



ADDENDUM NO. 1  
ON-CALL PRINTING  
TU-0863

May 16, 2008

Ladies and Gentlemen:

Procurement

Towson University  
8000 York Road  
Towson, MD 21252-0001

The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective Bidders or Offerors.

**PRE-BID MINUTES:**

t. 410 704-2171  
f. 410 704-8233

The Pre-Bid Meeting for Towson University's On-Call Printing Contract, TU-0863 was held at 10:00 AM on Wednesday, May 14, 2008, in the University's Administration Building, Room 424.

The Key Information for this Multi-Step Competitive Bid (MSB) was reviewed.

- The University requests all questions, including those asked at the Pre-Bid Meeting, be submitted in writing (email).
- Questions are due by the close of business, Thursday, May 15, 2008.
- We received seven questions regarding the bid form prior to the Pre-Bid Meeting. The bid form will be revised.
- Addendum No. 1 will follow the receipt of questions. Responses to the questions, Pre-Bid Minutes, and a revised bid form will be included with this addendum.
- Technical Offers and separately sealed Bid Prices are due in the Procurement Office (4<sup>th</sup> floor, Administration Building) by 2:00 PM on Wednesday, May 28, 2008.
- Technical Offers should be submitted as listed, and will be scored in accordance with Section III.
- Attachment I, *Equipment and Capabilities*, will receive the largest number of evaluation points. The items that have the asterisk are the minimum requirements. Do not submit an offer if your firm does not meet these qualifications.
- After evaluation of the technical offers, the Bidders achieving a minimum score of 80% or higher will be notified of the place, date, and time of the public bid opening of their bids. The sealed price forms will be returned to Bidders who do not achieve a score of at least 80%.
- Bidders should only enter prices for the printing that their firms are capable of performing. The University will use the prices bid as a basis for future pricing. Bidders will not be penalized for leaving any category blank.
- The contract will be awarded to the Contractor(s) with the best evaluated prices for the University, after proper approvals.
- The sole point of contact, until award is made, is the Procurement Officer's Representative, Lorraine Ziara-Denmark.

**QUESTIONS:**

- Q1. The bid form asks for identification of areas for cost savings. Can this be additional technology?
- A1. Please identify any areas/situations that may save the University money, or any areas/situations that will add costs. The prices submitted on the bid form will be used in determining reasonableness of pricing for future printing jobs.**
- Q2. Can the bid form be supplied in Excel format?
- A2. The bid form must remain in PDF format to ensure that no information is changed, this does not mean that your prices have to be handwritten.**
- Q3. After Addendum No. 1 is released, with the revised bid form, may we ask additional questions?
- A3. All questions are due by the close of business on Thursday, May 15<sup>th</sup>, however it is your responsibility to ensure that you clearly understand the specifications. If you need to ask questions about the revised bid form, or any other requirements, submit your questions as soon as possible.**
- Q4. The last item on the bid form is Mailing. There is no identification of tabbing or sealing, were these omitted?
- A4. The University recognizes the economies of having the firm that prints materials mail them. This blank is so that we can identify the Printers who have the capabilities to mail, the tabling and sealing prices do not have to be identified at this time.**
- Q5. Under Offset Printing:
- 2) Are the ink specs 5/5 for the cover and 2/2 for the text?
- 3) There are two paper weights speced for this project. Is it Centura gloss 100# cover and 80# gloss text for text, or 80# gloss cover and 80# gloss text for text?
- 5) A refold isn't possible on a 16 pg + cover booklet. Can you please explain the specs?
- 6) We have the same question for this one- we cannot refold a 16+ cover, there is too much push out.
- 7) This is asking for an invitation to be quote, however it is a 16 pg + cover booklet. Please explain.
- 10) The quote asks for this piece to be folded and stitched- However is it just a fold over brochure. Please explain.
- 12) There is no Kromekote C2s it only comes in C1s. Would you like that quoted instead?
- A5. See Revised Bid Form.**
- Q6. I have a question regarding the specs of line item 6. Can you please provide clarification on what you are asking. I am unclear as to what prints 4/1.
- A6. See Revised Bid Form.**

Q7. For items 1, 2, 3, 4, 10, and 12, is "Digital-4/4" printing to be varnished and/or aqueous coated and/or UV coated? Or is all "Digital-4/4" to be just CMYK/CMYK without varnish/aqueous/UV coating?

**A7. See Revised Bid Form.**

Q8. For items 5 and 6, should the flat size be 8.5 X 11?

**A8. See Revised Bid Form.**

Q9. For item 7, should the stock and ink be similar to item 8? I am assuming it should read: "Carolina 12 pt C2S; CMYK/CMYK; scored and folded; Digital 4/4" or something similar.

**A9. See Revised Bid Form.**

Q10. For item 10, should the words "Saddle Stitched" be removed from the description?

**A10. See Revised Bid Form.**

Q11. In all cases, we use specially treated papers for digital offset printing with our HP Indigo press. Is it appropriate to show pricing with our standard stocks, and note what they are?

**A11. Yes.**

All addenda will be incorporated into the final contract documents and will be binding on all vendors responding to this solicitation. All vendors submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (included in the bid package) with your bid. Failure to submit this form may result in your bid/proposal being rejected.

If you have any questions regarding this addendum, please contact me at (410) 704-3492 or email me at [lziaradenmark@towson.edu](mailto:lziaradenmark@towson.edu).

Sincerely,



Lorraine Ziara-Denmark  
Procurement Officer Representative

Attachment: Revised Bid Form

LZD-ar



**BID/PRICE PROPOSAL FORM  
REVISED**

BIDDER'S NAME: \_\_\_\_\_

PROJECT TITLE: On-Call Printing

PROJECT NUMBER: TU-0863

Towson University may award this contract to multiple vendors. Prices bid on the bid attachment shall be used in verification of pricing submitted on Attachment II.

