW1002    APPROVED: AS IS <input type="checkbox"/> WITH CHANGES <input type="checkbox"/> CORRECT & RE-PROOF <input type="checkbox"/> BY:    DATE:	
<small>IMPORTANT: This proof is presented to you for your review so YOU can be sure your job is not incorrect. Please check CAREFULLY for any errors or issues including misalignments, grammatical errors, missing fonts, missing or re-wrapping text, or misplaced images that do not appear on your approved electronic file and general design/proofsheet that may appear. Canvas will not be responsible for errors you neglect to bring to Canvas's attention. Unless otherwise specified on the proofs, throat depths, knife angles, adhesive and patch layouts, and other construction specific are approximations for reference only and may not be matched exactly during production.</small>	
REVISION   2	OPERATOR INITIALS   <u>RAB</u>

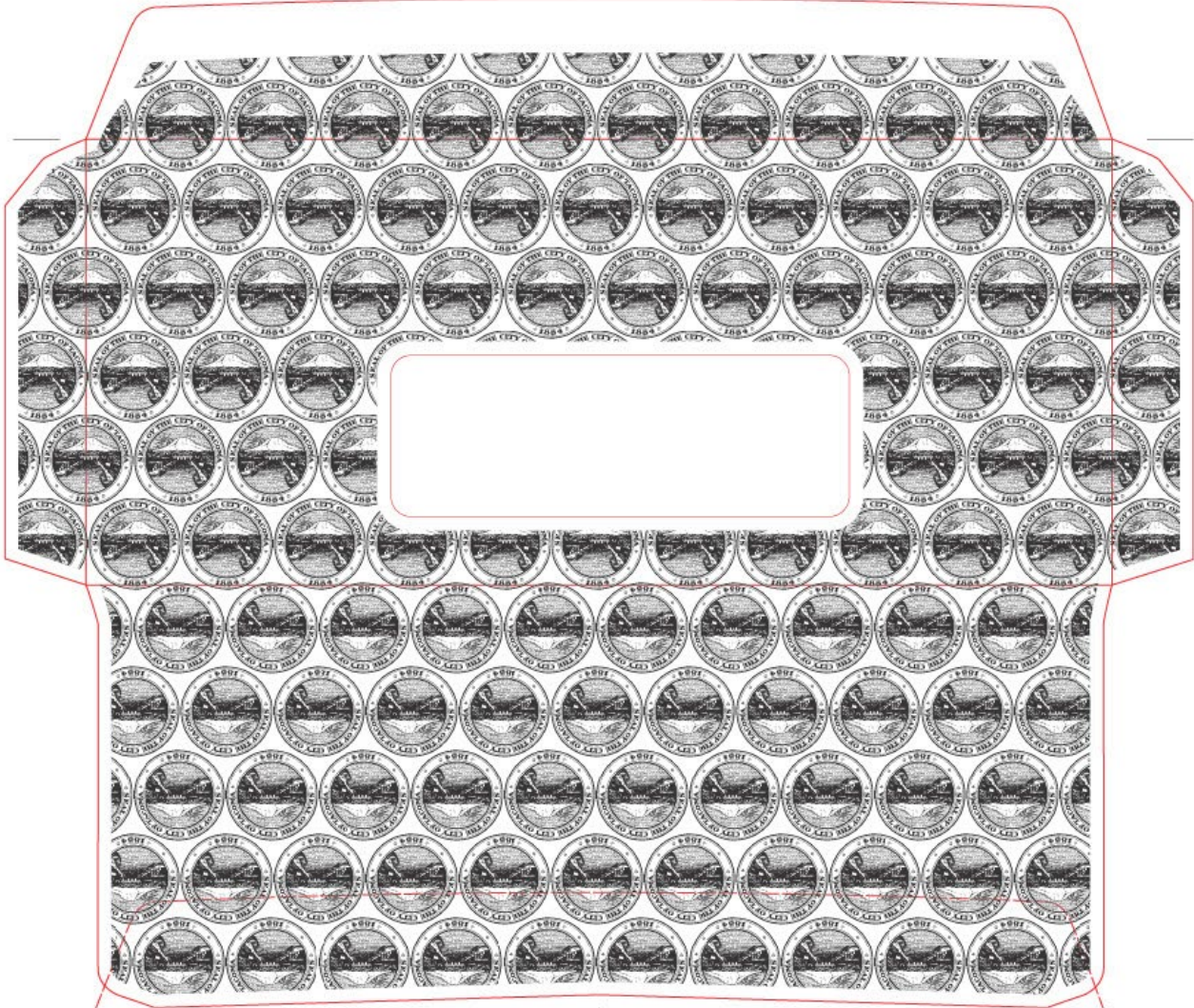
OFFICIAL SAMPLE DATE: <u>02/19/2025</u>
VERIFIED BY: CSR: <u>EMMA SANCHEZ</u>
Order QTY: <u>300,000</u>



