



PROCUREMENT AND STRATEGIC SOURCING

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

procurement.umbc.edu // p: 410.455.2273

DATE: December 4, 2023

TO: All Prospective Bidders
Cc: Procurement File

FROM: David Clurman

RE: Creative Services Printing, IFB # BC-21354-C,
ADDENDUM #2

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. We are fortunate in that we are a supplier under the current contract. Are we able to use current UMBC contacts as references for this?

Answer: Yes, you are able to use UMBC contacts as a reference for this solicitation.

2. We'll need detail on the large format/signage items. Previous job(s), market basket, or a few sizes. We can't support a generic price per square inch.

Answer: 20" x 40", 24" x 48", 24" x 72" and 120" x 396".

3. On the mailing section, if they have some sample jobs we can price that. We don't typically release laundry lists of our services.

Answer: Provide answers on the Price Bid Form the best you are able to.

4. Is Appendix E required to be filled out and submitted with the proposal?

Answer: No. The UMBC contract is provided so that firms can review UMBC's terms and conditions that will be in place for successful bidders. If there are any concerns with standard contract terms the bidder should include requested changes in the proposal.

5. How often does UMBC attend press inspections? Our company has local solutions, but some solutions we offer exceed 60 miles. Will UMBC consider solutions beyond 60 miles?

Answer: UMBC will only press check high-end pieces. UMBC does not want to exceed 60 miles to press check a piece.

6. Would UMBC consider applying for credit with our company for easy billing solutions?

Answer: UMBC is a State entity, and as such, does not complete Vendor applications for new accounts. The University issues purchase orders for the procurement of goods and services. Payment is made within 30 days from receipt of the invoice, under normal conditions.

7. If using UMBC Mail permit, will UMBC be providing an individual check made payable to the USPS Postmaster or a USPS CAPS Account, or both?

Answer: UMBC will not provide individual checks to the supplier. Departments within UMBC hold different Permit numbers and the individual permit accounts are funded by their respective departments internally. The supplier will mail items against UMBC Permits, unless requested otherwise.

8. Will UMBC provide their nonprofit CRID Account number so that Supplier can mail nonprofit from their permit?

Answer: Yes, UMBC will provide a CRID Account number.

9. If our company adds a new subcontractor after the Bid award, can that new subcontractor details be added later?

Answer: Yes, this is acceptable.

10. General questions regarding clarifications on specifications are listed below.

- 10.1. Art available for all pieces for review?

Answer: No.

- 10.2. Ink coverage for all pieces?

Answer: Varies (see specs).

- 10.3. All paper white?

Answer: No.

10.4. All packing in convenient cartons?

Answer: Only when necessary (large orders).

10.5. Inside or loading dock deliveries?

Answer: Both.

10.6. Print digitally where deemed appropriate by the printer?

Answer: Depends on the project.

10.7. Postcards:

10.7.1. 2/2 = black and common PMS or Two common PMS”?

Answer: Black and PMS.

10.7.2. If PMS’ used, what are the numbers?

Answer: 1235C/116U.

10.7.3. 4/4 = 4CP?

Answer: Yes.

10.8. Flyers:

10.8.1. 2/2 = black and common PMS or Two common PMS?

Answer: Black and PMS.

10.8.2. If PMS’ used, what are the numbers?

Answer: 1235C/116U.

10.8.3. 4/4 = 4CP?

Answer: Yes.

10.8.4. Can 80# white smooth opaque be used?

Answer: Yes.

10.9 Brochures:

10.9.1. 2/2 = black and common PMS or Two common PMS'?

Answer: Black and PMS.

10.9.2. If PMS' used, what are the numbers?

Answer: 1235C/116U.

10.9.3. 4/4 = 4CP?

Answer: Yes.

