



**PROCUREMENT AND STRATEGIC SOURCING**

University of Maryland, Baltimore County  
Administration Building, 7<sup>th</sup> Floor  
1000 Hilltop Circle, Baltimore, MD 21250

procurement.umbc.edu // p: 410.455.2273

DATE: November 29, 2023

TO: All Prospective Bidders  
Cc: Procurement File

FROM: David Clurman

RE: Creative Services Printing, IFB # BC-21354-C,  
ADDENDUM #1

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 your response to the University.

The due date and time for the response to be submitted to the University is **MONDAY, DECEMBER 11, 2023 by 11:59 p.m.** (EST) to the issuing office.

**A. The following questions were submitted for a response.**

1. This bid opportunity is only for printing companies located within the 60-mile range of your campus, is that correct?

*Answer: Yes, that is correct.*

2. Several Large Signage items - specifications for 12.3, 12.4, 12.5, 12.6, 12.7, 12.8 - are asking for 4/0 and 4/4. Price sheet only allows for one price.

*Answer: Prices for both 4/0 and 4/4 for those items should be listed. An updated Bid Price Form (Appendix B) has been included in this addendum for submission.*

3. Related to large Signage items 12.5, 12.6, 12.7, 12.8; are you looking for these to be installed? Specs do not state installation, Price sheets asking for install quote.

*Answer: We do not need installation prices for items 12.5, 12.6, 12.7, or 12.8. The updated Bid Price Form reflects this.*

4. **ADDITION:** in Appendix G on Page 77, items 12.3 and 12.4, on the Sizes line, it should state "Per sq footage printing and installation".

5. Brochure Item # 5 (section 3.5) - Cover stated 12 x 9.5 with pocket left side - is this a tri-folded piece? Text states 9 x 9.5 folded to 4.5 x 9.5.

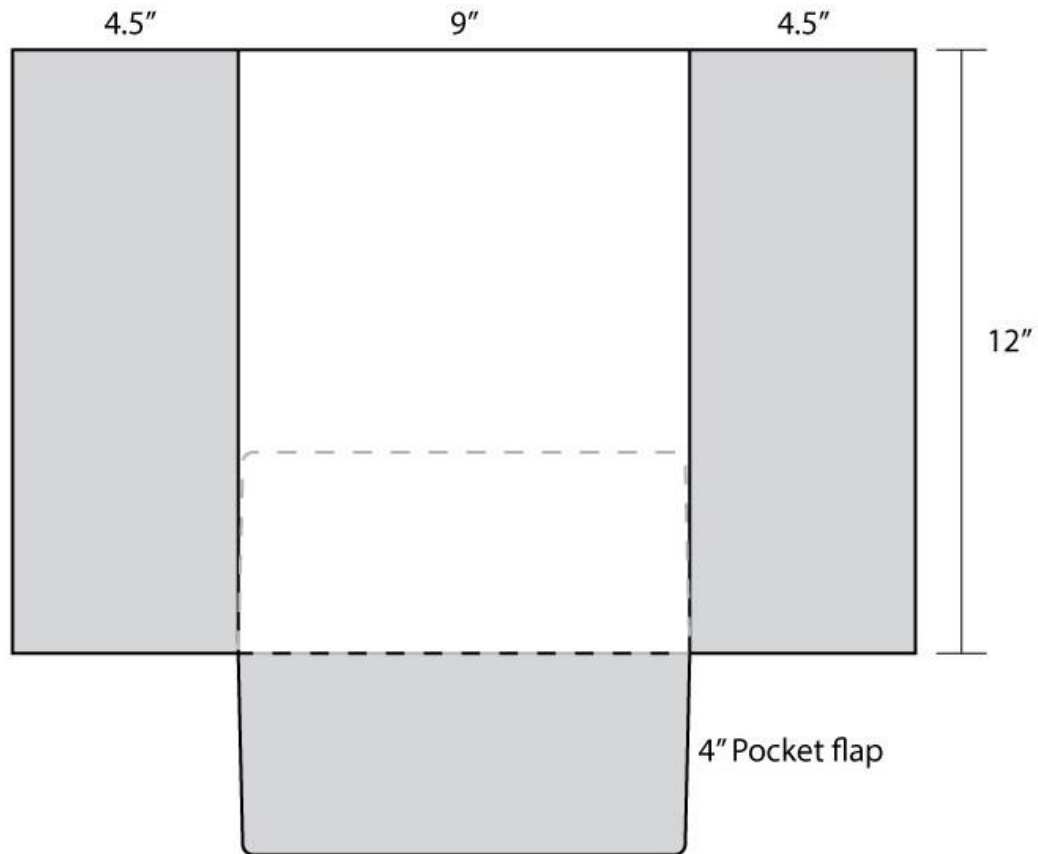
*Answer: It could be tri-folded or z-folded.*

6. We have a couple of questions on Folder #3 (section 7.3). Is the flat size of this folder 27" x 16" flat folding to a final size of 9x12? Is this just 1 center pocket and is it a glued pocket?

