Project:	**Printing Services**	**Date:**	**March 5, 2014**
Engineer:	**N/A**	**RE:**	**Addenda # 1**
		# of Pages:	**1 of 2**

The following revisions and/or clarifications are to be made to the proposal documents for "Printing Services". They are a result of any questions received by 4:00PM, March 3, 2014.

Clarifications:

1.
2.
3.
4.
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Questions: (answers to all question are shown in Italics immediately after the question):

1. Please clarify what you refer to "Has no conflict of interest between its representation of BPCPC and that of other clients"? *"Conflict of interest" refers to any other contract with another client that would prevent the proposer from completing their contractual obligations to BPCPC.*

2. What special delivery requirements do you have: loading docks, inside delivery, special packaging or is everything bulk in convenient cartons? *BPCPC requires the calendars, postcards, etc. to be delivered in convenient book boxes to our address. BPCPC has a delivery area to take delivery of book boxes. Delivery must be arranged in advance.*

3. What are your expectations for delivery times from date of order and approved art files? *We expect delivery times 5-7 business days from approval of submitted proofs.*

4. Are original art files provided by you and if so in what format? How are the art files delivered – disc, ftp, etc…? *Original art files are supplied in print-ready PDF format. BPCPC can FTP them to your company, or through some other cloud sharing network.*

5. Do all of the pieces get wafer sealed or just the 10M that mail*? For the entire print-run of 18,000 calendars, only wafer-seal the 10,000 pieces for the bulk mailing. The 8,000 copies that are delivered to BPCPC, should not get a wafer-seal.*

6. The 32M quantity is that 4 lots of 5M and 6 Lots of 2M to total 32M to be done 2 times per year totaling 64M for the year?   For individual cards print pricing are we to price it for 2M, 3M 4M + 5M? *The total amount of postcards requested is 32,000.*
   As an example: Batch 1 includes 5 Lots:

Lot A:	*2,000*
Lot B:	*3,000*
Lot C:	*2,000*
Lot D:	*3,000*
Lot E:	*5,000*
TOTAL:	*15,000*

And Batch 2 includes 5 Lots:

Lot A:	*5,000*
Lot B:	*3,000*
Lot C:	*3,000*
Lot D:	*4,000*
Lot E:	*2,000*
TOTAL:	*17,000*

Batch 1 and Batch 2 equal a grand Total of 32,000 postcards.

7. For additional pricing for folding/mailing, do we figure to fold 8 1/2 x 11 to 8 1/2 x 3 5/8 for mailing? If not, what would the mailing size be? *The mailing size of the Newsletter is 8 1/2" x 3 5/8". Please provide the price for folding and mailing of 3,000 copies.*

8. The quantity states "TBD" (in lots of 2,500) can you clarify the quantity and how many lots you would like us to bid. *Please provide a bid for 2,500 copies.*

9. The quantity states "TBD" (in lots of 1,000), do you have a specific quantity and how many lots you would like us to bid for this? What size envelope do you want for the note card? Is there any printing on the envelope? *Please note that the flat size should be 6" x 8 1/2", and 4.25" x 6" folded. The white envelopes measure 6.25" x 4.5". Printing is not required on the envelope. Please bid for 1,000 cards.*

10. On page 14, section D, number 3 of the RFP, a request for waiver for the MBE/WBE participation is mentioned. Is there a form that needs to be completed or should the request for waiver be noted in the RFP response? *There is no MBE/WBE participation waiver request form. If needed, please submit your waiver request as an attachment to Part 3 of the mandatory forms.*

11. Is it possible to get physical samples of the item to be printed listed in Exhibit A of the RFP? *As there are bidders from all over the state, it is not possible to provide samples to everyone.*

By signing the line below, I am acknowledging that all pages of the addenda have been received, reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

_____   _____

Print Name   Signature   Date
Number of pages received: _____<fill in>

Distributed to: All present and all prospective Proposers

Proj/miscproj/abltadd.doc