



**REQUEST FOR PROPOSALS #2019-057**  
**Print Collateral for University of Maine**  
**RESPONSE ADDENDUM #4**  
**April 17, 2019**

**CLARIFICATION**

This addendum responds to initial questions submitted by respondents.

**Note:** Questions submitted after the inquiry due date April 3, 2019 (specified in RFP) cannot be answered.

**QUESTIONS**

**Q1:** Do you want me to provide a mailing estimate for the 2019-2020 Viewbook? If so, can you tell me how many you would like us to mail?

**A1:** No mailing is necessary.

**Q2:** The RFP states that contractor is responsible for mailing 110,000 Search pieces with balance delivered to UMaine campus. Print quantity for poster = 120,000. The print quantity for envelope = 70,000. Should that quantity be 110,000?

**A2:** Yes it should be 110,000.

**Q3:** Does the Admissions Folder require an envelope? Is this just a 9 x 12 finished folder with 2 - 4" glued one sided pockets?

**A3:** Yes it does require a standard white envelope with UMaine emblem. No the admissions folder has 4 pockets.

**Q4:** Define Your Future Insert + Enrollment Insert + Housing Insert + Student Life Insert are these all placed in separate cartons and shipped back to campus?.

**A4:** Yes boxed separately to provide easier assembly of packets.

**Q5:** Student Life Insert is this an 8 page saddle stitch piece like Financial Aid Insert?



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**A5:** Standard stapling is fine.

**Q6:** Can you send me/email me what the die cut on the Menu Travel piece looks like?  
Can you do the same for the Quick Fact Bear Hand Out?

**A6:** Travel piece not designed yet, Fact Bear attached.

**Q7:** The Quick Fact Bear Handout does not specify any particular weight of card stock and whether it is to be coated, uncoated, etc. An image of the diecut would be helpful as well.

**A7:** See attached sample.

**Q8:** On the Menu Travel Piece, there is a diecut and an image would be helpful.

**A8:** Die cut will be a building or something similar piece has not been designed yet.

**Q9:** Viewbook Envelope – How many colors does it print? Are there bleeds?

**A9:** Was mailed in, white 9 by 12 with UMaine logo printed in corner with return address.

**Q10:** Search Piece Trifold Envelope – How many colors does it print? What is the final size?

**A10:** Was mailed in, white 9 by 12 with UMaine logo printed in corner with return address.

**Q11:** Folding Piece – We're not quite sure what this looks like, with two final cut sizes, can you send image or describe?

**A11:** See attached sample.



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**Q12:** Student Life Insert – Do the two sheets saddle stitch together?

**A12:** Yes.

**Q13:** Financial Aid Folder – How many pockets?

**A13:** Two.

**Q14:** Do you want viewbooks inserted in envelopes?

**A14:** No.

**Q15:** Do you want folding pieces inserted in envelopes?

**A15:** No.

**Q16:** Do you want inserts placed in folders?

**A16:** No, however clearly labeled on packaging.

**Q17:** Titled VIEWBOOK ENVELOPE, but some additional specs that seem to be similar to the actual VIEWBOOK? Please clarify.

**A17:** Very close in size and has similar color theme.

**Q18:** The FOLDING PIECE, The FOLDING PIECE FODER and THE FOLDING PIECE ENVELOPE, etc. And the Admissions folder and inserts all should come in completely collated, correct?

**A18:** No they need to be in clearly labeled separate boxes.



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**Q19:** Please confirm the viewbook has a landscape orientation and the binding is along the 7" dimension?

**A19:** Yes.

**Viewbook Envelope**

**Q20:** Paper information appears to be wrong. Please confirm that it is 70# Williamsburg Text.

**A20:** Yes.

**Q21:** Will this envelope bleed as the RFP states?

**A21:** See attached sample.

**Q22:** Is a booklet style envelope acceptable?

**A22:** See attached sample.

**Search Piece Envelope**

**Q23:** What is the ink?

**A23:** 4c.

**Q24:** What is the paper? White envelope paper?

**A24:** #20 Weight.

**Folding Piece**



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**Q25:** Please confirm sizes. Final printed size and Final cut size listed contradict one another. Are there really 4 lots?

