

September 26, 2012

TO: ALL OFFERORS

FROM: REBECCA LOVIN
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS
CONTRACT NO.: GSS12484-OUT PRINT
OUTSOURCED PRINTING

ADDENDUM #1

This addendum is issued to advise Offerors of the questions and answers that were submitted **in writing** prior to September 19, 2012 by 4:30 p.m., EST.

- 1) Regarding Labels, what is “Matte Adhesive Fabric” in the description for the static cling window label? I included an image of a wifi cling label we currently make but we aren’t familiar with that matte adhesive fabric.
 - a. The print is to have a matte/dull finish on it.
- 2) Regarding Labels, would this cling label be facing outside ie would it be subjected to uv rays from the sun?
 - a. No UV coating is requested for the specific quote on Appendix B. We have updated Appendix B. UV coating is part of the service category though and may be requested by the State for a future order by the awarded vendor. For purposes of this RFP scoring, please submit pricing based on quote specifications as requested on Appendix B.
- 3) Regarding Labels, the qtys are 1 / 5 / 10 / 15 / 20; is that indeed the qty or is it 1 thousand, 5 thousand etc?
 - a. The quantities are per number requested and not per thousand.
- 4) Regarding Folders, for option 1) The flat size of 19.75x16.25 doesn’t match the folded size of 9x12.
 - a. Option #1 requests 4" folded pockets on the inside. Final size requested for quote is 9x12.

- 5) Regarding Folders, for option 2) There was no mention of whether this is a report cover or pocket folder, if it's a folder please send the height of the pockets to quote. Also there was no mention of the foil size or how many areas.
- a. Option #2 This is a folder with no pockets or gluing, just simple fold in half. The gold foil size is 1"h x 6"w.
- 6) We would like to quote on the plastic cards – but need card specifications. Every item on a card had a different cost e.g., magstripes, barcodes, thickness, color options, etc. Please provide more specific cost request for quote.
- a. Clarification of specifications was added to Appendix B. Please see Service Item #6 for updated spec.'s.
- 7) What is the 4 color process ink coverage on the special window envelopes? Is the coverage heavy? Does the ink touch the window? Does it bleed over sides?
- a. Ink coverage is basic with no heavy coverage, Ink does not touch the window, and there is no bleed.
- 8) CD DVD printing. On the 4th scenario it says DVD duplication and printing. Original CD or files to be provided. Please verify that this is a DVD and not a CD they want produced.
- a. Should be changed to read "Original DVD or files to be provided". Appendix B has been updated.
- 9) Tickets Wristbands and plastic cards:
- On the roll tickets. What color ticket stock do they want, weight of stock? Do these print 1 or 2 sides
 - a. A basic pastel color and the standard weight for such an item, print on 1 side
 - What material the wristbands are made out off?
 - a. Tyvek text weight. See Appendix B for further specifications.
 - Size of the wristband?
 - a. 1" x 10"
 - How are they finished, roll or sheeted?
 - a. Either/Or, whichever is cheaper. Please specify with your quote.

- Printed, how many colors?
 - a. 1 spot color
- What type of closure or how do they fasten?
 - a. Peel off adhesive tab.

10) My question concerning above noted contract is about Appendix B, page 48 of Request of Proposal. The Request of Proposal does not include any excel sheets with pricing forms. Where so I access the information concerning the type of work I will be making a proposal on?

- a. http://bids.delaware.gov/bids_detail.asp?i=1459&DOT=N Appendix B link is on this page. Pricing and Service Categories tab is available for price submission.

All other terms and conditions remain the same.
If you have any questions, please contact me at 302-857-4558.