There is no guaranteed minimum.

Having carefully examined all of the solicitation documents for the above referenced project and ADDENDA NUMBER(S) \_\_\_\_\_ being collectively referred to as the Contract Documents, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment required by the said documents for the entire work, all in strict accordance with the Contract Documents:

Prices per Bid Form Attachment.

If the undersigned is notified by the Procurement Officer/Representative of the acceptance of the bid within 90 days after the bid date, Contractor agrees to guarantee the completion of this work as specified in the Contract Documents.

_____	_____	_____
Firm License Number (if applicable)	Date Issued	Place of Issuance

Minority Business Enterprises:

The undersigned certifies that the Bidder:

\_\_\_ IS NOT a Certified Minority Business Enterprise.

\_\_\_ IS a Certified Minority Business Enterprise (MBE), certified by \_\_\_\_\_  
(Certifying Agency)

The Certification Council has assigned the following certification number: \_\_\_\_\_

**INDIVIDUAL PRINCIPAL**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Federal Tax ID or Social Security No.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_

**CO-PARTNERSHIP PRINCIPAL**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Federal Tax ID or Social Security No.

In the Presence of

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Partner

**CORPORATE PRINCIPAL**

\_\_\_\_\_  
Name of Corporation

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Federal Tax ID Number

The undersigned affirms, and it is a condition precedent to acceptance of this bid, that the bidder has not been a party to any agreement to bid a fixed or uniform price.

By: \_\_\_\_\_

Signature of Officer or Authorized Agent  
(Affix Corporate Seal)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Witness: \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

Hourly Rate for AA's: \$ \_\_\_\_\_ /hours

OFFSET PRINTING			Print Type	BID PRICE/QUANTITY LISTED								
LINE	PROJECT	STOCK/INK		100	500	1,000	5,000	10,000	25,000	50,000	100,000	120,000
1	8.5"x11" booklet Flat 17"x11", full bleed Saddle-stitched	Centura Gloss (white)—5/5 (process+varnish/same) 100 lb. text (20 page self-cover) Digital—4/4	Offset									
			Digital									
2	8.5"x11" booklet Flat 17"x11", full bleed Saddle-stitched	Centura Silk (white)—CMYK + varnish/ 2 PMS color 80 lb. cover for cover, 80 lb. text for text, 20 pg. +cover Digital—4/4	Offset									
			Digital									
3	8.5"x11" booklet Flat 17"x11", full bleed Spiral Bound	Centura 100# Gloss cover, 80# gloss text (white) 4/4 cover + UV coating 2 sides on cover only Black ink only text pages, 36 pages plus cover	Offset									
			Digital									
4	8.5"x11" booklet Flat 17"x11", full bleed Saddle-stitched	Magno Gloss—CMYK + aqueous/ CMYK + aqueous 100 lb. text; 20 pages—self cover Digital 4/4	Offset									
			Digital									
5	5.5" X 8.5" booklet Flat 11x8.5", full bleed Saddle-stitched	Finch Opaque Vellum (white)—CMYK /CMYK 16 pg.+ cover; 80 lb. cover; 80lb. text for text Digital 4/4	Offset									
			Digital									
6	5.5" X 8.5" booklet Flat 11x8.5", full bleed Saddle-stitched	Finch Opaque Vellum (white)—CMYK /black 16 pg.+ cover; 80 lb. cover; 80lb. text for text Digital 4/1	Offset									
			Digital									
7	7" X 5" invitation Flat 7" X 10", full bleed Folded once	Kromekoteplus 12 pt C2S; CMYK / CMYK Scored and folded Digital 4/4	Offset									
			Digital									
8	4" X 9" brochure Flat 9" X12", full bleed Fold	Centura gloss (white)—CMYK/ CMYK 80 lb. text Ditgital 4/4	Offset									
			Digital									
9	4" X 9" brochure Flat 9" X12", full bleed Fold	RIS Value Silk (white)—5/5 100 lb. text Digital 4/4	Offset									
			Digital									
10	6" X 8.5" postcard Flat, full bleed	Carolina 12 pt C1S CMYK / Black Digital 4/1	Offset									
			Digital									

BIDDER'S NAME: \_\_\_\_\_

Hourly Rate for AA's: \$ \_\_\_\_\_ /hours

OFFSET PRINTING			PRINT TYPE	BID PRICE/QUANTITY LISTED								
LINE	PROJECT STOCK/INK			100	500	1,000	5,000	10,000	25,000	50,000	100,000	120,000
11	6" X 8.5" postcard Flat, full bleed	Sterling Gloss 100lb. Cover Stock 4/4 + UV coating both sides	Offset									
		Digital 4/4	Digital									
12	Mailing Costs-Postcard (Line 11)	Data Processing, Presort										
		Inkjetting per 1,000										
13	Mailing Costs-invitation (Line 7)	Data Processing, Presort										
		Inkjetting per 1,000										
		Tabbing										
14	Mailing Costs-booklet (Line 2)	Data Processing, Presort										
		Inkjetting per 1,000										
15												
16												
17												
18												

- Insert Bidder's name on each page.
- Fill in the prices for any items that you are bidding.
- Leave any spaces blank for those items on which you are not bidding.
- Identify the price that you are bidding for AA's at the top of Attachment Page 1.
- Identify additional charges/ savings that may be realized on lines 15-18.
- Those that don't have digital in-house, do not price digital. Only price offset where you are capable. **(Subcontracting is not accepted)**
- Those that don't have offset, do not price offset. Only price digital where you are capable. **(Subcontracting is not accepted)**