

TO: All Proposers

FROM: Daniel Ehmann  
Director of Business Services  
Delaware Technical and Community College, Stanton Campus

DATE: October 25, 2016

SUBJECT: Addendum #1  
Invitation to Bid  
DTCC Stanton and George Campus Non Credit Printing 2017  
Contract #DTCC16006-STANPRT17

Questions and Answers

1. Who is the incumbent vendor providing these services?

**Engle Printing and Publishing Company of Lancaster, Pennsylvania was responsible for the 2016 Fall, 2016 Spring/Summer, and 2016 summer camp catalogs.**

2. Can you provide the previous bid tabulation?

The College did previously publish an invitation to bid for catalog printing on a College-wide basis which included, in part, the Stanton/George publications which are the subject of this ITB. [See DTCC Printing Services, DTCC160513-PRINTING](#). The College received bids for the Stanton/George publications as part of the previous ITB but the College elected not to issue an award based on the bids submitted and desired to stay with Engle Printing and Publishing Company for the run of its 2016 Stanton/George Fall Catalog.

The following are the bids received but not awarded for the Stanton/George Fall 2016, Spring/Summer 2017, Summer Camps 2017 catalogs in connection with invitation to bid DTCC160513-PRINTING:

\$125,640 (Not awarded)  
\$117,167 (Not awarded)  
\$115,485 (Not awarded)  
\$93,454 (Not awarded)

The foregoing bids were not awarded but each bid was priced to provide printing services for all three publications which are the subject of this ITB.

**Please be advised that the scope of work and minimum requirements for the previous ITB were different being a College wide solicitation and that each bidder was required to submit bids for all the College publications including Stanton/George catalogs.**

3. How much have you spent for these services on this contract the previous 12 months?

**The College spent \$67,490.81 in the previous 12 month fiscal year, beginning July 1, 2015 and ending June 30, 2016. This included \$31,330.35 for the Spring/Summer publication; \$31,857.58 for the Fall publication, and \$4,302.88 for the Summer kids camp publication.**

4. We currently do not have a DTCC License Number. Can we submit a bid without having one? What would be the process to obtain it?

**This is an incorrect reference in the ITB. The ITB should read and require each bidder to obtain a Delaware Business License to operate a business in Delaware. The ITB is so amended to require a Delaware Business License Number in each place where it was incorrectly referenced as DTCC License Number. Each bidder will need to contact the Department of Revenue to obtain a Delaware Business License. A Delaware Business License is not necessary for submitting a bid but will be required prior to executing any contract. In responding to the ITB where a Delaware Business License number is requested a bidder may merely state that it is forthcoming if it fact it has not yet been obtained.**

5. Is there a pricing schedule available to complete for the bid? If not, how should bidders submit their prices?

**No. The bidders are instructed to list the prices separately for each publication (Spring/Summer 2017, Fall 2017, and Kids Camps Summer 2017) with a total for all the work on the transmittal letter accompanying the required information under Section III of the ITB.**

*All terms and conditions of the ITB remain the same except as amended herein.*