

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: PRINTING, BINDING, MAILING, PACKAGING AND DELIVERY SERVICES
FOR THE COLLEGE NONCREDIT CLASS SCHEDULE
RFB NUMBER: E420-009
RFB CLOSING DATE AND TIME: MAY 29, 2020 at 3:00 P.M.



ADDENDUM #1
Issued: May 22, 2020

ADDENDUM FOR THE PURPOSE OF:

1. To provide answers to vendor questions.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTION:	ANSWER:
1.) Will the College consider bidders located outside of the United States?	No bids will be accepted from companies located outside of the United States.
2.) Per the bid specifications, the quantity is to be determined by the target zip codes provided by the College Contract Administrator however, the zip codes were not provided in the bid specifications. Can you please provide the zip codes or are these not available until after the award?	<p>Totaling 221,949 pieces mailed, the zip codes we are currently targeting are:</p> <p>Zip Code 20878 < --- > 24,145 Zip Code 20850 < --- > 21,229 Zip Code 20874 < --- > 22,877 Zip Code 20854 < --- > 17,260 Zip Code 20852 < --- > 22,477 Zip Code 20906 < --- > 26,309 Zip Code 20902 < --- > 17,961 Zip Code 20904 < --- > 21,289 Zip Code 20877 < --- > 13,502 Zip Code 20886 < --- > 13,048 Zip Code 20910 < --- > 21,852</p> <p>Another zip code may be added due to the closure of College campuses in response to the pandemic.</p>
3.) Please furnish a bid package including specifications and instructions.	Please refer to the Procurement page of the College's website for a copy of the bid document.
4.) Regarding the Finished Size: specification (2.3.2) states the finished size to be 8 ½" x 11". Is 8 ¼" x 10 ¾" acceptable? I am not aware of any other printer that could produce this product in a full 8 ½" x 11".	The document set up specifications are 8.5 x 10.875 with margins at .25 on all sides. .25 Bleeds
5.) Regarding Mailing Services: Some of the mailing specifications appear to contradict each other. (2.3.13.a) states the printer is to mail to "all Montgomery County residences targeted by zip codes identified by the College Contract Administrator". This would clearly indicate to me that this is a saturation mailing. The best, and least expensive, way to prepare and mail a saturation mailing is according to the USPS rules for Simplified Addressing (now commonly known as EDDM). My concern is that this conflicts with (2.3.13.b) and (2.3..13.e) which refer to creating and maintaining an actual address list and ink jetting those addresses onto each individual piece. Based on my understanding of the overall specifications, and my familiarity with other college Continuing Education Schedules, I believe	The College is open to this idea as long as our targeted zip codes are reached, and if this can save money.

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<p>you actually expect this to be prepared and mailed as a saturation mailing using Simplified Addressing. Can you please confirm or clarify this?</p>	
<p>6.) Regarding the Stock Cover: We intend to bid using 50# Offset for the cover stock. The most efficient way to do this would be to actually print 8 pages on the 50# Offset Stock. Four of those pages would be the outside cover with the other four pages of 50# Offset being part of the text. We currently do the same on other similar projects when printing the cover on 50# Offset. Is this what the College expects or agrees with?</p>	<p>Please submit the difference in price for just the 4-page cover being 50# and the 8 pages at 50#.</p>
<p>7.) Is subcontracting a portion of the printing permissible to achieve the most cost-effective solution for Montgomery College?</p>	<p>No, the College prefers the entire print job to be completed together by the same vendor.</p>

*****END OF QUESTIONS AND ANSWERS*****