ADDENDUM NO. 1

Request for Proposal #1322
Digital Printing & Photocopying
November 9, 2017

Date of Original Bidding Documents: September 11, 2017
Date of Addendum No. 1: September 22, 2017

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

I. Points of Information:

Question 1- □ Page 10– Section 3.0 – Scope of work

a. RFP states contractor must have min of 5 years experience. The business itself has been around for 30+ years, 10 of which have been in the same location. I am a new owner of < 1 year. I have team members that have 10+ years in my location. I have the entire Minuteman Press corporate office behind me. I have all the history and past jobs of this site. Am I eligible to bid?

Answer 1 - Yes you may bid.

Question 2 – □ Page11 – Proofs
Will the department that is printing going to ask for a proof? How do I know what is a standard digital printing and photocopy job is?

Answer 2 - Proofs will be designated for certain jobs for approval before printing. Each job quoted will be pre-determined if it is photocopying or digital print by the requestor.

Question 3 -□ Page 12– Section 3.0 – Quarterly Report,
Do I just send the quarterly report automatically or will someone request it?

Answer 3 – It should be sent automatically - This should be in excel format which will include - Date / ordering department / purchaser's name / estimate # / invoice # / qty / cost.
**Question 4** – Page 13– Section 3.1 – Statement of Qualifications
What is the meaning of “desk-top” delivery? I know I have to deliver to the actual department, but I don’t know what “Desk-top” is.

**Answer 4** - This means delivered directly to the ordering department to the attn: of the person who places the order. The order does not go to the mailroom.

**Question 5** - Page 16 – Section 3.6.3 – Submittals
Are all the submittals that are listed (Current equipment, Resume, 5 samples of each..) to be submitted with the bid proposal?

**Answer 5** – Yes.

**Question 6** - Page 28 – Section 5 – Subcontracting or assignment

a. At times we do not do all our finishing at the store depending on what type of finishing requirements for the job and our availability of the hardware to do that specific task. For example, we do not have a perfect binder in our store, so we print out the items in our store and send that out to be bound to another Minuteman store. Or sometimes on larger runs, it’s more cost efficient to print 4-color offset. We do not have an offset press in our store, so we give that to another vendor. Are these companies that we are working with considered to be sub-contractors?

b. If they are considered sub-contractors, do I list them under Source Disclosure Certification (Attachment 3)?

**Answer 6** – Perfect Bind projects are not considered part of the of the Digital Printing / Photocopying Contract. Only the Specialty Services listed in Attachment #5 are the required finishing needs. You will also not be asked to quote larger runs that would considered sheet fed /offset printing which would therefore be out of the scope of digital printing as well.

**Question 7** – Page 41 – Attachment 5 – Pricing Schedule
For items in the grid (1-36), I am including the price per unit for that item for the qty in that column. For example:

i. Item 1 in Qty 1-250, say is $.25

ii. Item 1 in Qty 251-500, say is $.23

iii. If you are printing 50 pages, I would charge you 50 x $.25 or $12.50. If you are printing 346 of item 1, you will be charged 346 * $.23 = 79.58.

This price is an all-inclusive price with setup/printing/stock/delivery. Correct?

**Answer 7** - Yes.

**Question 8** - Are you providing “print ready” files in high resolution Adobe files with printing markings (ie. Crop marks, fold marks, etc)?

**Answer 8** - Yes.
**Question 9** - #13 – Newsletter -  Is there a saddle stitch on this or is it just inserted into each other?

**Answer 9** - Yes.

**Question 10** - Page 15 – 4.4.2.2
Section seems out of place. It’s all crossed out anyway, so I will ignore it.

**Answer 10** – It is crossed out because, although it is part of the standard RFP, it is not part application to this RFP. These sections can be ignored.

**Question 11** - Page 43 – Attachment 5 – Pricing Schedule

a. Tab Dividers - Are these printed 3-hole tab dividers? Printing is on the tab?

b. Collate, Staple 1 top left, saddle stitch
   Are these additional services to the actual prints while being printed or you’re giving me a bunch of papers to collate, staple, or stitch?

c. Price Extension
   i. If pricing extended and my price includes delivery to Montclair, does that mean it’s the same price with delivery to Princeton or other state university?
   ii. Extending pricing to NJHEPA includes the delivery?

