

REQUEST FOR PROPOSALS – DISCRETIONARY PROCUREMENT G5066

Print Production and Mailing Services

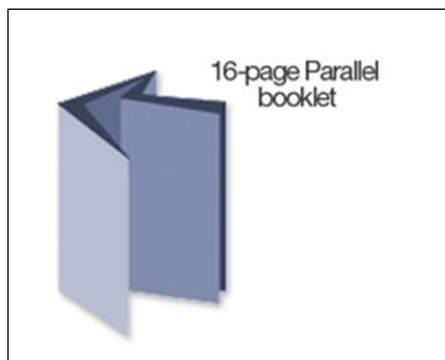
RFP Questions/Answers:

M/WBE and SDVOB

- Q.** Is it mandatory that all bidders must be MWBE or SDVOB certified or will bids from Commercial Printers and Mailers be accepted?
- A.** Yes, pursuant to section 2.2.7 & 2.2.8 of the RFP, this procurement opportunity is open to NYS certified MWBEs and SDVOBs. The Trust will consider organizations with PENDING certification.
- Q.** Is the use of a Consultant optional?
- A.** No.

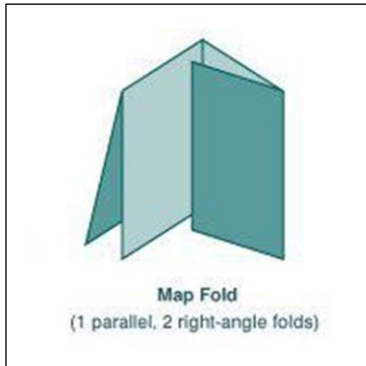
Technical/Production

- Q.** 1 a. - Size is listed as 40x9.25. Is 40" a firm size or can it be reduced to 39"?
If it stays at 40", we will price this printing on a 60" press.
If it can be reduced to 39", this can print on a 40" press.
- A.** Yes, it can be reduced to 39" if this saves on cost.
- Q.** 1 b. - Accordion fold is not compliant with USPS requirements. The last fold would have to be roll fold to wafer on top and have single fold on bottom. Is that acceptable to HRPK?
- A.** The type of fold we're referencing is a 16-page parallel booklet. Printed page is folded on itself 3 times and then bound with a wafer on the right side (if you are looking at the cover).



- Q.** Envelopes – Do the envelopes print 3/0... 3 PMS on front?
- A.** Yes, 3 PMS on front.

- Q.** Estuary Lab Pile Poster – How does 26.5 x 27.75 fold to 9x14?
A. Our mistake – it should say 26.5" x 27" folding to 13.25" x 9". Map fold.



- Q.** Estuary Lab Postcard lists 26,000 for quantity with 26,200 Estimate Shipping Quantity
A. Should be 26,000 Estimate Shipping Quantity
- Q.** Press ok's on all? Are you going to press check each project while we print at the plant?
A. Depends on the project but most likely will not need a press check.
- Q.** Some items do not specify stock type-please confirm
A. Please review Exhibit 2 to the RFP which includes a Bid Chart that has a column for "Paper" that provides the stock type
- Q.** Due to various specs and weights... Freight cost may not be determined accurately... please confirm should we quote as shipping additional or Include shipping in our cost?
A. All costs associated with delivery/shipping should be listed in Exhibit 2 to the RFP which includes a Bid Chart that has a column for "Delivery Costs of Print Job".
- Q.** Stock question – Example : Dance Festival Postcard is requesting 115# Matte cover , we have never heard of 115, closest we are finding is 113 and it's a digital sheet – not a digital job...Can we do the norm i.e.: quote on house dull cover which is 11.1 Pt and this 4x6 postcard requires only 9 Pt for postal regulations.
A. Please meet the specifications exactly or as close as possible.
- Q.** Finishing: "Score, fold, tab mailed pieces..." What does tab mailed pieces mean?
A. Tab mailed pieces means adhere a wafer (sticker) to the open edge of the document so it can be mailed.
- Q.** Summer Of Fun Calendar: finishing "fold, saddle stitch booklet, tab mailed pieces.. " What does tab mailed pieces mean?
A. Tab mailed pieces means adhere a wafer (sticker) to the open edge of the document so it can be mailed.
- Q.** On 3 items listed as print production & bulk mailing services: How is Calendar mailing – by itself or in envelope? Estuary Lab Program Guide - mailing by itself or in envelope?

- A.** Neither of these items have an envelope, they are self-mailed. The back panel of both documents has the mailing panel including return-address and space for printer to populate address from a mailing list that will be provided at a later date. Both the Calendar and Program Guide will be “tabbed” with a wafer (sticker) to keep them closed for efficient mailing.
- Q.** Twelve items are specified as deliver to HRPT and MH. Need exact addresses and distribution to each location in order to estimate freight.
- A.** Please see information at the top of the Print Jobs Bid Chart. HRPT address is provided and MH address is specified as respondents mail house address. This is your preferred mail house for sending out printed materials. Also, note the column “Estimated Shipping Quantity Per Location” there you will see three MH deliverables.
- Q.** Need location where proofs must be sent to estimate messenger cost to deliver
- A.** HRPT address is noted at the beginning of the Print Jobs Bid Chart.
- Q.** In trying to complete the Print Production and Mailing Services Request for Proposal, I am looking for the Scope of Work (the page is blank) and I also can't locate Exhibit 8. Am I not seeing the link for these?
- A.** Exhibit 8 is attached to the RFP and reflects the draft contract that the respondent who is selected will execute with the Trust. The scope of work in the contract draft is blank because the respondent will complete the Bid Charts in Exhibit 2 to the RFP with the respondent’s fees and costs associated with the work.
- Q.** Is the Hudson River Park Trust Office able to accept a skid/pallet delivery? A few of the items have a high quantity to be delivered and being able to accept a skid would significantly decrease the shipping costs.
- A.** Yes, we accept skid/pallet delivery.
- Q.** The Dance Festival Program and Park Map both have 70# text listed for stock. Are you looking for coated or uncoated sheets for these items?
- A.** Uncoated.
- Q.** For the Estuary Postcards, only the quantity that should be delivered to HRPT is listed, but they each make note of delivery to HRPT and MH. What would the additional mailing quantities of each postcard be?
- A.** None of the Estuary Lab Postcards will be mailed, only delivered to HRPT.
- Q.** Paper stock for Summer of Fun Calendar -70# dull text (ex: Sappi Flo) – are you saying that only Flo is acceptable or any 70# dull text except Flo?
- A.** We provided Sappi Flo as an example of what is acceptable.