



ADDENDUM #1

JUNE 15, 2010

Re: HACC, Central Pennsylvania's Community College
RFB 10-52 FY11 Mailers and Postcards

From: HACC, Central Pennsylvania's Community College
Garry Crider, Purchasing Manager
One HACC Drive
Harrisburg, PA 17110

To: All Bidders

This Addendum is hereby made part of the Request for Bid No. 10-52 dated May 28, 2010 for the above referenced bid. The provisions of this Addendum are intended to supplement the provisions and scope of work and/or supersede them where contradictory thereto.

This Addendum contains changes to the requirements of the Scope of Work. Such changes shall be incorporated into the Scope of Work and shall apply to work with the same meaning and force as if they had been included in the original Request for Bid. Where this Addendum modifies a portion of a paragraph or phrase of the Scope of Work, the remaining unmodified portion of the paragraph or phrase shall remain in force.

1.1 ANSWERS TO QUESTIONS:

- a) Question: Are the quantities listed per printing or for all 2-3 printings combined?

Answer: Quantities are per printing.

- b) Question: If for all combined, are we printing all at once and holding the balance for ink jetting at a later date?

Answer: Will be printing when required.

- c) Question: On the mailer, you did not indicate the size of the mailer flat size for Harrisburg?

Answer: Harrisburg is a postcard 3 times a year – no mailer for Harrisburg. In bid: Flat – 10-1/2” wide by 6” high for Harrisburg.

- d) Question: On the postcard stock, you indicated 110# postcard. Do you want 7pt matte?

Answer: 110# (or 10pt) is a semi-gloss finish – not a 7pt matt. In bid – 110# white semi-glossy postcard stock.

- e) Question: In the mailing portion of the bid for the postcards and mailers. Do all the mailings for all the locations get dropped at either Lancaster or Harrisburg?

Answer: Mailings and postcards get dropped at the Lancaster and Harrisburg post offices. Lebanon, Lancaster and York can go to the Lancaster post office, or York can go to Harrisburg. Gettysburg and Harrisburg go to the Harrisburg post office. Gettysburg post office is too small to handle that large of a volume.

- f) Question: Under heading “Postcard Quantity” it lists that Lancaster, Lebanon, and Gettysburg get a postcard mailing 2 times per year but under the worksheet section of the bid, postcards for those locations are only listed once. So to clarify do Lancaster, Lebanon, and Gettysburg receive one or two postcards per year and if they receive two when would the mailing take place?

Answer: The Lancaster, Lebanon and Gettysburg postcards are only mailed 1 time per year for the fall term. The rolled fold mailer gets mailed twice a year.

- g) Question: Under “PLEASE ALSO BID ON THE FOLLOWING” Do you want and additional cost per 1000 for each type of mailing being provided or for one specific type of mailing. There is only space for one type of mailing on the form.

Answer: HACC needs a price on 1,000 extra rolled fold mailers and 1,000 extra postcards. Just in case a Campus wants to increase their quantity, HACC has an estimate to go by.

- h) Question: Mail copy, Does copy change for each of colleges: Harrisburg, Gettysburg, Lancaster and Lebanon?

Answer: Yes, copy changes for each campus per printing

- i) Question: Postcard copy, Does copy change for each of the colleges: Gettysburg, Lancaster and Lebanon?

Answer: Yes, copy changes for each campus per printing.

- j) Question: Are quantities Plus Campus copies? Example: Harrisburg 124,000 Plus 500 Campus copies?

Answer: In the bid there is a total of all printed copies (mailed and campus copies) and there is a break out of mailing quantities and campus copies per printing.

- k) Question: We receive all of the files (Gettysburg, Lebanon, Lancaster & Harrisburg Postcards) & (Gettysburg, Lebanon, Lancaster & Harrisburg mailers) at the same time for each semester requested Spring 11, Summer/Fall 11, and Fall 11? In other words all of the Spring 11 files at one time and all of the Summer/Fall 11 files at the same time and all of the Fall 11 files at the same time?

Answer: Yes, all of the files will be sent to the printer at the same time for each term, or with-in one day or two of each other. Sometimes the files are sent to the printer earlier than the posted dates in the bid. But they can all be printed at the same time. All files will be marked with the campus name and the specified term like Spring, Summer/Fall, and Fall.

- l) Question: On the Postcard portion of the request for bid - Gettysburg, Lancaster, Lebanon it states that they will be printing 2 times per year. Yet on the Bid form where we submit our pricing there is only one semester indicated which is the Fall 11. When does the second printing occur, Spring 11 or Summer/Fall 11 and will there be a revised sheet provided to submit that pricing? Or are they to be produced only 1 time per year and not 2?

Answer: The Lancaster, Lebanon and Gettysburg prints only once a year - for the Fall 2011 term. (The mailer for these 3 campuses prints 2 times a year.) The Harrisburg postcard prints 3 times a year. Please make note of this change, the bid was stated incorrectly.

END OF ADDENDUM