DATE: March 30, 2012

TO: All Prospective Proposers

FROM: Delores R. Pertee

RE: CREATIVE SERVICES MAILHOUSE SERVICES – BID #BC-20787-P

ADDENDUM # 1

Page 1 of 5

The following amends the above referenced Bid documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Bid you return to the University.

THE DEADLINE DATE FOR QUESTIONS HAS BEEN EXTENDED TO TUESDAY, APRIL 3, 2012 BY 4:00 P.M.

THE DUE DATE AND TIME FOR THE BID TO BE SUBMITTED TO THE UNIVERSITY HAS BEEN EXTENDED TO TUESDAY, APRIL 10, 2012 BY 2:00 P.M. TO THE ISSUING OFFICE.

A. CORRECTION:

1. Exhibit 1, Section II: Scope of Work, Item L, DELETE “L. Storage fee per skid per month”.

2. Bid Price Form, DELETE “L. Storage fee per skid per month”.

B. QUESTIONS AND ANSWERS:

1. QUESTION: Does someone currently have this contract? If so, who? What is the amount of the contract?
   ANSWER: We currently do not have a contract in place for these services.

2. QUESTION: When do you expect to post all questions and answers?
   ANSWER: Responses to questions are posted as soon as possible after they are received. There may be several addendum issued in response to questions submitted up to the deadline date for questions, which is Tuesday, April 3, 2012 by 4:00 p.m.

3. QUESTION: What are the quantities of these jobs?
   ANSWER: The quantities will vary with each project.
4. QUESTION: What are the sizes of the envelopes and how many inserts?  
   ANSWER: The sizes of the envelopes and the quantity of the inserts will vary based on the individual project.

5. QUESTION: How many skids will there be for storage each month?  
   ANSWER: This service is not needed and has been deleted from the Scope of Work and Pricing.

6. QUESTION: How is collating used when collating two or more sheets into a folder, or collating two or more and stapling or paper clipping them, etc.?  
   ANSWER: This service is dependent upon the project. There is no way of knowing in advance what will be needed for each project.

7. QUESTION: Can we get sample packages (Insert packages, self-mailers, etc.)?  
   ANSWER: The University is working on this and will post the information prior to the bid due date if it is available.

8. QUESTION: For the tabs of the self-mailer, what size, quantities and number of tabs will be used? You are requesting clear tabs, but can the frosted tabs be used as well?  
   ANSWER: The tabs needed vary by project, but will generally be no more than three (3). We require “clear” tabs only.

9. QUESTION: Where printing of mailing labels is required, are these pressure sensitive (PS) or paper labels?  
   ANSWER: The paper labels are required for mailing labels.

10. QUESTION: For the reproduction services, is the personalizing and lasering of the letters simplex or duplex?  
    ANSWER: The Simplex method must be used.

11. QUESTION: What are the letter sizes, including customer letter, for addressing, folding, etc.?  
    ANSWER: The sizing depends on the project but the majority of the projects will use either a 8 ½“x11”, or 8 ½”x14” (with a 3” tear off).

12. QUESTION: Does UMBC have a caps account with the Post Office?  
    ANSWER: UMBC does have several indicia and the indicia used will depend on the individual project.
13. QUESTION: Will a company located in Pennsylvania be able to bid on this project? We have worked with UMBC in the past.
ANSWER: Per the Mandatory Requirements, the company must be located within a 50 mile radius to UMBC as calculated by Google.com, maps, driving directions.

14. QUESTION: The bid requests pricing per 1,000 items. Do you have any quantities that you could share with us?
ANSWER: The quantities will vary by project, and we are requesting that pricing be submitted based on units of 1,000 pieces.

15. QUESTION: Can you tell us the different sizes and types of envelopes that the pricing should be based on?
ANSWER: The envelope sizes will vary per project, however, the majority of the envelopes will be either 9”x12”, 10”x13”, A7, A2, #6 Baronial, or Standard #9 or Standard #10.

16. QUESTION: If there has been any discovery for other questions, can you share them with us?
ANSWER: All questions in reference to this solicitation that are submitted by the deadline date for questions, will be shared via addendum and posted to the UMBC Electronic Bid Board at http://www.umbc.edu/adminaffairs/procurement/vendor.shtml.

17. QUESTION: In reference to the pricing for the quantity of 1,000, will the pick-up and delivery always be for 1,000 pieces at a time.
ANSWER: No. The quantity of pieces will vary per project. We use the 1,000 pieces as a reference point. Some of the projects involve more than 1,000 pieces, and others may be less than 1,000.

18. QUESTION: Are there recurring projects throughout the year? If so, what are the production specs on these recurring projects (volume and mail piece description)?
ANSWER: There are no recurring projects throughout the year.

19. QUESTION: How many projects were mailed last year?
ANSWER: There is no volume estimate at this time, as some of the projects were generated from several departments on campus.

20. QUESTION: What is the average volume of the mailings?
ANSWER: The average mailing volume is between 2500 and 5000 pieces.
21. QUESTION: Will the score for the bid be determined by adding the value of each line item?
   ANSWER: We will apply some UMBC sample projects to the pricing provided to determine the firm that offers the lowest overall pricing for mailing services.

Enclosures: Acknowledgement of Receipt of Addenda Form
Cc: Procurement File

END OF ADDENDUM #1 DATED 03/30/12
This addendum was posted to the University’s eBid Board, eMaryland Market on 03/30/12.
(Original with enclosures were not mailed)
RFP BID NO.: BC-20787-P

TECHNICAL PROPOSAL
DUE DATE: TUESDAY, APRIL 10, 2012 AT 2:00 P.M.

BID FOR: CREATIVE SERVICES MAILHOUSE SERVICES

NAME OF BIDDER: ________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 03/30/12
Addendum No. _____ dated _______
Addendum No. _____ dated _______
Addendum No. _____ dated _______
Addendum No. _____ dated _______

As stated in this Addendum, this form is to be returned within Bid.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM