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**REQUEST FOR BIDS RFB # 29-17
Production and Mailing of UM Viewbooks
University of Maine System
ADDENDUM #1**

REVISED: Response Deadline Date/Time: September 21, 2016 (EOD)

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

This addendum responds to questions submitted by participants. Questions are in bold, responses are in italics.

1. **Is binding of viewbook on long side or short side?** *The book is oblong, the binding will be on the shorter edge.*
2. **Can you please provide a pdf sample of piece?** *Please see attached*
3. **Can you provide printed sample of previous year's piece?** *Not available.*
4. **Does envelope open on long side or short side?** *Long side*
5. **Please confirm the envelope is a closed-faced envelope, not a window envelope.** *Confirming not a window envelope.*
6. **Regarding the envelopes, the specs state full bleed. Is that on all four sides? If not, it would be good to know which sides bleed or not, as either we need to have gripper margin to pull the envelope through the press or print flat and then convert to envelopes. Yes, all 4 sides. Please see attached PDF.**
7. **Aqueous coating on cover: gloss? And is it outside covers only, or outside & inside?** *Gloss, outside only.*
8. **Please confirm mailing specs.** *First mailing - 50,000 – Insert viewbook into envelope, inkjet from one list using our permit, ghosted with UMaine nonprofit status and all mailed at one time. Batch mail – 20,000 – Insert viewbook into envelope, inkjet and mail in batches coming in at separate lists at unknown variable intervals.*
9. **Any known details regarding timeframes, number of separate mailings expected with respective mail counts per batch?** *Deliver to campus – 10,000*
10. **Will UM be prepaying for all postage?** *Yes*



Gregg N. Allen
University of Maine System
Sourcing Manager

September 13, 2016