**Answer 11** -
A) Printing is on the tab
B) Stitch
C) It does generally include all terms from the RFP. However, it is not required to offer the price extension to be awarded the contract with Montclair State University.

**Question 12** - Section 3.0 Scope of Work states “The contractor must submit all written or verbal quotes to the Manager of Production Services within 24 hours of the request. Failure to submit the quote within the required time frame may result in the University obtaining pricing outside the contract”.

Will MSU be asking for written or verbal quotes on all jobs to be produced, or will MSU refer to the pricing grid submitted through this RFP as a basis for project estimates? If so, how will the quotes be requested and how will the information be sent to the contract vendor (or bidder)?

**Answer 12** - Written quotes are necessary for each job.

**Question 13** – The contractor must have the capability to turn around all digital printing and photocopying projects within a maximum of 2 business days of receiving the purchase order. How are purchase orders sent to and/or received by the contract vendor?

**Answer 13** – The purchase orders are dispatched via e-mail.

**Question 14** – PROXIMITY: The Bidder that is selected must be within 18 miles driving distance of Montclair State University, One Normal Ave., Montclair, NJ 07043.

Office Depot has a location in Union, NJ and a Regional Production Facility is located in Newville, PA. Orders would be produced at either or both locations depending on the size, complexity, and turnaround
time for each request. Orders are placed online with PDF files provided for production. Will this service model work for MSU and its departments?

**Answer 14** - In order to respond to this RFP, your production facility must be within 18 miles driving distance from one Normal Ave., Montclair, NJ 07043 as per Google Maps.

**RFP Section 1.1 [Page 4]**
Under this proposed contract any university purchaser may at anytime purchase product covered by this contract from any vendor other than the awarded contract holder. The statement

“...the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed by the University’s Vice President for Finance and Treasurer to be in the University’s best interest.”

**Question 15**: Please list the prohibitions and restrictions the university will impose on the University purchasers thereby restricting their abilities to make purchases of materials or services covered by this proposed contract from vendors other than the contracted vendor?

**Answer 15** – Please review the University’s Policies and Procedures, Policy # 1 and Policy # 2 found at the following link:

http://www.montclair.edu/media/montclairedu/financetreasurer/forms/procurementforms/PROCUREMENT-POLICIES_Combined-Changes-DR,MA,-CP-10-9-17-Final-Approved-by-BOT-ht-KC.pdf

**Question 16** - Will the University require the purchasing agents [in nonexigency situations] to first obtain a written quote from the contracted vendor before seeking a quote from any other vendor?

**Answer 16** – Yes.

**Question 17** - Will the university report to the contracted vendor in a timely manner anytime a university purchaser has procured material covered by this contract from another vendor and include the reason behind the ab extra contract purchase?

**Answer 17** – No.

**RFP Section 3.0 [Page 10]** 2nd paragraph states:
“The scope of this proposal excludes business cards, letterhead, envelopes and any other items the University deems appropriate.”

**Question 18** - If envelopes are excluded why does form “Attachment #5” require pricing for envelopes on items 17 through 23?
**Answer 18** - The exemption should have stated standard letterhead and envelopes are excluded. This RFP includes custom printed envelopes that would accompany a print job such as invitations.

**Question 19** - Should we quote on items 17 through 23 or leave those items blank?

**Answer 19** - Yes please quote.

**Question 20** - The aforementioned statement says the University may exclude any item from this proposal, RFP 1322, that it deems appropriate. Will the university exclude any items currently listed in this RFP from this RFP during the life of this contract?

**Answer 20** – It is not the University’s intention to exclude any existing items from this RFP, however, this language is placed in the RFP as a reservation of the University's right to exclude any of the items or services within its scope, if it determines it would be in the University's best interest. Therefore the University cannot anticipate or describe what those conditions would be at this time.

RFP Section 3.0 [ page 10 ]

**Bullet Point #1:** “The contractor must submit all written or verbal quotes to the Manager of Production Services within 24 hours of the request. Failure to submit the quote within the required time frame may result in the University obtaining pricing outside the contract.”

**Question 21** - Will the Manager of Production be required to request a quote from the contracted vendor and wait 24 hours before seeking a quote from any other contractor?

