

**TO:** All Bidders

**FROM:** Robert W. Hearn, Jr.  
Director of Business Services  
Owens Campus

**DATE:** May 25, 2016

**SUBJECT:** Addendum #2 To Invitation To Bid  
Contract #DTCC160513-PRINTING

**ADDENDUM #2 – Additional Questions and Answers**

- 1. The DTCC Magazine (page 43 of the Invitation To Bid – (ITB)) is to ship to the Wilmington Post Office and the 3 separate campuses. Is this publication being mailed under DTCC indicia?**

The Delaware Tech Magazine is shipped to and mailed from the Wilmington Post Office under Delaware Tech's Wilmington Campus indicia (Permit No. 387). Copies are also shipped to three campus locations - Georgetown, Dover and Stanton.

- 2. Are the publications on page 44 of the ITB to be delivered to the Wilmington Post Office under DTCC indicia or can we mail these from our location under our indicia? For those copies not being mailed, are we shipping those to the Stanton and Georgetown campuses? Also there is a note about "Purchased List"- are you supplying the mailing list?**

The publications listed on page 44 would have to be delivered to the Wilmington Post Office and use the Wilmington Campus indicia. Additional copies would need to be shipped to the Stanton and George Campus locations. The George Campus location is in Wilmington. The Owens Campus is in Georgetown. The mailing list is purchased from a third party by the Stanton/George Campus and then supplied to the printer.

- 3. Are the publications on page 46 of the ITB to be delivered to the Wilmington Post Office under DTCC indicia or can we mail these from our location under our indicia? For those copies not being mailed, are we shipping those to the**

**Owen campus? Also there is a note about "Bought List"- are you supplying the mailing list?**

The publications listed on page 46 would have to be delivered to the Wilmington Post Office and use the Owens Campus indicia (Permit No. 1505). A specified number of copies are delivered to the Owens Campus. The mailing list is purchased from a third party by the Owens Campus and then supplied to the printer.

- 4. For the ITB for contract number 160513-Printing, number 8 in Appendix A references a document to submit called “Employing Delawareans Report (See Attachment 7).” Attachment 7 in the bid package is the form for Office of Supplier Diversity (OSD) Certification Application. How are we to proceed?**

The "Employing Delawareans Report" referenced in Appendix A is required for professional services bids only such as for the services of architects and engineers. Therefore, the "Employing Delawareans Report" is not required for this printing services bid.

- 5. When and where is the bid opening?**

The bid opening will be Friday, May 27, 2016, at 4:15 p.m. in Room 947 of the Student Services Center at the Jack F. Owens Campus of Delaware Technical Community College in Georgetown, DE. The address for the Owens Campus is 21179 College Drive, Georgetown, DE 19947. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s). The disclosure of additional information, including prices, shall be at the discretion of the procuring agency until such time that the responsiveness of each bid has been determined. See Title 29 Del Code 6923(c).

All other terms and conditions remain.