10.9.4. Brochure #3 roll fold?

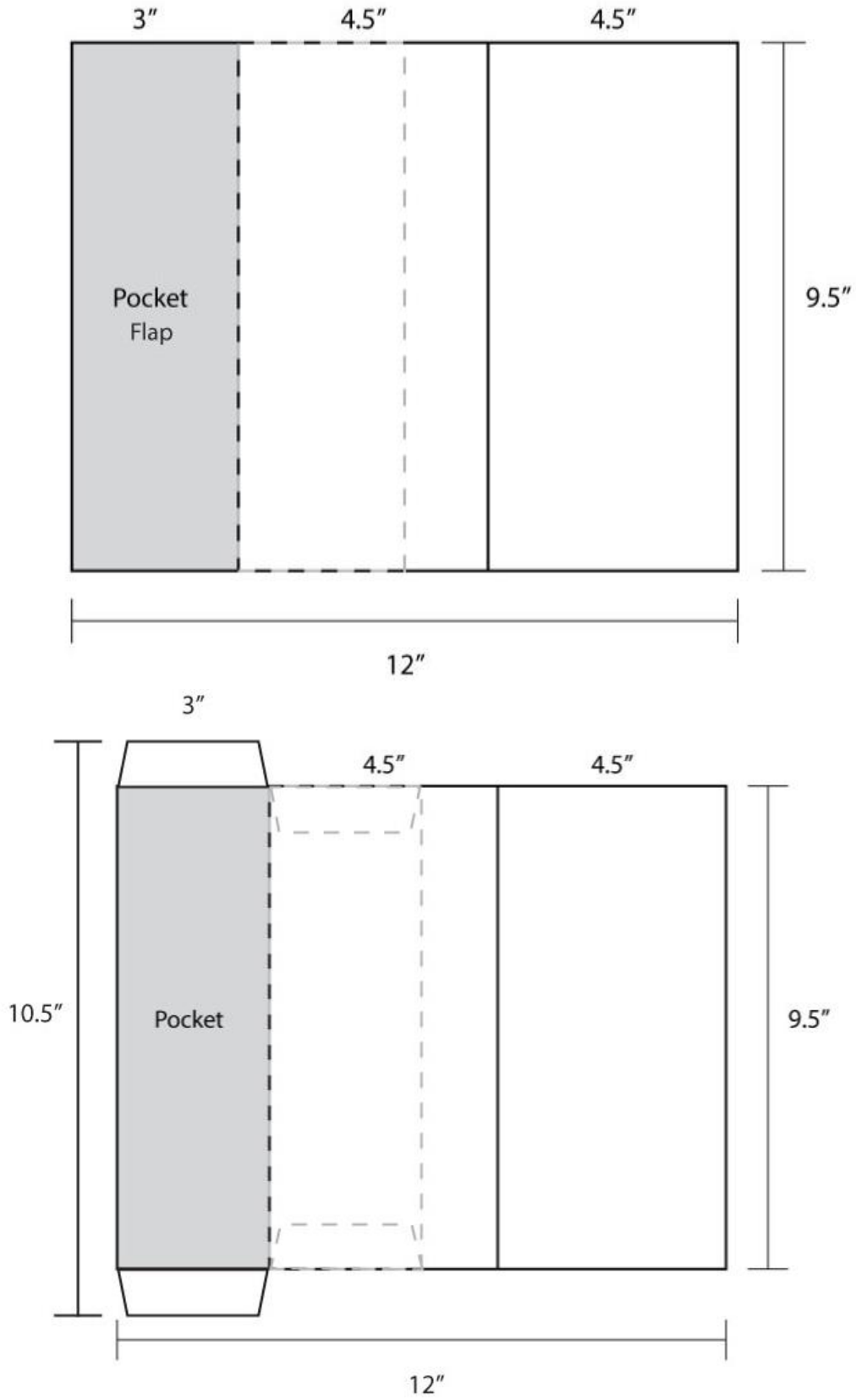
Answer: Flat-fold. One fold vertically, one fold horizontally as noted in APPENDIX G.

10.9.5. Brochure #4 use satin aqueous coating instead of dull varnish?

Answer: Yes.

10.9.6. Brochure #5 flat pocket? Flush, within mechanical tolerance, trim?

Answer: Flat vertical pocket. Attaching diagrams of possible construction are below for clarification.



10.9.7. Brochure #6 roll fold to final size of 8.5” x 3.666”?

Answer: Tri-fold as noted in APPENDIX G.

10.10. Invitations:

10.10.1. 2/2 = black and common PMS or Two common PMS’?