**Answer 21** - Yes

**Question 22** - Will the contracted vendor be required to provide the Manager of Production with a copy of the quotes they request or will the contracted vendor be required provide the manager of production with a copy of the all quotes regardless of who made the request at the University?

**Answer 22** – All quote requests will go to the ordering party. The ordering department will then send the quote to the Manager of Production.

**Bullet Point #3:**

“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 best interest of the University.”

**Question 23** - Will the university require that all university purchasers must first request a quote from the contracted vendor prior to seeking quotes from outside contractors?

**Answer 23** - Yes

**Question 24** - Can the University define under what conditions it would deem any outside the contract purchase “in the best interest of the University” And therefore a permissible
outside the contract purchase?

**Answer 24** - This language is placed in the RFP as a reservation of the University's right to purchase the items or services within the scope of the RFP from another vendor in the future if it determines it would be in the University's best interest, and therefore cannot anticipate or describe what those conditions would be at this time.

**Question 25** - Will the University permit the universities purchasers to obtain products and services from outside vendors at rates and prices that are equal to or above the prices stated on the successful contractors bid pricing sheets even if the contracted vendor could have provided the product or service in a similarly timely manner?

**Answer 25** - This will be determined on a case by case basis. The contract timelines for this RFP are set to guarantee a delivery timeline capability. All of the digital / photocopying projects are expected to go through the contracted vendor. In the event that the contracted vendor cannot produce / deliver a project in the time needed, then an outside vendor would be considered for that project.

**Bullet Point #4**
“...Standard services will include, but are not limited to, desktop pickup and next day delivery of digital printing and photocopying services…”

**Question 26** - Will the university similarly require that all purchases made through contractors other than the contracted vendor also be required provide the same ‘desktop pickup and next day delivery of digital printing and photocopying services at no additional cost?

**Answer 26** – It will be determined on a case by case basis. All of the digital / photocopying projects are expected to go through the contracted vendor. In the event that the contracted vendor cannot produce / deliver a project in the time needed, then an outside vendor would be considered for that project.

**RFP Section “Proximity” [ Page 11 ]**

**Question 27** - Can the University explain the rationale behind increasing the proximity from 10 miles to 18 miles under this RFP?

**Answer 27** – To increase competition within a next day, same day deliverable distance to the University.

**RFP Section “Pick up and Delivery” [ Page 11 ]**
The RFP says the university will provide the contracted vendor with a parking decal.

**Question 28** - Will the decal provided permit the contracted vendor to park in all parking decks/lots/spots on campus or only in specifically designated parking decks, surface lots or specially designated parking spots?

**Answer 28** - The vendor will be able to park at any of the loading docks around campus. The University provides a half-hour grace period to any company that has to make a campus delivery.

**Question 29** - Will the parking decal provided by the university be a daily, weekly, monthly or an annual permit?
**Answer 29** - To be determined.

**Question 30** - This RFP requires desktop pickup and next day desktop delivery. These desktops are many times a 10 15 minute walking distance from available parking facilities, will the university provide a golf cart to facilitate the delivery of cartons of printed material and posters?

**Answer 30** – No. The vendor can drive to the nearest loading dock associated with the delivery. It is expected that the contracted vendor will be able to provide a hand-truck to the employee who delivers the packages. Vehicle operators/delivery personnel shall be neatly dressed (casual or company uniform) and wear a picture identification tag. The tag shall be visible and identify the company and the name of the driver.

**Question 31** - Much of the internal sections of campus are behind automated locked gates, will the university be providing an electronic passkey to activate the gates permitting vehicle access to the inner sections of campus to facilitate delivery of cartons of printed product and or posters?

**Answer 31** – This is no longer the case. There is only one area of the campus that is still using the electronic gate and no vendor is permitted to enter that area.

**Question 32** - In the event an agreed upon date and time of a delivery to an office is attempted and the office is closed and desktop delivery of product is not possible will the University permit a second delivery attempt charge to be applied to the agreed upon pricing?

**Answer 32** - No. In the event the ordering party has agreed to be available for a specific date/delivery and is not present at the time of delivery, then the package must be brought to Central Receiving. The vendor will then follow up with an e-mail to the ordering party indicating where the package was left.

