

November 28, 2012

TO: ALL OFFERORS

FROM: REBECCA LOVIN  
STATE CONTRACT PROCUREMENT OFFICER I

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS  
CONTRACT NO.: GSS13484-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 November 20, 2012 by 4:30 p.m., EST.

- 1) For Service Item #17, Items 7, 8, 9 Window Clings - If these are on standard cling stock, would you want clear or white? Would these be face adhesive (for inside of the window) or back adhesive (for outside of the window)?
  - a. For purposes of this RFP, clear material and face adhesive.
- 2) For Service Item#19, Item 6 – Large format printing on canvas and mounted on foam core, does this really print on canvas? Usually canvas is stretched onto a frame. What to clarify that you wanted this printed on canvas and mounted onto foam core.
  - a. For purposes of this RFP, canvas is referring to matte finish (so that it has a slight texture vs. glossy finish) and would be mounted on foam core.
- 3) On several items - Description of Service Category is more specific than Specification Pricing. Are we to price only what is in the Specification Pricing?
  - a. Description of Service Category encompasses the base of what the Service Category may require. The State of Delaware often has various types of requests that we cannot request every type of variation of quote in this RFP. The Specification Pricing is a base pricing for us to gauge vendor capability and price offering for these types of services. It includes, but is not limited to, some of what we are looking to produce under this Service Category.
- 4) Service Item # 5, Second Item – 16 x 11 Non Pocket Folder – Stock states 80# Classic Linen Blue Cover – Is this Patriot Blue as item #3?
  - a. Yes, Patriot Blue is the correct color for this item.

- 5) Service Item #6, 5th Item – 8.5 x 11 – 3 Part Partial NCR. What does not NCR? What part does NCR?
  - a. For purposes of this RFP, half of the sheet is carbon and the other half is not. Top portion is NCR.
- 6) Service Item #10, Item #3, #4 – Envelopes Provided. Are we printing the return address or will these be supplied with printed return address?
  - a. Return address will already be on the envelopes.
- 7) Item # 6 – Window envelopes supplied – Specifications state that these are supplied. Is there any printing that we need to do on these?
  - a. No printing on the envelope.
- 8) Service Item #14, 1st & 2nd Items – 9 x 12 Special Window envelopes – What are the measurements of the window and window placement?
  - a. For purposes of this RFP, standard placement in accordance to USPS regulations.
- 9) Service Item #16, Item # 1 – Custom Roll Tickets – Is this a single or double ticket?
  - a. Double Ticket.
- 10) Service Item #17, Items 7,8,9,10,11 and 12 - Opaque Static Cling(Window&Wall graphics) stock specified is Matte Adhesive Fabric. Is this actually fabric or standard Static Cling Material?
  - a. For purposes of this RFP, consider fabric and standard Static Cling Material that would meet standard Window & Wall graphics. Should be Matte finish.
- 11) Service Item #19, Items #9 & 10 – 2 x 3 A Frame Signs – What material do these print on?
  - a. Material is corrugated plastic.
- 12) Service Item#17, Items #13, 14, 15, 17 What type of bar-coding?
  - a. For purposes of this RFP, Standard U.P.C.
- 13) It is our understanding that if you become a successful Vendor you are only then required to send the 2nd Tier report on the participation by a minority and/or women owed business (MWBE) under this awarded contract?
  - a. The 2<sup>nd</sup> Tier Quarterly report should be completed by any awarded vendors that utilize “any” sub-vendors, including those who are “MWBE”.

- 14)** In section V. Mandatory Pre-Bid Meeting, is there going to be a mandatory pre-bid meeting for this RFP and if so how will be notified and when do you think it might be?
- a. There isn't a Mandatory Pre-Bid Meeting being held for this RFP.
- 15)** I am inquiring about the bid you have posted for outsource print. Having looked through your entire bid I believe that our company would be a great service provider for the majority of the components. My question for you today is will the State of Delaware be open to doing business with a provider in the Midwest?
- a. As long as the requirements of the RFP are met, the State of Delaware is open to receiving all bids.
- 16)** On Appendix C, Item number C. It asks for signatures but we aren't sure which documents need to be signed. The only two we know for sure are the Non-Collusion Statement and the Cover letter. Please let us know if there are any other documents that need original signatures on them. Otherwise, please provide your definition for signatures.
- a. Appendix C specifies the following Master Copy documents require original signature: Cover Letter, Subcontractor Form (if applicable), OSD application (if applicable), and Non-Collusion agreement. 2nd Copy documents should have the copied signature. Failure to submit documents with proper signature can deem vendor's proposal as "non-responsive".
- 17)** Item number F, Do we need to make any reference to this in our packet because this doesn't apply to us.
- a. If this item is not applicable, please check "No" and make a note in your proposal that this is not applicable to your company. You can make note of this on your Appendix C checklist being returned with your proposal as "N/A".
- 18)** Page 15 of the RFP, D. Requirements of the Vendor, In Appendix C they don't make a reference as to where these items should fall in the sequence listed. Can you tell me if they fall under a specific item number or should we make another one at the end? We are also confused as to what the first 3 bullets are requesting. The first bullet appears to be covered in Item B in Appendix C but for bullets 2 & 3 we aren't sure what you're requesting and then where should they appear in the Appendix C.
- a. Page 15 of the RFP, D. Requirements of the Vendor, should be included in the body of your proposal if not specified in Appendix C. Appendix C has been included in this RFP for the specific purpose to give vendors every opportunity to turn in a "responsive" bid. All requirements of the RFP must be included to receive the best evaluation scoring.

**19) Has the bid document changed much? If so, can you give me a brief overview of the changes?**

- a. The main changes are detailing required documentation and providing a checklist for submission. The whole RFP should to be reviewed in its entirety and submitted as requested for the bid proposals to be considered responsive.

**20) Can you tell me which areas to focus on for changes made? We still have completed response from previous bid.**

- a. The main changes are detailing required documentation and providing a checklist for submission. The whole RFP should to be reviewed in its entirety and submitted as requested for the bid proposals to be considered responsive.

**21) Under Tyvek Wrist bands – Does the band have a tamperproof die cut or are these a non secure style?**

- a. For purposes of this RFP, non-secure style.

**22) Under Labels – How are the 3x3 and 5x8 labels delivered (roll/fold/loose)? If on a roll, need qty and core size.**

- a. For purposes of this RFP, whatever method is most economical can be quoted as long as the quantity specified for the labels is met. Please specify in comments if roll/fold or loose.

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