



Date: **October 5, 2015**

Responses to Questions Submitted
RFP-2015-7110-9640-LM
Promotional & Printing Services

1.

Question:	Under Promo Items: Drawstring Backpack – what size is it? What color is it? Is it a 1 color Imprint?
Answer:	Quote 3 best options, high medium low; be specific with your quotes and provide options for a variety of budgets

2.

Question:	Under Promo Items: Pens – what type of pen (stick/click/twist)? Plastic or Metal? Black Ink? 1 color Imprint?
Answer:	Quote 3 best options, high medium low; be specific with your quotes and provide options for a variety of budgets

3.

Question:	Under Promo Items: Travel Mug – Plastic or Stainless Steel? Size in ounces? 1 color imprint? Full Case Quantity okay?
Answer:	Quote 3 best options, high medium low; be specific with your quotes and provide options for a variety of budgets

4.

Question:	Under Promo Items: USB Drive – Capacity? Style?
Answer:	Quote 3 best options, high medium low; be specific with your quotes and provide options for a variety of budgets

5.

Question:	Under Promo Items: Table Cloth – Fitted or a Throw? Color? Size – 6’ or 8’?
Answer:	Quote 3 best options, high medium low; be specific with your quotes and provide options for a variety of budgets

6.

Question:	Under Print Items: Flyers – can paper be switched to 80# matte text?
Answer:	Ideally we would like to stick with what was in RFP, but are open

7.

Question:	Under Print Items: Post Cards (both Mailed and Not Mailed) – need to switch to 100# Dull Cover to meet Postal Regulations Post Cards (Mailed) – FLVS Indicia? What is the Permit Number and Where is held?
Answer:	We cannot provide permit number, but it is held out of Orlando Florida

8.

Question:	Under Print Items: Bi-Fold - can paper be switched to 80# matte text?
Answer:	Ideally we would like to stick with what was in RFP, but are open

9.

Question:	Under Print Items: Course Catalog – How many times a year does it print? Can paper be switched to 80# Matte? Does it ship to 1 location? Where does it ship?
Answer:	Prints annually, shipped to multiple locations (10) throughout state of Florida

10.

Question:	Under Print Items: Brochure – are you locked into the 3.5” dimension size? Does this ship to 1 location? Where does it ship?
Answer:	For consistency purposes for RFP, yes we would like that size. Shipped to multiple locations (10) throughout state of Florida

11.

Question:	Under Print Items: Folder – Do you supply the 6 documents? Describe the 6 documents please. Drop ship to 1 location or multiple locations?
Answer:	Informational inserts, designed file provided. Shipped to multiple locations (10) throughout state of Florida

12.

Question:	Under Print Items: Envelopes – Do you supply the Letters for inserting? Are the Letters Generic or Personalized? Is this a match mailing? Do envelopes print with an Indicia? FLVS Permit?
Answer:	Yes we provide letters. Can quote personalized and generic. Yes, envelopes print with indicia.



13.

Question:	Is this an All or None Bid or can different vendors receive different parts of the bid?
Answer:	Multiple vendors can be selected for this RFP.

14.

Question:	Are all items listed ordered just 1 time a year or multiple times?
Answer:	Depends, sometimes once a year sometimes multiple

15.

Question:	Can certain items be No Bid or do you have to bid on all items?
Answer:	On Section 9 “Proposal Form”, on the price column enter N/A for items you do not intend to bid.

16.

Question:	Envelopes – Do you supply the Letters for inserting? Are the Letters Generic or Personalized? Is this a match mailing? Do envelopes print with an Indicia? FLVS Permit?
Answer:	Yes we provide letters. Can quote personalized and generic. Yes, envelopes print with indicia.

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