



EBCE RFP for Printing and Mailing Services Bidder Questions and EBCE Answers

Q1. On page four, you give the quantity of 500,000/month. Can I assume we would be doing approximately 125,000 per week, or even 62,500+- twice a week so as not to overwhelm the call center? Multiple drops also allow us to level out the workflow. Can we also spread the 550,000 customer notifications over several drops?

A1. The customer notifications must generally align with the “meter read date”, and therefore will be done on at least a weekly basis of approximately 125,000 per week. Twice weekly noticing is acceptable.

Q2. Your timetable refers to Questions being due by May 23 but on Page 8 of 33, you have these due Friday May 23, 2017.

A2. The correct due date for questions is Wednesday, May 23, 2018.

Q3. On page eleven, please provide clarification on the specifications for each project:

A3. Several bidders asked for clarification on the sample project table. The table on the following page has been updated to provide clarification on the specifications of the projects. Though a bidder must include the cost estimate per the given specifications, a bidder may also include recommendations that would increase efficiency, decrease costs, and/or improve overall quality of the project. If the specifications are still unclear to a bidder, please provide the estimated costs to the best of your ability and note the specifications used in creating that estimate.

Please note that the projects listed are not necessarily the exact project specifications that will be completed under the awarded contract but are provided to get comparable cost estimates from each bidder.



Project	Format	Paper	Quantity	Estimated Cost for Printing	Estimated Cost for Mailing
1A	<ul style="list-style-type: none"> · Full color (4 color with bleed) for letter and envelope · Single page double-sided letter · Generic letter, no mail merge required · 8.5 x 11 · Regular #10 envelope with printed address 	Letter: <ul style="list-style-type: none"> · 10% recycled · 80 lb. Text · Gloss Envelope: <ul style="list-style-type: none"> · 24 lb. 	500,000		
1B	<ul style="list-style-type: none"> · Full color (4 color with bleed) for letter and envelope · Single page double-sided letter · Generic letter, no mail merge required · 8.5 x 11 · Regular #10 envelope with printed address 	Letter: <ul style="list-style-type: none"> · 100% recycled · 80 lb. Text · Gloss Envelope: <ul style="list-style-type: none"> · 24 lb. 	500,000		
2	<ul style="list-style-type: none"> · Full color (4 color with bleed) · Double-sided postcard · 6 x 11 · Printed address 	30% recycled 100 lb. Cover Gloss	500,000		
3	<ul style="list-style-type: none"> · Full color (4 color with bleed) · Tri-fold brochure · 8.5 x 11 · No mailing 	30% recycled 100 lb. Text Gloss	25,000		N/A