



REQUEST FOR PROPOSAL #ELCMDM2009-001 FOR PRINTING SERVICES

WRITTEN INQUIRIES

Questions & Answers

1) Craig Veilleux President-Southern Reprographics Inc.:

a) I would like to receive more details on this bid. Specifically what type of printing is being requested? I have the commodity codes. How do I find the ones that pertain to the bid request?

Answer: Each printing job will have its individual specifications. In the RFP, the Coalition provided a list of typical print jobs.

2) Joe Cespedes, Solo Printing Inc.:

a) I see that there is a list of items on page 10 of the RFP but offers no specs. How do we get the specs in order to properly price each item? I also notice that included on the list are many items that we do not do, like business cards, envelopes, pencils, wrapping paper and other items. We are a commercial printing company specializing on high volume inserts, catalogs, brochures, magazines, annual reports, inserts and other marketing items. Are we the type of outfit you are looking for? Your answer would be much appreciated.

Answer: Please see the response above.

3) Lou Gross, L&L Printing Inc.

a) I have many questions regarding the rfp for printing services elcmdm2009-001. Would you be providing us with the forms that you want us to complete or are we supposed to make them up? In order to furnish the coalition with a quote for the items that you fore mentioned we would need to know quantities, paper stock, how many pages, sizes and colors to mention a few. When would we be furnished this information and would you be providing us with art work for the above? If you could answer a few of these questions it would be very helpful. You can send your response to our email address at LLPrinting2000@asol.com.

Answer: Each print job will have its individual specifications, such as paper type, quantity, etc. The Coalition has provided a general list of items we normally print and we ask each vendor to provide us with a quote based on the information given.

4) Tonya P. McHugh, Minuteman Press of Homestead

- a) The Note Pads for Trainings w/ Coalition logo, what size is the pad, how many sheets per pad?
- b) Coalition Fact sheet, what size sheet, does this print 1-sided or 2-sided, does print color or black and white?
- c) Coalition brochure, prints 2-sided, is it full color, how does fold?
- d) Square flap envelope, Is this a #10 envelope?
- e) 9 x 12 Envelopes, prints color or black only, envelope white or krThe Note Pads for Trainings w/ Coalition logo, what size is the pad, how many sheets per pad?

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- j) Palm cards - size, color, 2-sided?
- k) When providing a proposer price, provide qty for 10,000 or each.
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- o) What is the quantity for the business cards?
- p) What size pocket folders?
- q) What is the quantity on the pencils?
- r) What are the items included in the Media Kits, there quantities?
- s) What the specs of the portfolio?
- t) What is the specs for the Brand Identity kit?

Answer: Please see the response above.

5), Stephanie Harris, Browning Communications:

- a) What is the size of each piece - this must include flat and folded sizes.
- b) Folding requirements die cutting instructions and any specialty printing required.
- c) What paper is each individual piece printed on and could you supply samples if stock is not known?
- d) How many inks will be printed for each piece?

Answer: Please see the responses noted above. All print jobs will include the Coalition's logo with colors/style that is provided within the RFP.