

QUESTIONS & ANSWERS

Q: Page 10 of the general specifications document included in the bid package states that NO SUBCONTRACTING is allowed. Does this include sending work out to an outside bindery?

A: **No. Using an outside bindery is acceptable.**

Q: Lot II: Regarding the number of pages. Does this reflect inside pages + cover or does this indicate total number of pages? For example Booklet 1 is listed as 24 pages - is it 24 + 4 or 24 total?

A: **The lot should be 24 + 4 which is 28 including cover.**

Q: Lot IV Envelope 2: The information given is slightly ambiguous - what envelope do you want - do you want a quote on printing on 9 different envelopes 1000 each - do you want a specific envelope @ 1000 or do you want see what will cost for each of the 9 @ 1000?

A: **Each of the 9 at a run of 1000.**

Q: Regarding samples, do you really want to see 3 unique printed pieces per lot or can I put together a sample packet that would reflect that type and quality of work that we do?

A: **General samples are just fine.**

Q: Lot 1 – On the spec sheet with size breakdowns you only list ONE quantity than on bid sheet there are several quantities, do we only submit one or all quantities listed?

A: **The boldface quantity is required. The other quantities are optional.**

Q: Lot 2 – On Booklets, Reports etc the page count shown is this TOTAL pages such as Booklet 1 has 24 pages does this include the separate cover and will make this a 20 pages PLUS cover.

A: **The quantity is for inside text pages. The cover is additional (24 plus cover etc.)**

Q: Lot 3 – Are the Posters printed on one side or two sides

A: **The posters are one-sided.**

QUESTIONS & ANSWERS (Cont.)

Q: Lot 5 – Shipping overnight on RUSH DIGITAL WORK we are in Pittsburgh and to receive a file from your art department via email and print than ship so you can receive in 12 hours could be tough is there any leniency.

A: **There is no extra time allocated for this rush designation. They are for extremely time-sensitive, often emergency projects.**

Q: On most of the items listed you specking LUSTRO Paper is there a need for a #1 sheet?? Can I use a very nice #2 sheets we use here as our house sheet, its priced very well and with some of you quantities there would be a very nice savings throughout the term of this contract.

Q: Is it possible to quote LUSTRO PAPER and a comparable sheet

A: **Yes. As long as we have a lustro-dull quote for comparison, please quote a comparable sheet if you'd like.**

Q: Is delivery inside delivery or dock delivery? Please provide zip codes for the following cities: Albany, Buffalo, NYC, Syracuse.

A: **Delivery is inside delivery. Please refer to the paragraph "Price" in the General Specifications, p.5.** Shipping to Albany, Buffalo, New York City, and Syracuse shall be city-wide. No specific zip codes can be provided.

Q: What are the dimensions for the A1 and A9 envelopes?

A: **A1: 3-5/8" x 5-1/8"**
A9: 5-3/4" x 8-3/4"