

July 20, 2009

TO: ALL OFFERORS

FROM: HOLLYLYNN FORD, CPPB
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS
CONTRACT NO.: GSS09484-OUT PRINT
OUTSOURCED PRINTING

ADDENDUM #1

This addendum is issued to advise Offerors that the contract term has been changed to a two (2) year period from October 1, 2009 through September 30, 2011, with two (2) additional one (1) year extension options by negotiation, and to answer the questions that were asked **at** the mandatory pre-bid meeting held on Wednesday July 15, 2009 at 10:00 a.m.

- 1) Can the vendors make additional room on the spreadsheet for their answers?
 - a. Vendors can make the cells larger and do the word wrap option but the core spreadsheet should not be changed.
- 2) How should they quote on multi-part jobs (i.e. fishing licenses)?
 - a. Bid on job listed
- 3) Should there be one sample for each category?
 - a. Yes, each tab that a vendor bids on should have a sample to accompany their bid. If necessary submit additional sealed package marked samples.
- 4) Where is F.O.B.? Is it just Dover?
 - a. Many times the delivery location will be to the PPO office. However, there may be times that there are up to 5 deliveries throughout the state of Delaware. Special jobs with multiple delivery locations will be handled on a per case basis (this may include delivery to out of state locations)
- 5) What type of adhesive should be used?
 - a. See the details in the specifications on the Excel spreadsheet

- 6) What if they cannot typically meet the deadlines established on the spreadsheet for a product and need more time?
 - a. If you cannot do a project in 24 – 48 hours, we will assume that it can be done in 7 – 10 business days. If you have a different timeline, please specify that information in the Additional Details column.
- 7) Some items in the booklet tab state a cover and text weight in the specifications along with “self-cover”? Which should they use?
 - a. Self-cover will be removed in the cases mentioned. A new spreadsheet will be on the website Monday, July 20th cob.
- 8) Does a 12 page project mean 8 pages + cover?
 - a. Yes, if it is a booklet, please plan on the cover being part of the page count.
- 9) Should glossy or uncoated stock be used on the paper choices?
 - a. These items will be specified in the updated spreadsheet that will be on the website Monday, July 20th cob.
- 10) What type of billboard accessories are needed for billboard installation?
 - a. This has been updated on the spreadsheet.
- 11) Do we currently have the technology to do the web-ready animation?
 - a. No, but we are beginning to have more customers request this type of product instead of printing.
- 12) Where should they include the finishing information?
 - a. If you are bidding on a tab that includes finishing (i.e. booklets or folders), please include it within that quote. If you are bidding on the finishing alone, please use the Finishing Tab to supply your bid.
- 13) Can subcontractors be used?
 - a. Yes, they must be listed on the subcontracting section in the spreadsheet and all information requested in the RFP concerning Subcontractors must be met.
- 14) Is the PPO office currently doing variable data jobs?
 - a. Yes, we currently have the technology to do this ourselves. However, we have a very basic system so more complex variable data jobs will be outsourced. Also, if we are busy or it is an especially large job, we may outsource simple variable data, also. Please use the Additional Details column to provide information on what type of variable data you can provide if it is not included in the specifications.
- 15) How is the variable data provided?
 - a. It is typically included in an Excel spreadsheet, which we provide to you.

- 16)** Will the postcards/greeting cards be put in the mail? Some of the paper weights will not go through the mail.
- a. All paper weights are based on jobs that we have had this past year. Not all items will go through the mail, some will just be handouts. Please use the specifications provided for the bidding process. Each job will be handled on a case-to-case basis throughout the contract. We did alter some of the paper weight on the updated spreadsheet, so be sure to look at the new spec's.
- 17)** When will the updated information be provided on the website?
- a. Monday, July 20th by COB.
- 18)** Will files come directly from designers?
- a. We do currently have an in-house designer on staff, along with a Design Vendors contract. However, there are times that a file will be provided directly from the customer with files such as Publisher, PageMaker, Office Suite and other non-design programs. We do ask that a PDF be supplied but we cannot guarantee that will always be the case. Be prepared for all types of files.
- 19)** When does the design contract go to bid?
- a. The Design Vendors Contract was recently given an extension for another year. The current contract ends July 31, 2010. Please register as a vendor with the state of Delaware to be notified of upcoming bid opportunities if you have not already done so.
- 20)** Should the Excel spreadsheet be printed and included with the bid?
- a. No, please include the Excel spreadsheet on a CD only. Do not print it out as part of the Master Bid.
- 21)** We need better specs for the labels Tab.
- a. We need packaging requirements- Some of the items do specify the packaging requirements.
 - b. We would like samples-no samples are available
- 22)** Columns E and F, if the answers are N, does this revert back to 7 days?
- a. Columns E and F are to verify if the vendor can provide that item in 24-48hrs after proof approval. If not, we would understand that the vendor could provide by the delivery timeline or normal delivery times as specified. It does not revert back to 7 days.
- 23)** Can sizes be altered to better fit assets (ex. 8.5 x 11 to 8.5 to 10..875)?
- a. Some of our quote requests may be specialized and require cutting, some vendors may have the correct assets to fit what we've requested; we may not be able to change dimensions due to a vendor's on-hand equipment inventory.

- 24)** Is freight to be included in the unit or total prices?
a. See page 14 of RFP, #8 Shipping Terms: F.O.B. destination; freight prepaid.
- 25)** Is FOB destination firm?
a. It is our intention that the RFP stay as-is, but as stipulated in the bid notice and spreadsheet, if you would like to take exception to a condition of the bid, then please submit your exception request.
- 26)** If a vendor has already filled out the OW/MBE certification are they required to submit this application again?
a. No. Make sure you do put your certification number on the non-collusion statement.

All other terms and conditions remain the same.
If you have any questions, please contact me at 302-857-4559.