*Answer: Price for flat size 18" w x 16" h with the center having 4" flap on the bottom that may or may not glue into a pocket in the center.*

7. Folders Item #3 (section 7.3) clarification - specs state Standard 9 x 12 Folder Gatefold. Do you have a sample or picture you can send?

*Answer: This construction is fine. It may or may not be a glued pocket. See diagram below.*



8. All folders - are you looking for business card slits? Not listed in specs."

*Answer: No.*

9. Where will materials be delivered to? Is there a loading dock at the address or will this be an inside delivery?"

*Answer: Delivery varies. Sometimes, it's directly to the client (inside delivery) and at other times things will be delivered to the warehouse which does have a loading dock.*

END OF ADDENDUM #1, DATED 11/29/23  
(Original with enclosures were not mailed)

IFB NO.: BC-21354-C  
PRICE PROPOSAL DUE: **Monday, December 11, 2023 at 11:59 P.M.**  
PROPOSAL FOR: CREATIVE SERVICES PRINTING CONTRACT  
PROPOSER: \_\_\_\_\_

Federal Identification Number/Social Security Number: \_\_\_\_\_

**PRICE PROPOSAL**

DATE \_\_\_\_\_

David Clurman  
University of Maryland, Baltimore County  
Administration Building, Room 732  
1000 Hilltop Circle  
Baltimore, MD 21250

The undersigned hereby submits the Price Proposal as set forth in IFB # BC-21354-C dated November 14, 2023 and the following subsequent addenda:

Addendum   1   dated 11/29/23  
Addendum        dated         
Addendum        dated       

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work as described in the IFB and subsequent Addenda as noted above.

By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of the IFB including any issued addenda.

The pricing provided in the following Sections is to include all of the Contractor's costs to perform the services (i.e., overhead, profit, etc.). No additional compensation will be applicable for these services, unless **additional** services are requested by the University which are outside of the scope of services specified within this IFB document.

**PRICE PROPOSAL**
**PROPOSER:** \_\_\_\_\_

All specifications for individual items are listed in Appendix G.

Please provide pricing in the box beneath each quantity for each type of item or category that corresponds to the Technical Proposal submitted by your firm. Only complete those categories that you selected to provide in your Technical Proposal.

**1. POSTCARDS**

Quantities	200	250	500	1000	Additional 1000
5x7 2/2 full bleeds					
5x7 4/4 full bleeds					
10 ½ x 5 ¼ 2/2 full bleeds					
10 ½ x 5 ¼ 4/4 full bleeds					

**2. FLYERS**

Quantities	100	250	500	1000	Additional 1000
2/2 full bleeds					
4/4 full bleeds					

**PRICE PROPOSAL**

PROPOSER: \_\_\_\_\_

**3. BROCHURES**

3.1	Brochure #1	500	1000	5000	7500	10,000	15,000
3.2	Brochure #2	1000	25000	500			
3.3	Brochure #3	250	500	1,000	Additional 1000		
	a) 8 ½ x 11”						
3.4	Brochure #4	1500	2000	2500			
3.5	Brochure #5	500	1000	2500			
3.6	Brochure #6	10,000	12,000	15,000	20,000		

**4. INVITATIONS**

4.1	Invite #1	500	1000	2500	3500	4500	Additional 1000
	a) 2/2 full bleeds						
	b) 4/4 full bleeds						
4.2	Invite #2	1000	2500	5000	7500		
	a) 2/2 full bleeds						
	b) 4/4 full bleeds						
4.3	Invite #3	1000	2500	3500	4500		

**PRICE PROPOSAL**

PROPOSER: \_\_\_\_\_

**5. BUSINESS REPLY CARDS**

Quantity	250	500	1000	Additional 1000
4" x 6"				
5 3/4" x 3 1/4"				
5 3/4" x 3 3/4"				
5 3/4" x 9 1/4"				
6 1/2 x 4 3/4"				

**6. ENVELOPES**

Size / Quantity	500	1000	Additional 1000
#9 (3.875" x 8.875")			
#10 (4.125" x 9.5")			
#10 window (4.125" x 9.5")			
A-2 (4.375" x 5.75")			
A-6 (4.75" x 6.5")			
A-7 (5.25" x 7.25")			
#6 Baronial (4.75" x 6.5")			
Business Lee (5.25" x 7.25")			
#6-1/2 Booklet (6" x 9")			
#10 Booklet (9.5" x 12.625")			
#13 Booklet (10" x 13")			
#7 Square (7" x 7")			

PRICE PROPOSAL

PROPOSER: \_\_\_\_\_

**7. FOLDERS**

	Quantity	500	750	1000	2500	5000
7.1	Folder 1: 2/2 with and w/o bleeds					
	Folder 1: 4/4 with and without bleeds					
		500	750	1000	2500	5000
7.2	Folder 2: 2/2 with and without bleeds					
	Folder 2: 4/4 with and without bleeds					
		1500	2000	2500		
7.3	Folder 3					

