

HARRISBURG AREA COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
#07-47
CREDIT & NON-CREDIT TABLOIDS
ADDENDUM #2
AMENDMENT TO THE PRICING SHEET

MAY 3, 2007

Question 1: When shipping books to a "Direct Mail Facility" what are we required to do? Do we need to inkjet and presort the books as though we were dropping at a Post office or do we just drop off the requested number of books and they handle the mailing (inkjet/sort ect..)?

Answer 1: Specifications marked "deliver to direct mail facility". These tabloids are specified to mail out to specific addresses within a purchased mailing list. The printer may bid their service two ways:

1. as a simple printing job, meaning that they would deliver the completed tabloid quantities to an outside direct mail facility identified by HACC in advance.
2. if the print vendor also has the capability of mail fulfillment, they may additionally submit a bid on that service separately.

Question 2: A lower page count will not always mean a lower price. For example 72 page going down to 68 pages requires us to run two different roll sizes and additional spoilage/make ready waste. This in turn could end up costing slightly more \$ than the 72 pages. In other cases the lower page count could in fact less money.

Answer 2: HACC is fully aware that a lower page count does not always yield a lower price. Vendors are requested to respond to the best of their ability to the specifications stated within the RFB.

Question 3: Under the yearly Non-credit Tabloids page 16 we need to know where these books are suppose to be dropped? Are they going to local BMC's or will they all mail from the Harrisburg post office? Please advise?

Answer 3: Noncredit deliverables. Vendors are requested to deliver "campus copies" to HACC Shipping & Receiving, One HACC Drive, Harrisburg, PA. Zip saturation quantites are specified to deliver to the Harrisburg Post Office. The HACC Mail Center will notify the selected vendor in advance of any cahnges in that specification. Names and addresses mailing list. Vendors may assume that this quantity will also deliver to the Harrisburg Post Office.

Question 4: Under II. Yearly 2008 Credit Tabloids specs page 11.

Are these tabloids "self covers" meaning that the cover stock is the same as the text stock? Or is there a separate 4 page cover in addition to the listed text pages?

We cannot print 52 pages on our web press. Can we add blanks to print as 56 pages?

Binding style? Glued meaning Perfect binding? If there is no cover we cannot perfect bind- it can only saddle stitch. If you are referring to in line press gluing? Most printers with this capability can only inline glue single signatures up to 48 pages. I think the binding style you are requesting is saddle stitch. Please confirm

Answer 4: Tabloids are self-covers. The page count includes covers.

Bidding page counts other than what is specified in the RFB. Vendors should be aware that page counts may vary from this RFB when the actual jobs are prepared. If a vendor must modify the page count because his/her press cannot accommodate the page count requested, then that vendor should bid the next highest page count his/her press can accommodate. THIS SHOULD BE CLEARLY MARKED AS A MODIFICATION TO THE RFB.

Binding. All tabloids are bid as inline glued signatures. We have had no prior problems with this type of binding, even in page counts over 48 pages. If a vendor must modify the binding specification to saddle stitching, then he/she MUST CLEARLY MARK BINDERY AS A MODIFICATION TO THE RFB.

Question 5: Under Yearly Tabloids Non-credit - Community Education page 16.

The cover sheet will wrap on front, back and center spread? What do you mean center spread? Does the page count 48 pages for text pages only or does that include the cover? We cannot print 44 pages on our web press. We would like to add 4 blanks to make up 48 text pages Plus a 4 page cover. Please confirm

Again, the binding style you are referring to inline gluing or perfect bind with an option to saddle stitch? If this tabloid has a cover in line gluing is not an option. Please confirm that the bind style should be saddle stitch?

Answer 5: Cover stock is specified as 50# white offset. Most vendors must use a full signature of the 50# white offset for efficiency. Most vendors choose to bind that signature so that it becomes the front and back covers and the center text spread of the publication. The requested page count takes all of this into consideration. The requested page count is a TOTAL COUNT, INCLUDING COVERS.

See previous statements regarding modifications to page count and bindery.