ADDENDUM NO. 1
Request for Proposal #1350
Transcript Paper
May 16, 2018

Date of Original Bidding Documents: May 1, 2018
Date of Addendum No. 1: May 16, 2018

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 to Bidder to
disqualification.

I. Points of Information:

Question 1- It’s mentioned that the University has 10 colleges and schools, will there be one
uniform design or are there multiple designs for each college? If multiple designs what is the
amount ordered per college.

Answer – One uniform design

Question 2- What color thermochromics ink is the lock, and is the lock icon on the front or the
back

Answer – Red/located on back

Question 3- Warning box – is this printed on the front or back?

Answer - Back

Question 4- What 2 colors are printed on the front?

Answer - Red/black

Question 5- Is there any printing on the back, if so, what color?

Answer - Red
**Question 6** - We ship from the West coast and delivery in 2 weeks would allow only 5 days for production which is not sufficient for this project, could the delivery time be extended?

**Answer** - No, this is a requirement.

**Question 7** - Shrink wrap amount, standard wraps of 500 okay?

**Answer** - Yes.

**Question 8** - Is the 80,000 ordered all at once or are multiple orders placed throughout the year?

**Answer** - Multiple orders throughout the year

**Question 9** - When submitting my bid can I just send in the pages with my specific bid information, or do I have to print and send back all 48 pages?

**Answer** - Please submit the entire bid package.

**Question 10** - Page 30, where it says at top "Estimated amount" is that per order of 20,000 sheets (your typical order), per annual usage of 80,000, or for the entire 3 years of the contract?

**Answer** - Entire 3 years of the contract

**Question 11** - Attachment 5, page 30: at the top there is a line that says "Total Cost for Year 3". Is that what you are asking for - just year 3 - or is it supposed to be "Total Cost for all 3 years"?

**Answer** - Total Cost for all 3 years, Pricing Sheet has been updated.

**II. Special Notice of Bid Extension:**

NOT USED

**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:
   Attachment 5, Price Sheet

VIII. Changes to Drawings:
   NOT USED

Please acknowledge receipt of this Addendum No. 1 via email: bobetl@montclair.edu or fax. The fax number is 973-655-5468.

__________________________________________________________
<table>
<thead>
<tr>
<th>Company Name (please print)</th>
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Distribution:
Christine Palma
ATTACHMENT #5
PRICE SHEET(S)
RFP# 1350 Transcript Paper

The University is exempt from NJ Sales Tax. The rates quoted must be bully burdened, inclusive of all fees, delivery costs and administrative expenses.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Year 1 2018-2019</th>
<th>Year 2 2019-2020</th>
<th>Year 3 2020-2021</th>
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<tr>
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<td>Quantity per sheet</td>
<td>Unit Cost per sheet</td>
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<td>Transcript Paper</td>
<td>80,000</td>
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Total Cost for 3 Years

Price Extension

Will you extend contract prices to other State Colleges and Universities? Yes _____ No______

Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA: Yes_________ No __________