

Request for Bid Q00894
Production Booklet Maker Addendum #1
July 27, 2017

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the additional information based on questions received to date:

1. In regards to the 10% bid bond, what \$ amount should we use considering we are looking at 36/48/60 months options which will all be different \$ amounts based on the years of maintenance?

Response: Base the 10% bid bond on the sum of term of the contract with highest payout excluding maintenance.

2. Page 19 and page 22 of the bid are duplicates. Do we need to fill out both pages?

Response: Only one completed page is required.

3. I have a question regarding the Bid Deposit. Is that 10% of our sales quotation to you and is it refundable? Bid deposits will be returned after the contract has been awarded.

Response: Please see the response to question #1.

4. I have a couple questions on the Exhibit A sheet for the bookletmaker

a. #7 asks if it includes a creaser side trimmer? What does this mean?

Response: Creases or scores the pages in the document pages where it is folded. Side trim or a Head/Foot or Top/Bottom trim the document page so all pages are the same finished size.

b. #8 asks about the square fold? Do we need to quote a square fold unit in this system?

Response: The items on Exhibit reflect the College's minimum requirements. Please provide square folding capabilities in the solution you provide.

c. I am assuming that you are looking for a 2 bin sheets feeder (1 bin for covers and 1 bin for book guts), a bookletmaker, face trimmer, and square fold unit? Is this correct?

Response: Yes

5. Could you clarify the procedure for multiple and alternate Bids. Would I send in a bid package and bond for each option, or both options in one package.

Response: A contract will be awarded to the lowest responsive and responsible bidder meeting specifications. Therefore the college recommends the submission of only one bid by each bidder.

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