



ADDENDUM TO INVITATION FOR BID

IFB #: 09.57.DH.Q
TITLE: Printing – First Book
DATE: April 13, 2009

ADDENDUM # 2

The above numbered Invitation for Bid is amended as set forth below.
The Hour and Date specified for receipt of bids [X] remains: April 17, 2009/2:00 PM EDT
Bid Schedule has been amended [].

Offerors must acknowledge receipt of this addendum prior to the hour and date specified in the Invitation For Bid, or as amended, by one of the following methods: 1) Sign and return a copy of this Addendum, or 2) Reference and acknowledge this Addendum on the offer submitted. Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bidding schedule or by letter, provided such letter makes reference to this solicitation and this addendum and is received prior to the closing date and hour specified.

QUESTIONS/ANSWERS:

Questions from Ted DeLoach, Crowson-Stone:

QUESTION: The first item that I noticed was a penalty of up to 25% for quality and delivery related issues.

"The College reserves the right to accept an earlier delivery date as mutually agreed upon between the parties. After approval of copy by both parties, the College reserves the right to assess a penalty in the amount of up to 25% of the contract value if terms of the contract are not adhered to (such as delivery date and quality of end product)." - **Section VII - B**

Some suppliers will decline to bid on the project due to the increased risk associated with this penalty and the subjective nature of what quality may be required and how that might be judged. Further, is 25% as an appropriate penalty for late delivery? This provision does not address the length of any delay in delivery. Is a thirty day delay considered the same as a one day delay? By establishing a set penalty, is the College limiting its ability to recover damages that exceed 25%?

ANSWER: The College requires the job to be completed by the delivery date specified. If the vendor cannot meet the delivery date, or cannot produce the quality the College requires, then the College will not pay for the job.

The 25% penalty is designed to work as a) a negative incentive and b) to help offset the cost of College personnel hours that will be incurred during the rebidding and additional proofing processes. If the job is not finished on time, no exact price can be assigned to the damages incurred by the College when the personnel who have to use this piece in order to recruit students to the College cannot use it by the delivery date specified in the bid.

Additionally, the quality requirements are not subjective. The quality of the end product the College expects to be delivered will be set when the College has approved and signed off on printer's proofs. After acceptance of the final proof, the College will expect the finished product to match the accepted proofs exactly. It is the responsibility of the vendor to ensure consistent quality of the job both during the print run and at bindery.

If the awarded vendor fails to meet either the deadline or the quality requirements or both, the College must start over again with a new vendor and cannot make up for lost time and possible lost revenue.

Therefore, the College does not agree that the provision is inappropriate.

QUESTION: There is also a requirement that the entire book be "Satin Aqueous" coated. Varnishes and Aqueous coatings are functionally and aesthetically equivalent and are generally used to protect the printed sheet from smudging or fingerprinting. This limits the number of suppliers that can offer bids that could use varnishes instead for the same overall effect. Since varnishes are applied the same way inks are, virtually any supplier you might consider could use this technique, whereas Aqueous coating is applied from a unit on the presses delivery and presses must be specially configured for this application. Since there are a limited number of these presses this will limit competition.

ANSWER: There are a number of vendors who can provide a "Satin Aqueous" coating, therefore, competition is not limited.

QUESTION: I don't see any notation of tabbing required on the divider sheets, so it is assumed that none is required - please confirm

ANSWER: Header pages are not tabbed pages.

QUESTION: On the divider pages, will these fall in between signatures or will hand collating be required to insert them between specific pages?

ANSWER: The divider pages are the same size as the text sheets so there are machines that can collate this.

QUESTION: On the Wiro Binding, is there a specific style or color of wiro that is required? If this is supposed to replicate a previously produced book - that would be important!

ANSWER: The wiro is a standard wiro, and the color specification is silver, the color of the metal.

QUESTION: The delivery zip code at the bottom of page 1 of the specification sheet is not legible.

ANSWER: The delivery zip code is 29406.

QUESTION: Is the award based upon the non-taxable amount including freight-in or is it the full price including freight and tax? If so, that gives out-of-state suppliers an advantage over in-state suppliers

ANSWER: the award is made on the nontaxable total + freight. This has always been the policy on printing procurements, however, the shipping charges were not usually broken out as a separate line item, but were included in the quoted price.

Questions from Carole Bare, Interstate Graphics.

QUESTION: Can you please tell me where the header pages go in the book?
i.e. after pages 12, 24, 36, etc.

ANSWER: Header pages fall after the following pages: 4, 12, 38, 60 and 80.

QUESTION: Also, do the header pages print both sides, or front side only?

ANSWER: Header pages print both sides.

Question from Joe Boron, Daniel Graphics


QUESTION: The handwritten spec sheet in the bid states that there are 5 section header pages, but that was left out of the revised specification sheet included with Addendum #1. Please clarify.

ANSWER: Yes, the 5 section header pages are part of the bid.

Company Name and Address

Authorized Representative

College of Charleston
Procurement Office
Charleston, SC 29424



Debbi Hinson, CPPB,
Contracts Administrator