**8. CALENDARS**

	Quantity	20,000	40,000	50,000	60,000
8.1	Calendar #1				
8.2	Calendar #2				

**9. NEWSLETTER**

Quantity	7500	9500	10,500	11,500
Newsletter				



PRICE PROPOSAL

PROPOSER: \_\_\_\_\_

**10. BOOKLETS**

	Quantity	1500	2000	2500
10.1	Booklet #1			
10.2	Booklet #2			

**11. POSTERS**

Size / Quantity	50	100	250	500	1000
30" x 15"					
20" x 24"					
18" x 24"					
11" x 17"					

**12. LARGE SIGNAGE**

Service		Sq foot print	Sq foot install
12.1 Permanent or repositionable vinyl			
12.2 Perforated/Specialty Vinyl			
12.3 Vinyl Banners (18 oz or heavier)	4/0		
	4/4		
12.4 Light Pole Banners	4/0		
	4/4		
12.5 Yard Signs (corrugated plastic)	4/0		
	4/4		
12.6 Interior Signs (foam core)	4/0		
	4/4		
12.7 Interior Signs (PVC)	4/0		
	4/4		
12.8 Interior Signs (Acrylic)	4/0		

	4/4	
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PRICE PROPOSAL

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PROPOSER: \_\_\_\_\_

**13. MAILING SERVICES**

	Per Job	Per Pick up/ Return
Preparation of mailing addresses:		
Convert disk or email to mail house system	\$	
Dedupe (find, purge and merge) multiple mailing lists	\$	
Run list through postal software to standardize addresses, verify 5 digits zip and append zip+4 and carrier routes to maximize postage discounts.	\$	
Reproduction Services:		
Prep for personalized letter	\$	
Personalize and laser letters using mailing list	\$	
Pick up from UMBC		\$
Return excess material to UMBC		\$
Delivery to Post Office	\$	

PRICE PROPOSAL

PROPOSER: \_\_\_\_\_

**MAILING SERVICES**

	Per Piece	Per Insert	Per hand seal and meter	Per Machine Seal & Meter	Per Postage Stamp	Per Skid / Per Month
<b>Collation of mailing pieces:</b>						
Collate 2 pieces and insert	\$					
Collate 3 pieces and insert	\$					
Collate 4 pieces and insert	\$					
<b>Insert pieces or collated pieces into and envelope or poly bag:</b>						
Hand insert into an envelope		\$				
Machine insert into an envelope		\$				
Machine insert into a custom envelope		\$				
Machine insert into a poly bag		\$				
<b>Seal and Meter:</b>						
Hand seal and meter			\$			
Machine seal and meter				\$		
Apply postage stamp					\$	
Storage fee per skid per month						\$

PRICE PROPOSAL

PROPOSER: \_\_\_\_\_

**MAILING SERVICES**

Quantity	1-500	501 – 2,500	2,501 – 10,000	10,101 – 25,000	25,001 – 50,000	50,001 – 100,000
Inkjet addresses onto envelopes / per address	\$	\$	\$	\$	\$	\$
Print labels/per print label	\$	\$	\$	\$	\$	\$
Affix labels onto envelope or mailing piece provided / per affix label	\$	\$	\$	\$	\$	\$
Affix self-mailer with clear perforated tab(s):						
Per Machine Tab	\$	\$	\$	\$	\$	\$
Per Hand Tab	\$	\$	\$	\$	\$	\$
Folding:						
Per standard letter fan fold	\$	\$	\$	\$	\$	\$
Per standard letter gate fold	\$	\$	\$	\$	\$	\$
Per custom letter fan fold	\$	\$	\$	\$	\$	\$
Per custom letter gate fold	\$	\$	\$	\$	\$	\$
Per standard hand folding	\$	\$	\$	\$	\$	\$
Presort, band and tray in zip order/per hand tab	\$	\$	\$	\$	\$	\$

**PRICE PROPOSAL**

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PROPOSER: \_\_\_\_\_

We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the IFB documents.

We understand that the evaluation and subsequent final ranking of proposals will be in accordance with the IFB documents.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the IFB document.

We further confirm that the Primary Account Representative named within our Technical Proposal will be assigned to the University for the duration of this contract.

The undersigned hereby certifies that he/she is a duly authorized officer of the Proposing Firm and can bind the Proposer to the prices quoted herein.

\_\_\_\_\_  
Proposer (Company Name)\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Title**END OF PRICE PROPOSAL FORM**

**BID NO.:** BC-21354-C**TECHNICAL BID DUE DATE:** MONDAY, DECEMBER 11, 2023 AT 11:59 P.M. ET**BID FOR:** Creative Services Printing**NAME OF BIDDER:** \_\_\_\_\_**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. <u>  1  </u>	dated <u>  11/29/23  </u>
Addendum No. <u>      </u>	dated <u>          </u>
Addendum No. <u>      </u>	dated <u>          </u>
Addendum No. <u>      </u>	dated <u>          </u>
Addendum No. <u>      </u>	dated <u>          </u>

As stated in this Addendum, this form is to be returned with your response.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date**END OF FORM**