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ORDER: 730784 PO#: 4500622374



**BLACK**



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- 3. Question: Are all logos and return addresses printed in black ink (with Pantone 624U green for TPU envelopes), or are there embossed/foil elements?**

Answer: No, I have attached a copy of the city logo which has Blue and Black ink with black text.



- 4. Question: Will the City provide print-ready artwork files, or should vendors expect to adjust layouts for production?**

Answer: The city will provide the artwork as a reference but it most likely will need to be adjusted

- 5. Question: Are there specific packaging requirements (e.g., boxes per bundle, palletization)?**

Answer: Due to the quantities, we will need to order, palletization would be the best and preferred method of packaging.

- 6. Question: The Price Proposal Form lists quantities like “2,500 (2.5 K)”. Is these 2,500 individual envelopes, or does it represent 2,500 sets (with each set = 1,000 envelopes)?**

Answer: 2,500 refers to the number of envelopes per case. IE 2 cases would = 5,000 envelopes



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- 7. Question: For glue application around the window, is there a tolerance (e.g.,  $\pm 1/16$ " ) for the 1/8" seam requirement?**

Answer: The glue requirement is pretty much fixed due to the inserting equipment we use. However, we do understand that there is no 100% guarantee of perfection.

- 8. Question: Are the window specs available for the window envelopes**

Answer: The window specs are the standard measuring 1-1/8 x 4-1/2, left 7/8, btm 1/2.

- 9. Question: Is there any printing (Security tint on the inside) on any of the items**

Answer: No there is no security tint on the majority of the envelopes with the exception of the invoice/billing envelopes.

- 10. Question: This project includes 101 separate versions of envelopes. Is the expectation that all envelopes are ordered at one time with one delivery? Or, will each envelope be ordered separately as needed throughout the year?**

Answer: These envelopes will be ordered separately as needed. We do not foresee any occasion where we will need to order all 101 envelopes at one time. However, there may be an instance that we order 2 or 3 types of envelopes at once, on rare occasions.

- 11. Question: In the pricing section, the description for each item indicates is for "ENVELOPE, "TPU", WITH POLY VIEW WINDOW, 24LB, DIAGONAL SEAM, WHITE WOVE, STANDARD #10 " And in section 1.1 "#10 mailing envelopes must work with Bluecrest DMT". In section 1.2 "Glue on #10 envelope side seams must seal to with 1/8" of top edge to avoid jamming. Envelopes that are built side seam are NOT the same as those built diagonal seam. They are two different envelopes. Both will run on Pitney Bowes DMT equipment all depending on how the machine operator sets up the inserter. Our envelopes have been proven to run on Pitney Bowes DMT equipment. Is that sufficient – simply a warranty that the envelopes will perform well on Pitney DMT equipment.**

Answer: Yes, we would be willing to consider these types of envelopes.

- 12. Question: It shows "custom text", however, I am not able to locate the # of colors (or PMS#'s) to be printed. Can you please confirm how this should be printed.**

Answer: Unfortunately, I do not know all the PMS numbers but have attached a copy of the current logo that will be used for specified envelopes:

CITY LOGO 1: \*attached logo + custom black text provided for each order

CITY LOGO 2: \*attached logo + custom black text provided for each order

SOLUTIONS 1: \* 2 colors PMS #'s 625+Black

CS-RTN: \*1 color black

TERS: \* 1 color black



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CLERK 1: \*Attached logo + black text

CLERK 2: \*1 color black

CLERK 3: \* 1 color black

CLERK 4: \* 1 color black



roof

### 13. Question: Who is the current supplier and what is the current pricing?

Answer: The current supplier is Cenveo. Please send a [Public Disclosure](#) request for the current pricing.

### 14. Question: RAIL2 is that a window or w/o window – the description says both w/o window & with poly view window.

Answer: The Rail envelope would be both and would be ordered according to the need.