**A25:** See attached sample.

**Q26:** 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).

**A26:** See attached sample.

**Q27:** What is the correct paper weight?

**A27:** #129 Dull.

**Q28:** Please indicate how the pieces die cut and slit and where the tape is located.

**A28:** See attached sample.

**Q29:** May we see a die line to confirm shape and construction?

**A29:** See attached sample.

**Folding Piece Envelope**

**Q30:** Is there really a die cut on this envelope?

**A30:** Envelope is tab tear.

**Q31:** Please clarify the 5 color ink. Is this 4 color process with a spot dull varnish finish?

**A31:** Four color with varnish.



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**Admission Folder Specs**

**Q32:** What is the finished size of the folder?

**A32:** See attached folder 1 and 2.

**Q33:** How large are the pockets?

**A33:** See attached sample.

**Q34:** How many pockets?

**A34:** Four.

**Q35:** Do you want slits for business card in one or both pockets?

**A35:** No.

**Student Life Insert**

**Q36:** Do you want these 2 sheets just collated or collated then stitched?

**A36:** Collated and stapled.

**Bumper Sticker**

**Q37:** May we see a die line to confirm shape and construction?

**A37:** See attached sample.

**Q38:** Please confirm that the word Quantity is a typo and meant Quality.



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[A38:](#) Correct, the bumper sticker description should say “Quality crack and peel sticker”.

**Menu Travel Piece**

**Q39:** Please confirm paper desired.

[A39:](#) Not selected vendor may spec a hard stock.

**Q40:** May we see a die line to confirm shape and construction.

[A40:](#) Not selected yet.

**Quick Fact Bear Hand Out**

**Q41:** Please confirm paper.

[A41:](#) Bidder may spec a hard stock please specify in bid.

**Q42:** May we see a die line to confirm shape and construction?

[A42:](#) See attached sample.

**Financial Aid Folder Specs**

**Q43:** What is the finished size of the folder?

[A43:](#) 8.5x11 same as admission packet.

**Q44:** How large are the pockets?

[A44:](#) Same as admissions packet 2 pockets one folder.



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**Q45:** How many pockets?

**A45:** Two.

**Q46:** Do you want slits for business card in one or both pockets?

**A46:** No.

**Q47:** Menu Travel Piece – Can we get a PDF of the die?

**A47:** Not designed yet.

**Q48:** Quick Fact Bear Handout – Stock, Can we get a PDF of the die?

**A48:** See attached sample.

**Q49:** Financial Aid Folder – final size after folding? How many horizontal pockets and at what size? How many vertical pockets and at what size? Can we get a PDF of the die?

**A49:** See attached sample.

**Q50:** Financial Aid Folder Insert – is this a 8 page self-cover saddle stitch, will this piece insert into the folder or deliver separately?

**A50:** Deliver separately.

**Q51:** Admission Pocket Folder - final size after folding? How many horizontal pockets and at what size? How many vertical pockets and at what size? Can we get a PDF of the die?

**A51:** See attached sample.





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**Q52:** Folding Piece – is this 4 pieces as 2 at 8 x 5.5 and 2 at 4 x 11? What is die-cutting and can we get a PDF of the die? What tapes? Slit? Folding? Binding?

**A52:** See attached sample.

**Q53:** Folding Piece Envelope - will the folding piece insert into this envelope and mail or deliver separately?

**A53:** Deliver separately.

**Q54:** Inserts – Define, Enrollment, Housing and Student – will they all be ordered at the same time?

**A54:** Yes.

**Q55:** Student life Insert – is this 2 separate 11 x 17 pieces folding and boxing individually?

**A55:** Need to be collated and stapled.

**Q56:** Search piece Trifold Envelope – does envelope print 2/0 2 pms or 4/0 process? Are we inserting 70,000 posters into 70,000 envelopes and mailing? Under notes it says search piece mails 110,000?

**A56:** 110,000 Search pieces and 110,000 envelopes.

**Q57:** Viewbook & envelope – are we inserting and mailing 60,000? I take it the envelopes bleed and have heavy coverage?

**A57:** No, viewbooks are not being inserted into envelopes.