Answer: Black and PMS.

10.10.2. If PMS’ used, what are the numbers?

Answer: 1235C/116U.

10.10.3. 4/4 = 4CP?

Answer: Yes.

10.10.4. Invite #2 perforate on fold? “L” perforation?

Answer: Varies; could be single line, L, T, etc. Quote for single line.

10.10.5. Invite #3 perforate on fold? “L” perforation?

Answer: Varies; could be single line, L, T, etc. Quote for single line.

10.11 Business Reply Cards:

10.11.1 1/1 Black or PMS?

Answer: Black.

10.10.2. If PMS, number?

Answer: 1235C/116U.

10.12. Envelopes:

10.12.1. #10 window. Window size 1-1/8” x 4-1/2””? 7/8” from left? 1/2” from bottom?

Answer: Yes.

10.13. Folders:

10.13.1. 2/2 = black and common PMS or Two common PMS'?

Answer: Black and PMS.

10.13.2. If PMS' used, what are the numbers?

Answer: 1235C/116U.

10.13.3. 4/4 = 4CP?

Answer: Yes.

10.13.4. Flat horizontal pocket(s) for all three (3) options?

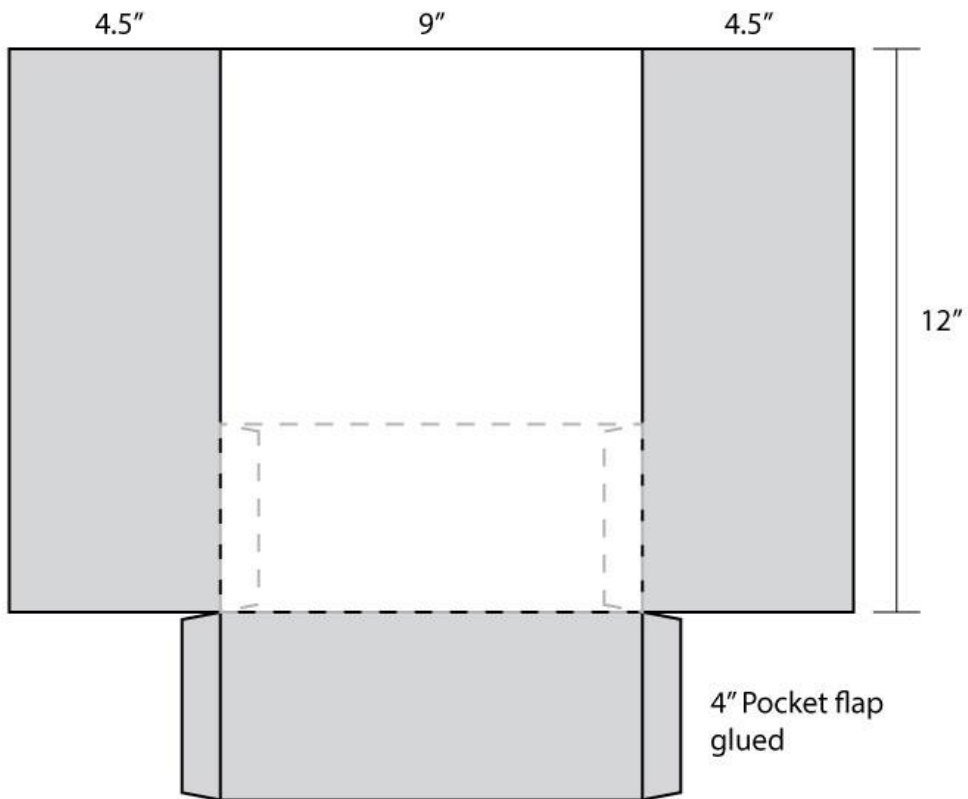
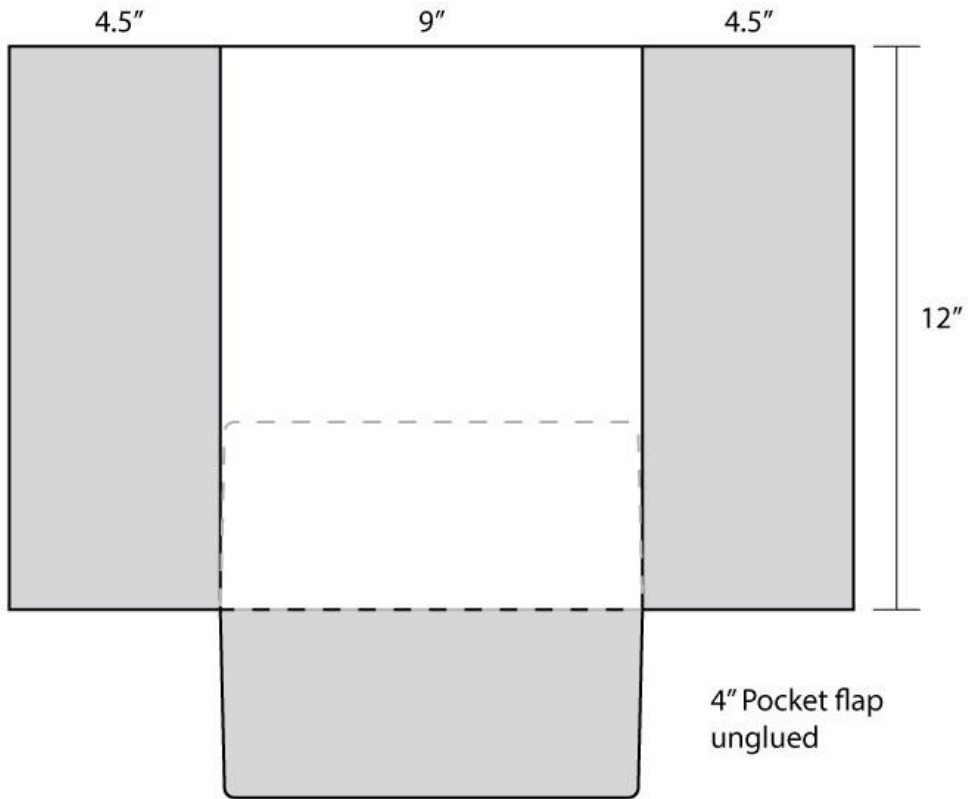
Answer: 7.1 horizontal pockets. 7.2 vertical pockets, 7.3 horizontal pocket as noted in APPENDIX G.