**RFP Section “Invoicing and Payment” [ Page 11 ]**
The RFP states: “The contractor must not accept the University’s Pcard as a means of payment for any order. Failure to comply with this requirement may be cause for contract termination.”

**Question 33** - Will the Universities purchasers be permitted to use their Pcards when purchasing product or services from outside vendors other than the contracted vendor?

**Answer 33** - The use of the p-card is not permitted to be used for the purchase of printed material.

**Question 34** - If the contracted vendor can not begin production until they have received a properly executed Purchase order and In the event a University Purchaser can not obtain a properly executed purchase order in sufficient time to permit the contracted vendor enough time produce the product to the purchasers required deadline will the University permit the purchaser to go to an outside vendor AND use their Pcard to complete their purchase and obtain their product according to their stated deadline?

**Answer 34** - No
**Question 35** - Under what conditions will the contracted vendor be permitted to accept the University Pcard for payment on any order?

**Answer 35** - None

**Question 36** - Will the contracted vendor be permitted to provide the university purchasers with products or services that are outside the items specifically listed on Attachment #5 of RFP # 1322?

**Answer 36** - Yes, provided that the ordered quantity is a short run of 2,500 pieces or less.

**Question 37** - Will the contracted vendor be permitted to accept the University Pcard for products or services not listed on Attachment #5 of RFP # 1322?

**Answer 37** - No

**Question 38** - For rush orders that require production and or delivery in hours, or less than the standard 24 hour requirement, will the contracted vendor be permitted to hold off on production of the product until such time as a properly executed purchase order is received?

**Answer 38** – The contracted vendor should hold off on any order that does not have a properly executed purchase order. However, in the case of a true rush, an exception can be made by obtaining the permission of the Production Manager in writing via email.

**Question 39** - Will there be a minimum purchase order dollar threshold below which it would be acceptable to accept the university Pcard for the purchase?

**Answer 39** - No

**Question 40** - Will the university honor the contracted vendors late payment fee structure when payment from the University is later than 30 days of the later of an acceptable invoice from the contracted vendor or the University’s acceptance of the contracted products and/or services?

**Answer 40** – No.

**Question 41** - during the last 24 weeks there were 96 invoice’s under $25.00 with 38% being under $10.00. Each invoice required a driver in a truck making both a desktop pick up and desktop delivery. Will the university permit the delay of either the pick up of the originals to be copied or the delivery of the finished product so that we can combine for efficiency sake the orders into deliveries with other orders?

**Question 42** - Will the university permit the issuance of blanket purchase orders so that the multitude of small dollar invoices/orders can be paid in an efficient manner?

**Answer 42** - No
RFP: APPENDIX #1, MONTCLAIR STATE UNIVERSITY, STANDARD CONTRACT TERMS AND CONDITIONS:

Subsection: 4. CONTRACT TERMINATION
Item: B Under this RFP the contract may be terminated at anytime for cause and the contracted vendor will be obligated to pay the university the difference between their Bld Pricing on this RFP and any higher price the university pays any other vendor used to procure the products or services.

Question 43 - What is the time limit the terminated vendor will be obligated and required to pay the university for the procurement of product or services from any other outside vendor?

Answer 43 - This clause is intended to reimburse the University damages it would incur in the event the contract is terminated by the University due to the contracting party's breach. Therefore, this time frame would be the period of time between the date the contract is terminated by the University and the date the contract would have expired if it had not been terminated by the University.
II. Special Notice of Bid Extension: THE BID OPENING DATE IS EXTENDED TO NOVEMBER 22, 2017 At 10:00 AM

III. Changes to Prior Addenda: NOT USED

IV. Changes to Bidding Requirements: NOT USED

V. Changes to Agreement and Other Contract Forms: NOT USED

VI. Changes to Conditions of the Contract: NOT USED

VII. Changes to Specifications: NOT USED

VIII. Changes to Drawings: NOT USED

Please acknowledge receipt of this Addendum No. 1 via fax. The fax number is 973-655-5468.

________________________________________________________
Company Name (please print)                                    Date

________________________________________________________
Signature                                                         Title

________________________________________________________
Contact Name (please print)