



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

11/22/2017

TO: ALL OFFERORS

FROM: THERESA NEWMAN
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18811-PRINT_SERVICE

ADDENDUM #1

A. Questions received by November 15, 2017:

1. APPENDIX B - Outsource Printing Pricing Tab - Item# 20A Calendars – What is the page count for both sizes?
Answer: Page count is 24 + cover or 28 pages self-cover
2. APPENDIX B - Envelopes Pricing Tab- Item #1 No. 10 Commercial Window Envelopes, Security Tint, CB White Wove OSDS Hard Box – What does the CB stand for? Is this for Confetti Blue?
Answer: Yes it is for Confetti Blue
3. APPENDIX B - Envelopes Pricing Tab - Item # 17 – 9 x 12 White Wove, Window, open end – Where is the window placement? – In written specifications listed window – pricing structure no window mentioned.
*Answer: Window placement for 9x12 white window envelope is:
Left – 1”
Bottom – 7 5/8”*
4. APPENDIX A - Section V. Product Information, Sub Section I (aka 3.APPENDIX B Envelopes Pricing Tab) #3, #4 require Diamond wove brand. (Page 61). - Diamond brand envelopes were a private label envelope for Central Paper and their Delaware division that was named First State Paper. Xpedx purchased Central paper many years ago and the brand ceases to exist. So we have asked paper manufacturers to provide what they would consider an equivalent. Would that be acceptable?
Answer: First State Paper did go out of business, yes an equivalent will be acceptable. Please provide a sample.



5. APPENDIX A Section V. Product Information, Sub Section I, Page 62 (aka APPENDIX B Envelopes Pricing Tab) # 9. - Would you need samples of any of the four colors (pink, blue, gray or yellow) or all 4 colors? Can we provide one color with the bid?

Answer: A sample of each as colors vary widely.

6. Appendix A Section II, C. State Seal (Page 55) - Would the state seal be printed in 1 color or 4 color?

Answer: One color

All other terms and conditions remain the same.

S:\ GSS18811-PRINT_SERVICE, Addendum to Proposal



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