



## REQUEST FOR PROPOSAL PS- #1194 Print and Copy Services

### QUESTIONS AND ANSWERS

October 19, 2012

*Updated 10/26/12*

*10/31/12*

*11/02/12*

1. Is the print and copy volume for 2010 and 2011 available for reference?

**ANSWER: No**

2. Are the items in the Item column of Attachment C, beginning with "8.5" x 11", 20 lb Color", and the next 7 rows referring to color print or color paper?

**ANSWER: Clarification of Attachment C, Proposal Price Sheet, Page 13: In the Item column, items beginning with "8.5" x 11", 20 lb Color", and the next 7 rows refers to Color Copies, not copies on colored paper. The price request for copies on colored paper follows.**

*Added on 10/26/12*

3. Clarification please, on page 7 the second paragraph says..."Two types of uncoated cover stock are typically used: Astrobright 65# and Index 110#." The spread sheet refers to 110lb white (cover) on line items 4, 5, 6, 11, 12, 13, and 14, then on line items 21, 22, and 23 the request is "upcharge for uncoated cover stock" it appears to be a redundant request since the pricing for the uncoated white cover stock is addressed in the previous line items. Also line item 10 and 14 refer to "11 x 17 (2 up-75%)" I am not sure exactly what is being requested...copy and cut in half?

**ANSWER: Attachment C: Proposal Price Sheet:  
lines 4-6 refer to black copies on 110 lb stock  
lines 11-13 refer to color copies on 110 lb stock  
lines 21-23 Upcharge for uncoated cover stock, various sizes, refers to 110 lb stock.**

**lines 10 & 14, the reference (2 up-75%) refers to printing of two 8 1/2"x11" at 75% the original image size on an 11"x17" page.**

4. Envelopes are sold in boxes of 500, normally envelopes are sold by the 500's the request is for 250 which will be ½ of the box ... we are happy to price 250 but it will ship as ½ of a box....also are the envelopes one color or two color and is one of the colors black? Also, on the letterhead the request is for a per sheet price which will vary dependent on the base minimum quantity should I assume that individuals order a minimum of 500 sheets...Should I will also assume that 24/60# will be the paper require?

**ANSWER: Attachment C: Proposal Price Sheet:**

**Envelopes are considered single color, black only.**

**Quantity pricing: Pricing for different quantities may be provided at the discretion of the proposer.**

**Pricing for envelope options, such as two color, may be provided at the discretion of the proposer.**

5. 1) Due to our strict confidentiality policy, is there any chance we can get your digital files or PDF's to produce the proofs you requested?  
2) Can we pick up a sample envelope from you? We'd like to understand if these are full color or 1-4 color. If we can pick up a sample, please let us know where to get this.

**ANSWER:**

**1) Proofs are not required to be submitted with proposal responses.**

**Attachment B: Job Samples states: Proposer can examine sample documents and may be required to provide a sample printing before the proposal award decision is made.**

**2) Envelopes are considered single color, black only. Pricing for envelope options, such as two color, may be provided at the discretion of the proposer.**

*Added on 10/31/12*

6. Attachment C, Proposal Price Sheet, Pg. 14: The last item "mail insertion" has a second line that says "Print stuff mail" what should we price .insertion and sealing a #10, or printing the envelope and printing the insert then inserting and mailing?

**ANSWER:**

**Mail Insertion: provide pricing if the printed material is provided and the service is for insertion only**

**Mail Insertion - Print/Stuff/Mail: provide pricing if all services are provided**

*Added on 11/02/12*

7. 1) Approximately how many perfect bound jobs are produced in one year?
- 2) What is the average quantity of a perfect bound job?
- 3) What is the stock required for the letterhead?
- 4) Rather than providing a per sheet price for the letterhead, can I provide a price for 250, 500, 1000, etc? This is because there is a setup charge that will greatly affect the per sheet price depending on the quantity desired to print.
- 5) Could you please clarify the answer provided in #6 of the questions and answers. For the Mail Insertion - Print/Stuff/Mail, what exactly do you want priced? The contract already includes pricing for copying and envelopes, and the line above for Mail Insertion would include the cost of stuffing and mailing.

**ANSWER:**

- 1) **Total bound jobs are provided in Attachment A.**
- 2) **This information is not available.**
- 3) **8.5x11 24# white Capitol Bond Writing 25% cotton perfect laser finish**
- 4) **Pricing for different quantities may be provided at the discretion of the proposer.**
- 5) **Provide rate if pricing is different if all materials are provided or if full service is provided.**