Listed below are vendor questions that were received prior to the requested deadline and the corresponding answers for RFB# AA17-RH-5129 – Contract: Printing of Posters and Banners for Auxiliary Enterprises per the following specifications or approved equal.

The original bid opening date will remain as scheduled for December 21, 2016 @ 1:00 pm EDT

Special Note: The additional pricing specifications that are being requested need to be submitted via Bid Express on a separate document under “attachments”.

Question #1: For Section 1.2.8 – Event Lawn Sign Arrows – Would we be printing to the TOUGHCoast self-adhesive polypropylene material?

Answer #1: It’s up to the printer on how the process is handled as long as the final product is acceptable to us. Currently the arrows are made of the same material as the sign. We’d need to see an example if there is different material being used.

Please provide pricing for:

1) 9” L x 3” W
2) 9” L x 2” W
3) 6” L x 3” W
4) 6” L x 2” W

Question #2: For Section 1.2.8 – Event Lawn Sign Arrows – What size(s) would you like the finished arrows to be?

Answer #2: There are various sizes depending on the size of the sign.

Please provide pricing for:

5) 9” L x 3” W
6) 9” L x 2” W
7) 6” L x 3” W
8) 6” L x 2” W

Question #3: For Section 1.2.11 – Dimensional Signs – Is this for a slotted poster frame/holder?

Answer #3: No, these would need to be designed for mounting to walls.

Question #4: For Section 1.2.11 – Dimensional Signs – Is there a preferred material or finish?

Answer #4: Use Gator Board as the material, 3 levels, each level ½ in. Use dimensions provided in the bid.
Question #5: For Section 1.2.11 – Dimensional Signs – Will it be for indoor or outdoor use?

Answer #5: Mostly indoor, but there may be instances when we may need a weather proof sign. Use Gator Board as the material, 3 levels, each level ½ in. Use dimensions provided in the bid.

Question #6: For Section 1.2.11 – Dimensional Signs – Please give one material or finishing information as it would be helpful in constructing a more accurate bid proposal.

Answer #6: Use Gator Board as the material, 3 levels, each level ½ in. Use dimensions provided in the bid.

Question #7: Question on 3D Signs: Signs can vary in complexity, by how many levels of dimension, physical size and material used to produce which can vary by application. Unclear how to provide accurate cost without knowing these factors. Please clarify.

Answer #7: Use Gator Board as the material, 3 levels, each level ½ in thick. Use dimensions provided in the bid.

Question #8: With the PVC posters, we do not print on rolls and glue on boards. We print direct to boards. I assume that is okay. It is actually faster, more cost effective and produces a higher quality product. Will this process be acceptable?

Answer #8: It’s up to the printer on how the process is handled as long as the final product is acceptable to us. We’d need to see an example of what the printing looks like. Please provide a small 12” x 12” physical sample of a print using this process.

Question #9: With Retractable Stands, we offer a BETTER price as a combo (Print and Stand together) How can I add that?

Answer #9: Please note this on the bid response.

Question #10: What size is the Event Lawn sign Arrows (Is there an outline that we can see)? How much and how did you want the Velcro applied? What is it being applied to?

Answer #10: There are various sizes depending on the size of the sign.

Please provide pricing for:

1) 22” L x 16” W
2) 24” L x 18” W
3) 28” L x 20” W

Applications of Velcro should be determined by the printer. The arrow is being applied to an outdoor lawn sign and should remain there firmly even in wet weather.
Question #11: In the case where we are not bidding, can we just leave that space blank?

Answer #11: Please indicate “no bid”

Question #12: In some cases, our turnaround is different from your listed turnaround. How do we indicate that in the form?

Answer #12: Please note it on the bid response as an additional attachment.

Question #13: The narrative implies that the bid may be awarded piecemeal instead of as one complete award. How likely is it to be awarded piecemeal? How is the current version of the bid structured in respect to number of vendors?

Answer #13: We reserve the right to award to multiple vendors.

Question #14: Who is (are) the current vendor(s) supplying these services?

Answer #14: Hanke Digital and Printing, Sunraise printing, UMass Print Services, Amherst Copy and Design Works

Question #15: Will a vendor outside of Massachusetts be considered for the contract?

Answer #15: Yes as long as our requirements are met. There will also be in person meetings.

Question #16: Are we still able to send over samples of our work with our bid response?

Answer #16: Please send digital pictures of larger projects.

Please send the following physical samples:

1) Poster 28” x 22”
9) Lawn sign 24” L x 18” W with arrow 9” L x 2” W
4) Banner 24” x 12”

Question #17: Is a hard-copy of the bid required in addition to the electronic copy submitted via bidexpress.com

Answer #17: No

Question #18: Is it possible for you to provide us a little more detail on the 3-dimensional signs listed in the scope?

Answer #18: Use Gator Board as the material, 3 levels, each level ½ in thick. Use dimensions provided in the bid.
Question #19: For the miscellaneous graphics, what are the average size? Price varies due to size of the graphics/print due to type of printer used.

Answer # 19: There is no set size.

Please provide pricing for printing on ½ inch gator board in the following dimensions:

1) 6 ft x 3 ft
2) 4 ft x 4 ft
3) 3 ft x 1 ft

Question #20: Can we leave part of the scope out if we cannot fulfill the whole scope (i.e. custom wood framing). If not, is it possible for you to provide a bit more details in the wood framing? Is this with or without stain? What type of wood, dimension? Is it for the menu?

Answer # 20: Yes. If there is a portion of the bid you do not wish to submit pricing for please indicate “no-bid”

Question #21: Reference: Section 1.2.13 – Requests on Friday afternoon/evenings that require less than a day or 1-day turnarounds. Will Express turnaround include off-hours and weekends or business days only M-F?

Answer # 21: Off-hours-yes, weekends – sometimes. This all depends on the project.

Question #22: Reference: Section 1.2.12 – Custom Wood Framing – What basis are we to quote on here? There are many different types of wood depending on the application and the size varies per application.

Answer # 22: Submit a bid response using pine, cherry stain in the dimensions:

1) 22” L x 16” W
2) 24” L x 18” W
3) 28” L x 20” W

Question #23: In the estimated quantity, using posters as an example, will 800 be ordered at one time – OR – rather small quantities over a series of events or times. Please confirm. Thank you.

Answer # 23: Small quantities over the course of the contract.