

MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

ADDENDUM NO. 1
Request for Proposal # 1591
DIGITAL PRINTING & PHOTOCOPYING SERVICES

Date of Original Bidding Documents: March 27, 2024
Date of Addendum No. 1: April 11, 2024
Bid Opening: May 1, 2024 at 10:00AM

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract Documents.

It is the sole responsibility of the Bidder to be knowledgeable of all of the additions, deletions, clarifications and modifications to the RFP relative to this RFP as set forth in all addenda. Bidders should acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

I. ANSWERS TO QUESTIONS:

#	RFP Section Reference	Question (Bolded) and Answer
1	1.3	Can you share with us – how much printing work was awarded last year to Qualified vendor in dollars? Answer - From January 1, 2023 to December 31, 2023, The University spent \$57,000.
2	1.3	May I have a copy of the current contract rates for Digital Printing & Photocopying? Answer - The University does not share current contract pricing
3	Price Sheet	One of the papers listed in the pricing sheet was discontinued in 2018, is there an alternative description to exact ice? Answer - Wausau Exact ICE - 60# text and 70# text is still available on the market. In the event that Wausau Exact Ice is not available, please estimate 70# Text and 60# Text Bright uncoated paper.
4	3.0	There are no implied or guaranteed quantities to be purchased by the University. The University reserves the right to seek bids for digital printing and photocopying services on the open market when deemed to be in the

#	RFP Section Reference	Question (Bolded) and Answer
		<p>best interest of the University”. This sentence implies that you are looking for a vendor to create a retail space within MSU. If so, explain what your parameters are for this space.</p> <p>Answer - The University’s intent is to leverage this contract for digital printing & photocopying services. However, the University reserves the right to go outside of this contract when it is in its best interest. This is a non-exclusive contract. There is no intention for the supplier to create retail space within the University. The intention is to have the vendor create an Online Retail space - with a Punch out payment system that integrates with our Workday finance as e-procurement system</p>
5	3.0	<p>Are we going to be allowed to do an assessment of the current location on campus?</p> <p>Answer - There is no current location on campus</p>
6	1.2	<p>Can MSU supply us with current metrics for the last year for the center?</p> <p>Answer - Refer to answer on Q5</p>
7	3.2	<p>Are we creating an e-Procurement system or are we taking over a current system in place?</p> <p>Answer - The University uses Workday finance as e-procurement system. The University is looking for the contractor to create a punch-out to integrate with Workday.</p>
8	3.0	<p>Are we responsible for providing vehicles for delivery or is Montclair providing?</p> <p>Answer - The University is not providing vehicles for delivery</p>
9	3.0	<p>Aside from the production manager, how many employees are employed at the center site?</p> <p>Answer - Refer to answer on Q5</p>

II. ADDITIONS, DELETIONS, CLARIFICATIONS AND MODIFICATIONS TO THE RFP

#	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
1	Price Sheet	<p>Modifications to Price Sheet to include estimated quantity per year. Please utilize the revised Price Sheet posted with this addendum.</p>

Please acknowledge receipt of this Addendum No. 1 via the following email address: bobetl@montclair.edu

Company Name (please print)

Date

Signature

Title

Contact Name (please print)