

**RFP#27-13  
ADDENDUM #002  
ISSUED APRIL 30, 2013**

**SUMMARY**

The University removes the specification requiring on demand printing, accepting a single production run of the approved publications. The Contractor shall warehouse the publication inventory, making batches available upon demand by the University for direct mailing various amounts to recipients, or shipping directly to the University.

The deadline for proposals has been extended to May 21, 2013 and the comment period has been extended to May, 7, 2013

Addendum#001, released April 26, 2013 contains Bidder questions and University responses from the initial comment period. To review documents for this RFP, go to:

[http://www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php)

**SPECIFIC RFP EDITS**

(Cover Page) **PROPOSALS MUST BE RECEIVED BY: May 21, 2013**

- 1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interest, including but not limited to cost, lead time, ability to meet specifications, ability to warehouse and batch ship on demand, responsiveness to terms and conditions and references from institutions purchasing similar products and services.
- 1.5 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php). It is the responsibility of all bidders to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Gary Haslam  
Purchasing Department  
University of Maine  
5765 Service Building  
Orono, Maine 04469  
(207) 581-2689  
[gary.haslam@maine.edu](mailto:gary.haslam@maine.edu)

The deadline for inquiries is May 7, 2013

The University will respond to written inquiries not later than close of business, May 9, 2013

- 1.15 A **SIGNED** original and two (2) copies (THREE TOTAL) of the proposal must be submitted to the Purchasing Department, University of Maine, 5765 Service Bldg, Orono, Maine 04469, in a sealed envelope by close of business **Tuesday, May 21, 2013**, to be date stamped by the Purchasing Department in order to be considered.

4.1 Viewbook:

**OPTION ONE**

Size: Folded Finished Size – 7" x 10" (Inside sheets: 14" x 10")

Cover Sheet: 20 7/8" x 10" (3 panels with the extra panel, 1/8 "narrower, folded into the back cover. The back cover with the flap can be 1/8" shorter so that it can be bound in a single pass.)

Quantity: 75,000

Number Pages: 32 inside pages plus 6-page cover (one panel folds into the back of the book)

Inside Stock: Finch Fine Bright White 80# Text (no substitute)

Cover Stock: Finch Fine Bright White 80# Cover (no substitute)

Ink: 4/4 4 Color Process

Bleeds: Full Bleeds

Binding: Saddle stitch

Printing: To be printed and held on demand by the University representative to be bulk mailed or delivered to the campus (sec 3.1).

Mailing: Addresses supplied in Excel and batched on demand