

TO: All Proposers

FROM: Joyce Birch

Assistant to the Vice President for Strategic Communication and Marketing
Office of the President

Delaware Technical and Community College

DATE: April 2, 2018

SUBJECT: Addendum #1

Invitation to Bid

Contract # DTCC18003-DTCCWDPRT

Correction and Specifications

Note:

1. The due date for all proposals is April 9, 2018. The bid opening will be at the Office of President, Conference Room A, at 2:15pm EST on April 9, 2018. The Office of the President is located at Delaware Tech's Terry Campus in Dover, Delaware.

2. An updated set of specifications are attached hereto.

Questions and Answers

- 1. Number of pages, use Fall 2018 as example 24, is that the number of pages? I would take 6 sheets 11 x 17 sheet printing 2 pages on front and 2 pages for 24 pages- collated, folded, glued and trimmed to 8.375 x 10.875. Is this correct? If not please explain number of pages.**
The total amount of pages for the Terry and Stanton/George campuses include the cover (e.g.: 24 total pages = 20 + 4 [cover]). The total number of pages for Owens is correct as listed.
- 2. For the Terry and Stanton Schools it lists the page count but does not indicate whether that includes the cover or whether it is page count plus the 4 page cover, as on the georgetown specs(states 68 page+cover).**
The total amount of pages for the Terry and Stanton/George campuses include the cover (e.g.: 24 total pages = 20 + 4 [cover]).

3. **Quantity you have 70,862 and under it 67,862. Is the first one number of copies you need and the number under it the number that will be mailed?**

The remaining copies will be dropped shipped to the campus location.

4. **Is the 70# gloss cover to printed on 70# gloss text weight paper 70# gloss cover weight paper?**

70# gloss text weight paper

5. **Does this have to be a glue spine or can it be saddle stitched?**

Glue/saddle stitched will work.

6. **Would you accept an 8 page wrap instead of a 4 page cover?**

No.

7. **Is the quote to include postage or will that be included as a separate line item on the final PO?**

Postage cost will be a separate line item. The publications are shipped to and mailed from the Wilmington Post Office under Delaware Tech's Wilmington Campus indicia (Permit No. 387).

8. **Also, the tables with the breakdown of each campus and each catalog appears to be missing labels. I am assuming the first large number is the total to be printing, the one below it is total to be mailed, and "remainder" means the rest should be sent to the respective campus? Is that correct?**

Yes. The remaining copies are shipped to three campus locations - Georgetown, Dover and Stanton.

All terms and conditions of the INVITATION TO BID remain the same except as amended herein.