



Procurement Services
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ADDENDUM NO: 1

IFB/RFP No: NKU-15-19

Commodity: NKU Magazine

Date: 2/6/2019

Due Date: 2/20/2019

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Please see the answers to the questions that were submitted regarding NKU-15-19 NKU Magazine.

- 1. The bid has a requirement of the printer to be within a 25-mile radius. Would you be willing to waive?**

Additional consideration may be given to bidders whose print facilities are located within reasonable driving distance from NKU for press proofs, if it's in the best interest of the university. If the bidder's facilities are located outside this distance, please indicate how proofs will be provided (example: overnight shipping) and include estimated shipping charges if any.

Please itemize any additional charges for proofing services. Any charges not listed or agreed upon in advance by both parties in writing will not be allowed.

- 2. Your specifications ask that the paper be "Cover 7pt Sterling Matte (R), interior: 70 lb Sterling Matte that is no less than 50% recovered paper material of which no less than 10% is post-consumer waste. To the best of our knowledge there is no paper that has 50% recovered paper material. How should we proceed?**

The specs call for Sterling Matte, but if the bidder has a preferred stock, samples and specifications for an alternate stock can be provided, as indicated. Paper Stock must be at least 30% Post-Consumer Waste (PCW).

- 3. Would you be open to having the magazines enter the postal system at multiple locations?**

We are open to the most efficient, cost-effective mailing process. Please see the revised Proposal cost form on page 3 of this addendum. THIS NEW FORM must be submitted with your proposal.

- 4. Questions on envelopes?**

- What is the quantity for envelopes? Please see page 6 of bid. Qty is 57,000**
- What color is the printing on the envelope? Is it black? Color is Black**
- Does the envelope print on the front (the face not the flap)? Please see attached photos.**
- Is the adhesive on the envelope peel and stick or is it the adhesive that you moisten and seal? Moisten and seal adhesive.**
- When you say "tip in" do you mean dropping the envelope between the stitches and folding it as the magazine folds? Please see attached photos.**

5. **When you refer to tipping the #9 into the magazine—we typically float an envelope in between the stitches of the magazine. Would that work for this project or do you actually want the envelope tipped into the magazine somewhere? If so, where do you want it tipped?**

Please see the 3 photos on pages 4-6 of a previous issue with envelope. The envelope was positioned in the center spread. There was a center stitch in this issue, holding the envelope with 2 stitches. If there is a preferred method, please describe and include with estimate.

Proposal

Make & Manufacturer of Paper Stock _____

Advantages if other than Sterling Matte? _____

Amount of Recycled Material _____%

*Please include samples of additional paper stock

Base Price: \$ _____ 57,000 - 32+cover - price includes production costs, 1 color proof

\$ _____ each additional 1,000 magazines

\$ _____ less 1,000 magazines

Additional: \$ _____ additional color correction for buyer-submitted digital images
(please indicate each or hourly)

\$ _____ additional charge for customer-requested text/layout alterations (hourly)

\$ _____ additional color proofs (each)

\$ _____ no. 9 remittance envelope tip-in (per issue)

Delivery \$ _____ Delivery cost (mailing list service and postage, etc.)

BIDDER GUARANTEES DELIVERY OF PROOFS _____ CALENDAR DAYS AFTER SUBMITTED ART RECEIVED

RECEIPT OF COPY AND DELIVERY _____ CALENDAR DAYS AFTER RECEIPT OF APPROVED PROOFS

