



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 5, 2019

TO: ALL OFFERORS

FROM: NECIA BECK
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:
GSS20811-PRINT_SVC, Printing Services

ADDENDUM # 2

The purpose of this addendum is to identify any changes made in the solicitation, and to answer the questions asked during the question and answer period

The following language has been added to **Item 13. INVOICING** of **SECTION B. GENERAL PROVISIONS**:

State agencies expect printers to deliver the quantity ordered, and if the delivery is short, the printer will reprint enough to cover the shortage at no additional cost. In addition, state agencies will not pay for overages.

Various changes were made to the pricing forms (Appendix B). Vendors responding to this solicitation must submit pricing using the revised template.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=4763

Questions and Answers

1. Part of the RFP speaks to deliveries within 24 and 48 hrs. of the proof acceptance. Are there specific delivery addresses where we need to drop off the print?
Delivery addresses will be included with each work order and these will vary.
2. Are we allowed to use carriers such as UPS or FedEx to deliver?
It is the vendors discretion as to who they utilize for deliveries.
3. Who is the current supplier?
The current contract is multi-awarded. The list of vendors who are awarded the current contract can be found on the awarded contracts page:
http://contracts.delaware.gov/contracts_detail.asp?i=4763
4. What is the current pricing?

Pricing information on the current contract can be found on the awarded contracts page: http://contracts.delaware.gov/contracts_detail.asp?i=4763

5. Pricing is to include the cost of freight which can verify based on the shipping method. Is there a minimum requirement for freight?
There are no minimum requirements for freight.
6. On page 54, item 3, there is a requirement to provide three (3) samples. Vital Record Paper is a very secure document and as such we do not provide samples of customers documents. We do however have a generic sample we can provide. Will this meet the requirement?
Yes.
7. In Section 2, last item - Line B60 indicates "Quantity 15" in the description but has 100, 500, 1000 in the quantity column. Do you mean 100 sets of 15 folders each
Please see revised Appendix B. "Quantity 15" removed from description. Bid on 100 ea., 500 ea., and 1,000 ea.
8. In Section 2, last item - Please confirm if tabs are 1/0 and inside pages 4/4?
Yes
9. Is freight included in price?
The state must not be charged for freight.
10. Section 3A - Items 2 and Items 3. 1/1 versus 1/1 black, is there a difference? if 1/1 is a PMS ink, is it a mix or standard?
The colors required for each work order will vary.
11. Are you maintaining your current security requirements which include high intaglio printing for birth and death certificates?
Please see revised Appendix B. It has been amended to provide space for with and without intaglio printing
12. Will you be releasing specifications for the birth and death records or should we bid to your current specifications?
Vendors should bid to the current specifications.
13. Pricing and Services Tab; Security Stock Printing item #4 specifications requires 4 covert and 4 overt security features that abide by ANSI/NASPO security requirements. ANSI/NASPO lists over 40 Overt and over 30 Covert security features that could be used for security paper. Given the breath of the various options available the cost of a document can vary significantly based on which features are selected by a vendor for their response. How will responses be evaluated to determine if they 1) meet the desired requirements and 2) provide a best value for the agency?
A group of end-users will evaluate vendor responses using the criterial for value and requirements as to what is in the best interest of the State.
14. Can multiple prices be submitted based on different security features?
Please see revised Appendix B. Pricing sheet is amended to provide room for price ranges based upon security features.
15. What is the amount to be printed and ordered at a time?

The quantities required for each work order will vary.

16. Is a Delaware business license required prior to bidding?
No.
17. Section 2A Item # - How many pages am I quoting on?
Vendors are to provide cost for 116 pages plus cover.
18. Section 2A Item #2 - How many pages am I quoting on?
Vendors are to provide cost for 116 pages plus cover.
19. Section 2A Item #3 - How many pages am I quoting on?
Vendors are to provide cost for 20 pages plus cover.
20. Section 2A Item #4 - How many pages am I quoting on?
Vendors are to provide cost for 16 pages plus cover
21. Section 2A Item #4 - Is flat size 11" x 8.5" (bound to 5.5" x 8.5") or 17" x 5.5" (bound to 8.5" x 5.5", oblong)?
Vendors are to provide cost for 11" x 8.5" bound to 5.5" x 8.5".
22. Section 2A Item #5 - How many pages am I quoting on?
Vendors are to provide cost for 16 pages plus cover
23. Section 2A Item #6 – Will I be providing content for the tabs?
Tab files will be provided by customer
24. Section 3A- Brochures, Rack Cards, Postcards - Item #3 – What is the finished size?
Finished size is 8.5" x 3.67"
25. Section 3A- Brochures, Rack Cards, Postcards Item #4
Finished size is 8.5" x 3.67"
26. Section 3A – 4A Is there any special packaging or do we assume bulk pack in cartons?
The packaging quantities required for each work order will vary.
27. Section 4A - Does wrap refer to shrink wrap?
Yes.
28. Section 5A - Can we get images of the emboss and gold foil?
The images are not available for the bid process. If awarded, the vendor(s) will receive appropriate files.
29. Section 8A- Items 1 – 4 – Does “packaged in groups of 25 for shipping” mean that 100 pieces will be four (4) packages?
Packaging is per 25 pieces, meaning four (4) packages to 100 pieces, 16 packages to 500 pieces, etc.
30. Section 8A- Row 197- 22.5" x 37"- what does this fold to? or does it ship flat?
Line 197 refers to flat shipping.

31. 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Item #2 - What is this used for?
This item is used for direct mail.
32. 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Item #2 - Variable letter only; what does it go into?
Vendor should provide cost to set up and print letter as described.
33. 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Item #3 - Variable envelope only; what goes into it?
Vendor should provide cost to set up and print envelope as described.
- 30 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Item #4 - Variable envelope only; what goes into it?
Vendor should provide cost to set up and print envelope as described.
- 31 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Item #6 - Is the spot color one side assumed to be preprinted, then variable image black?
Yes.
- 32 9A- Variable Data Services/ Direct Mail Letters, Envelopes and Cards Does the #10 window envelope print?
Yes.
- 33 Section 9A - Row 208-210 – This prints one side PMS ink and the variable imaging is two sided black ink. What happens to this after it is imaged?
The item is mailed.
- 34 Section 9A - Row 211-213 Is the static return address in black ink? What is this env. used for? What happens after it is printed and variably imaged?
See description. Pricing is inclusive of printing, stuffing and mailing.
- 35 Section 9A - Row 214-216 Is the static return address in black ink? What is this env. used for? What happens after it is printed and variably imaged?
See description. Pricing is inclusive of printing, stuffing and mailing.
34. Section 9A - Row 217-219 We need an image of what the variable data.
The variable data is the addressee's name and address.
35. Section 9A - Row 220-222 We need an image of what the variable data.
See description. Pricing is inclusive of printing, stuffing and mailing.
- 36 Section 10 - Note/ Memo Pads – Does quantity refer to unit of measure?
All items are 50 sheets per pad. Vendors should provide cost for 50 pads, 100 pads, and 500 pads.
- 37 Section 14A - We will assume rows 279-290 that all of these Door hangers are static copy - one lot/version.
Yes.
- 38 Section 19A – Calendars - Please provide page count for each calendar. It appears these are self covers. Do we assume these will not come plate ready files?

They are self-cover. The customer will supply photo(s) and vendor(s) will supply calendar portion for a 28-page calendar.

39. Section 19A – Calendars Confirm binding dimension (6" or 9").
Calendars are bound on the 9" dimension.

Attachments:

Appendix B – Pricing sheet (revised)

All other terms and conditions remain the same.

