1. Category F: University Notecard and Envelope
   Special Instructions
   Quote die-cut and non-die-cut
   **Question:** Would you please send a sample of the die-cut piece?
   NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art. Please disregard specs from the original RFP and quote:
   Quantity of 5000,
   ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
   Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
   Deliver to Kent campus Mail Room.
   8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
   A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
   Quote envelope printed 1-side PMS 281 AND unprinted
   *see art attached

2. We noticed that this RFP doesn’t include print and mail for Admissions, Alumni, and Development. Would a new vendor be a part of those opportunities?
   ---Any one of the awarded vendors can be a part of any departments print opportunities. Many of the print projects for these departments are run through UCM currently. The contract covers all university departments.

3. Is it possible to breakdown the estimated annual volume per category item.
   ---With the ever changing print environment at the university, there is really no solid way of knowing what our annual requirements might be. Also, the awards for each category can be given to multiple vendors thereby potentially splitting the annual quantities between several of the contracted vendors making it that much more difficult in projecting the annual print quantity per vendor.

4. To be clear we are not required bid on all category items if they do not fit us and our suppliers.
   ---Correct, you are not required to bid on all categories but if you are bidding on a particular category, all points within that category must be addressed and/or quoted on.

5. Is a web portal weighed at all in the review process.
   ---The offer of web portal access should be noted in the category where it would be used and any costs associated with the web portal.

6. Can you estimate how many different delivery locations there will be among all the Kent campuses.
   ---There are 8 regional campuses and the Kent campus. Each campus has many potential departments that may require delivery. Most deliveries are to the Kent campus departments.

7. How often do you add vendors? I noticed you have had the same vendors for years. Are you looking to replace some or possible add one or two?
   ---The contract is awarded for one year with the possibility of 4 one year renewals. We are looking for the vendor or vendors that are the best fit for Kent State University, current or new.

8. Is a digital printed business card an acceptable replacement for thermography printed business cards?
   BC---No, where we specify thermographic, we are asking for pricing on thermographic business cards.
   *see art attached
9. section 5.2
   section b
   Companies operational Ability
   -Can the company be a print management company as opposed to having all the machinery in house? meaning, we can bid everything, but not all of it is produced in our CLE center?
   ---No, we often go on press checks and would need local vendor presence. We also need to be assured that our contracted vendors are capable of completing the work that they were awarded.

10. Category B: Long Run (over 10,000) Offset  Brochure – 8 pages + cover
    How are these finished? Corner staple or saddle stitch?
    ---Saddlestitch-sorry for the omission.

11. Category D: Long Run (over 10,000) Digital  Brochure – 4 pages + cover
    How are these finished? Corner staple or saddle stitch?
    ---Saddlestitch-sorry for the omission.

12. Category F: Letterhead
    Letterhead
    There is a "second option" mentioned but no specifics given. What is the second option?
    WM---That is a typo. There is only one paper option and that is the watermark bond. No second option.

13. Category F: 2 and 3 Part Forms
    2 and 3 Part Forms
    • Please confirm # of parts to quote. Job Type says 2 and 3 part but the Number of Pages says 1 sheet.
      ---Please quote a 2 part form and a 3 part form
    • What are the colors of the paper?
      ---Use standard part form colors. 2nd page on both forms should be yellow and and 3rd page on the 3 part form should be pink. White should be the top sheet in both forms.
    • Are these forms edge glued or is there a perforated stub? If stub, what is the size?
      ---The forms edge is glued.
    • Is there any crash or print numbering? If so, how many digits?
      ---Crash numbering, consecutively numbered in one location on all parts. 5-digits.
    • What is the quantity to shrinkwrap?
      ---Shrink wrap in 100’s.

14. Category F: University Notecard and Envelope
    University Notecard and Envelope
    Can we get a copy of the dieline?
    NC---See attached art
    There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.
    Please disregard specs from the original RFP and quote:
    Quantity of 5000,
    ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
    Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
    Deliver to Kent campus Mail Room.
    8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
    A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
    Quote envelope printed 1-side PMS 281 AND unprinted
    *see art attached

15. Category G: Magazine
    Magazine - 40 pages + cover
    How are these finished? Corner staple or saddle stitch?
    ---Saddlestitched
16. “University Notecard and Envelope”
   Are these special shape notecards? You stated to quote with and without die-cutting...what would represent them being die-cut?

   NC---The notecards are rectangular, standard sized notecards. The die is for the gold foil as shown in the attached art.