10.13.5. No business card slits for all three (3) options?

Answer: No business card slits.

10.13.6. Folder #3 overall flat size? Mock-up provided to show gate fold?

Answer: Overall size is 18" w x 16" tall. Mock-up below.



10.14. Calendar option 1:

10.14.1. 2/2 = black and common PMS or Two common PMS'?

Answer: Black and PMS.

10.14.2. If PMS' used, what are the numbers?

Answer: 1235C/116U.

10.14.3. This will fold against the grain. Score required?

Answer: Yes.

10.15. Calendar option 2:

10.15.1. 2/2 = black and common PMS or Two common PMS'?

Answer: Black and PMS.

10.15.2. If PMS' used what are the numbers?

Answer: 1235C/116U.

10.15.3. Fold with or against the grain? Score required?

Answer: With and score.

10.16. Newsletter/event Program/folded Media:

10.16.1. 4/4 = 4CP?

Answer: Yes.

10.17. Booklets:

10.17.1. For both options, finish of coated cover and text?

Answer: Gloss finish.

10.17.2. If the finish is non-gloss, apply aqueous coating?

Answer: No, unless specified.

10.17.3. For both options, 2/1 = black and common PMS or Two common PMS’?

Answer: Black and PMS.

10.17.4. For both options, If PMS’ used, what are the numbers?

Answer: 1235C/116U.

10.17.5. For both options, 1/1 Black or PMS?

Answer: Black.

10.17.6. Booklet option #1, page size 4-3/4” x 7”? Stitching on 7”?

Answer: Yes.

10.17.7. Booklet option #2, page size 8-1/2” x 11”? Stitching on 11”?

Answer: Yes.

END OF ADDENDUM #2, DATED 12/04/23
(Original with enclosures were not mailed)

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> 2 </u>	dated <u> 12/04/23 </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