



**REQUEST FOR BIDS #114-17  
Print Collateral for UM  
RESPONSE ADDENDUM #1  
June 5, 2017**

This addendum responds to questions submitted by vendors. NOTE: We will have files ready for the winning bidder July 1, 2017.

Viewbook:

1. Please confirm the binding is along the 7" dimension. **CONFIRMED. BINDING ALONG 7" EDGE.**

Viewbook envelope:

1. Ink information does not appear correct, please confirm.
2. Will this envelope bleed?
3. Is a booklet or catalog style envelope?  
**PLEASE SEE THE PDF IN THE DETAILED SPECS**

Search Piece envelope:

1. What is the ink?
2. What is the paper?
3. What is the size of the envelope?
4. What style envelope?  
**STANDARD 10x13 ENVELOPE IS ACCEPTABLE. THERE ARE NO BLEEDS. LOGO WILL 4cp.**

Folding Piece:

1. Please confirm sizes. Final printed size and Final cut size listed contradict one another. Are there really 4 lots?
2. Assuming there are 4 lots is the quantity listed per each version or a total? (If it's a total please provide breakdown by lot)
3. What is the correct paper weight?
4. Please indicate how the pieces die cut and slit and where the tape is located.  
**PLEASE SEE THE PDF AND VIDEO IN THE DETAILED SPECS**

Folding piece envelope:

1. Is the final size of the envelope with the flap extended or folded?
2. May we see a die line to confirm shape and construction?  
**PLEASE SEE THE PDF AND VIDEO IN THE DETAILED SPECS**

Folder 1 Specs:

1. What is the finished size of the folder?
2. How large are the pockets?
3. How many pockets?

**PLEASE SEE THE PDF AND VIDEO IN THE DETAILED SPECS**

Folder 2 Specs:

1. What is the finished size of the folder?
2. How large are the pockets?
3. How many pockets?

**PLEASE SEE THE PDF AND VIDEO IN THE DETAILED SPECS**

Bumper Sticker:

1. What is the requested stock?

**THERE IS NO PREFERRED STOCK; SEE PDF FOR DESIGN TO DETERMINE TYPICAL STOCK WOULD USE/RECOMMEND**

**General Questions:**

When will the files be ready to preview? **THE NDA HAS BEEN POSTED TO OUR WEB SITE AT: [http://www2.maine.edu/strategic/upcoming\\_bids.php](http://www2.maine.edu/strategic/upcoming_bids.php) TO GAIN ACCESS TO THESE MATERIALS, PLEASE COMPLETE AND SUBMIT THE NDA TO: [gregg@maine.edu](mailto:gregg@maine.edu)**

Viewbook envelope – the specs do not look like envelope specs. Don't know what to make of them... Need envelope size and ink specs, please.

Stock says 70# Williamsburg Offset. An envelope in this stock would be a making order. (The specs make this look like a different booklet altogether – not an envelope at all)

**PLEASE SEE THE PDF IN THE DETAILED SPECS**

Search Piece envelope- It's a booklet style, but no size specified... 9.5 x 12.625 OR 10 x 13 – either would work. And print specs – says logo and address, so all in blue PMS or black ink? CMYK? **STANDARD 10x13 ENVELOPE IS ACCEPTABLE. THERE ARE NO BLEEDS. LOGO WILL 4cp.**

Folding Piece- I don't understand the size specs. Sounds like 4 separate pieces that are two different sizes. Need details on the die cut, slit, tape, fold.... **YES, PDF AVAILABLE. FINISHED FOLDED SIZE 11.5"x8.5"; White 18# 18pt C1S**

Folder 1- Finishing specs? 5 folds are mentioned, but no explanation about where. If this is a pocket folder, please state pocket sizes, pockets on left and right? Glued or just folded up? Business card slits? **FLAT SIZE: 21.5"×16"; FINISHED SIZE: 9"×12". THIS DOES HAVE A GLUED POCKET.**

Folder 2- Finishing specs? 2 – 3 folds? ?? Same details needed as above for folder 1 **FOLDER 2 IS SADDLESTITCHED INTO FOLDER 1. FLAT SIZE: 17.6"×16"; FINISHED SIZE: 8.8"×12". THIS DOES HAVE A GLUED POCKET.**

Student Life Insert-2 sheets of 11x17 – do these nest into each other when folded? **THREE INSERTS ARE 11x17 FOLDED; ONE IS A SINGLE SHEET; ALL FOUR INSERTS GO INTO THE POCKETS.**

Any preliminary images of design to support the specs are appreciated. **PLEASE SEE DETAILED SPECS WITH IMAGES.**

Question on the mailing of the pieces- Number of different mailings. (Not with same carrier) ie envelope. Pieces per mailing needed to be inserted  
**FOLDER MAILING: ONE FOLDER (FOLDER 2 IN FOLDER 1, PLUS FOUR INSERTS — THREE 11x17 FOLDED, ONE SINGLE SHEET FOLDING PIECE: ALONE IN THE ENVELOPE POSTER: ALONE IN THE ENVELOPE VIEWBOOK: ALONE IN THE ENVELOPE**

**DETAILED SPECS WILL MAKE THE CUSTOM ENVELOPES CLEAR**

On the folding pieces Sample should answer questions on the scoring, die cut, slit and glued. **THIS WILL BE ANSWERED IN THE DETAILED SPECS**

Regarding mailing 1,000 - should we insert one each of the 4 inserts along with Folder 1 and Folder 2 into an envelope for mailing? If so, what are the specs for that specific envelope? Do we carton pack the balance of non mailed pieces and ship back to the University? **FOLDER 2 IS SADDLESTITCHED INTO FOLDER 1, AND ALL FOUR INSERTS (THREE FOLDED 11x17, ONE SINGLE SHEET) GO INTO THE POCKETS. ALL 16,000 WILL BE MAILED BY THE VENDOR. SPECS FOR ENVELOPE TO BE USED: STANDARD 10x13 ENVELOPE IS ACCEPTABLE. THERE ARE NO BLEEDS. LOGO WILL 4cp.**

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