   There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.
   Please disregard specs from the original RFP and quote:
   Quantity of 5000,
   ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
   Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
   Deliver to Kent campus Mail Room.
   8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
   A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
   Quote envelope printed 1-side PMS 281 AND unprinted
   *see art attached

17. “Letterhead”
   Is the quantity based on 1 version of 25,000 or are there multiply locations?---one version
   Do you already have the pre-made Kent Watermark Bond paper that you would be using for this? Or am I to supply this?

   WM---The awarded vendor would supply the watermark bond.

18. “Thermographic business cards”
   Do you have sample/image of the card holders for these business cards?
   BC---Not sure what you are asking for with the card “holder”. I have attached a pdf of one of the cards.
   *see art attached

19. “Athletic Business cards”
   Are all 6 versions being printed at the same time or will they be separate orders?
   ---500 cards of one version. Please ignore Special Instructions notes.

20. I am writing to notify KSU of our intent to bid on this RFP, however, I do not see any examples of things to actually provide pricing based upon. I know it states offset or digital printing and the like, but, it does not state what kind of print... 4 color? What type of paper? What type of finishing?
   ---The attachments to the RFP invitation show the specs to quote on.

21. Category D – Long Run (over 10,000) Digital –
   The quantity @ 20,000 pieces should be quoted printing Litho instead of digital for best pricing.
   It is currently specified as Digital with Digital paper stocks.
   Would you like us to quote BOTH digital and litho?
   Or just litho? And if just Litho should we quote our house sheet or use comparable litho versions of the stocks indicated?
   ---Quote both. And if quoting litho also-use your house sheet and specify what that house sheet is.
22. **Category F University Notecard and Envelope**

Carrara white is no longer manufactured. Carrara is a shade of white that was originally part of Nekoosa Paper and Nekoosa closed years ago. The Carrara White color did come in paper multiple finishes. There was a felt, a linen and a smooth finish. Would you like to provide us with an available and specific stock to use/quote on? Or, if you can indicate the finish of paper you want, then we can look for and quote a similar stock.

NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.

Please disregard specs from the original RFP and quote:

- Quantity of 5000,
- ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
- Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
- Deliver to Kent campus Mail Room.
- 8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
- A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
- Quote envelope printed 1-side PMS 281 AND unprinted

*see art attached

23. **Category G Magazine**

This is a web-printing press project. We don’t have a web press inhouse. Should we indicate that it is not a good fit for us? Or we do have web press printing houses that we have partnerships with that we can quote it through, but we would probably cost more than a printer that has a Web-printing press in house.

Should we bid it? Or is it OK to submit that piece as a no-bid?

---If you cannot produce this in-house please no-bid.

24. **MAILING?**

On the Title of the Proposal it says “Related Mail Services to include direct mailing, fulfillment and postage” however, I do not see that any of the printing pieces indicate that they are to be mailed? In fact, all of the Category/printing requests indicate to deliver to Kent Campus Mailroom. Please advise how we are to proceed with this? Should we just put together our proposal for Campus Wide mailing services?

See Revised Pricing Sheets - Attachment A for specific quotation.

25. **Category F – University Note Card and envelopes**

80# Carrarra cover and matching envelopes paper is discontinued. Would you like to substitute 80# Accent white cover and matching envelope?

What does the die cut look like?

NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.

Please disregard specs from the original RFP and quote:

- Quantity of 5000,
- ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
- Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
- Deliver to Kent campus Mail Room.
- 8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
- A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
- Quote envelope printed 1-side PMS 281 AND unprinted.

*see art attached
Category F: Thermo BC
Special instructions - Does the 2nd side of the 2 sided BC need to be raised?
Typically we don’t thermo both sides.
BC---On the 2 sided business cards, one side is not thermographic.
*see art attached

26. **Category F: University Notecard and Envelope**
   **Paper**
   Is there a paper substitute?
   Upon review the 80# Carrera Cover and matching A2 Envelopes are no longer being manufactured, our resources recommend Via Felt Bright white as a substitute. Do you have a substitute paper that is already being used, if so would you please share what that may be.

   NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.
   Please disregard specs from the original RFP and quote:
   Quantity of 5000,
   ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
   Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
   Deliver to Kent campus Mail Room.
   8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
   A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
   Quote envelope printed 1-side PMS 281 AND unprinted.
   *see art attached

27. **Special Instructions**
What is meant by quote die-cut and no die-cut?
Does this mean with foil stamp and without foil stamp.

   NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.
   Please disregard specs from the original RFP and quote:
   Quantity of 5000,
   ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
   Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
   Deliver to Kent campus Mail Room.
   8.5” x 5.5” flat, 4.25” x 5.5” folded. 80# Pure White Mohawk Via Smooth cover.
   A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
   Quote envelope printed 1-side PMS 281 AND unprinted.
   *see art attached

28. **Category F - Notecards and Envelopes;**
In order to quote the Notecard and envelope, I would need to see a file.
I need to understand the registration between the foil and ink on the note card. Could you please email me the design.
You are asking for quote with die cutting and without. I need to see what is die-cut. Again please send copy of the design.
NC---There is a gold foil die for this notecard. The card itself is not diecut. Please quote 1. with gold foil die and 2. with PMS 128 in place of the gold foil. See attached art.
Please disregard specs from the original RFP and quote:
Quantity of 5000, ink-1 color plus gold foil/0, AND quote PMS 128 in place of the gold foil
Fold and score. Shrink wrap in 25 notecards and 25 envelopes.
Deliver to Kent campus Mail Room.
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A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
Quote envelope printed 1-side PMS 281 AND unprinted A2 envelope is 70# Pure White Mohawk Via Smooth. Foil is the border and the sunburst.
Quote envelope printed 1-side PMS 281 AND unprinted
*see art attached

29. Category F - Watermark bond - is this custom watermark of the KSU University? If yes, is it printed or is it part of the paper down at the time of paper manufacturing? If not custom, is it just the brand of the paper?
WM—The contracted vendor would be required to provide the watermark bond with the custom KSU watermark.

30. Is the website that KSU is requesting solely for the placement of business card, letterhead and forms product orders considered by KSU as an EIT product or service?
---yes

31. Category F: Letterhead – Paper says to quote both options? But only the 1 stock @ Kent Watermark Bond is listed?
WM—that is a typo. There is only one paper option and that is the watermark bond. No second option.

32. Category F: Thermographic Business Cards – Are there changes to artwork/specifications for this contract? Please see below and advise.
Currently the business cards are 2PMS/0 or 2PMS/1PMS – the front is not 2pms+BLACK.
There is also a Special Instruction to quote 1PMS/1PMS – is this a new option for all versions of cards?
Request does not indicate that there are 17 different versions of the business cards on the online ordering site
BC---Please quote the current the business cards that are 2PMS/0 or 2PMS/1PMS.
Disregard the Special Instructions to quote 1 PMS/1 PMS.
*There are 17 versions of the KSU business card.
*see art attached

33. Category F: Athletics Business Cards
currently print 4/4 digital on 130# cougar cover. Are there changes to artwork/specifications for this contract?
---Please quote revised specs of 4/4 on 130# Cougar cover

34. Athletics Business Cards are ordered offline currently because they are NOT thermographic. Is this RFP requesting that they are incorporated into the online business card site?
---No.

35. Section 6.14 –
The business cards and one site and the LH and forms are currently separate websites – is it OK that they remain that way? Or is this RFP requiring a completely new online ordering website where they are all combined? If the RFP is requiring that there is a brand new online ordering website that incorporates all 3 items onto the same site, then that should be a separate cost request.
---Separate sites are fine. If you’d like to combine them please supply a cost to combine.

36. Section 4.0 Contract Terms
Paragraph 4.10 Price & Freight
As it relates to Section 5.0 Request for Proposal Format and Evaluation Criteria
Paragraph D Pickup and Delivery
We understand your request in 4.10 that the quoted Price must include the Delivery/Freight Cost.
However, in Section 5.0 are you inferring that all Deliveries must be made by our own Company Vehicles and there can be no use of FedEx or UPS to make occasional deliveries? Or can FedEx/UPS be utilized as long their cost is included in the quoted price?
---Use of the contracted vendor company delivery is required.

37. For each of the categories is it safe to assume that these specs would apply to multiple orders that may occur throughout the year?
---yes
It seems like an obvious yes for like business cards and letterhead but wasn’t sure about some of the other categories with brochures and such
Is it a requirement to bid on all categories or can we bid on specific ones that are better suited
---Bid on only what you are capable of producing.
We do offer an electronic online catalog option, will that be the only way that orders are placed or could it be more of a manual way like email, fax, etc...
---Could be a combination of both

38. Will vendors be awarded by category or chosen as all the categories combined to one vendor?
---Awarded by category.

39. 5.0 K – Samples.
Are there specific samples being requested? Or do we just need to supply a variety of printed samples?
---Please supply samples by category.

40. E. Production Schedule – Provide your production schedule.
Are you and your colleagues looking for a production schedule for a specific job? Obviously this varies significantly depending on size and complexity.
Or something more general like...
• 10 working days from customer approval for saddle stitched jobs
• 12-15 working days from customer approval for perfect bound books
---General please.

NC=Notecard
BC=Business Card
WM=Watermark letterhead