



# Promotional Printing RFP

RFP #RPL-2018-06

Addendum/Clarification #1

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This Addendum/Clarification shall be incorporated into the RFP and shall form part of the contract documents.

October 18, 2018

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The following is a list of Proponent submitted questions and the associated response. Firm names have been removed; however, the wording of the questions is otherwise identical as received.

## Questions and Answers/Clarifications

1. Can you confirm the number of pages and finishing for item #2, the RPL Film Theatre Schedule? If it is one 11x17 folded, can we leave out the saddle stitch? You would only need that if it was more than one page.

Yes, you can leave out the saddle stitch. The RPL Film Theatre Schedule is a single, double-sided 11 x 17" sheet, folded to a finished size of 8.5 x 11". As it is only one page, the saddle stitching noted in the RFP is not necessary. The amended specifications for finishing and binding should read as follows:

Finishing and Binding	<ul style="list-style-type: none"> <li>• Folded and boxed</li> </ul>
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2. It says that samples are available. Where can I get one?

Links to PDF versions of both the main publications (*At the Library* and the RPL Film Schedule) are included on pages 11 and 12 of the RFP. The printed versions of each are available at any of our nine locations, as well as various drop points throughout Regina.

3. For the booklets, what would the page count be? And is the finished size 8.5 x 11"? Also, do you want a different cover stock?

The booklets could range from a minimum of 4 pages to a maximum of 28 pages, printed on 8.5 x 11" sheets, folded and/or saddle-stitched with two staples (depending on the page count), to a finished size of 5.5 x 8.5". The covers can be the same stock as the body. The amended specification for booklets should read as follows:

Booklets: 8.5 x 11" -Minimum total page count, including covers: 4 -Maximum total page count, including covers: 28	Full – 4/4	70-90 lb text stock, same stock throughout, including covers.	Folded to 5.5 x 8" and/or saddle stitched	5,000	2
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4. And the newsletters? How many pages would those be?

The newsletters could range from a minimum of four pages to a maximum of 8 pages, printed at 11 x 17" and folded and/or saddle-stitched with two staples (depending on the page count), to a finished size of 8.5 x 11". The amended specification for newsletters should read as follows:

Newsletters: 11x17" -Minimum total page count, including covers: 4 -Maximum total page count, including covers: 8	Full – 4/4	70-90 lb text stock	Folded to 8.5 x 11" and/or saddle stitched	150	2
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5. With the envelopes, we generally use a 2/0 colour process. A 4/4 is usually a special order and would cost more. Do you want us to quote for 4/4, or 2/0?

Part of what we are looking for with this RFP is recommendations on best practices. We would like you to submit a quote for 4/4 process on the envelopes but would also appreciate the inclusion of pricing for 2/0 colour process, if that would be your recommended approach.

6. Are the posters 11 x 17 and 22 x 28 both 2 sided?

No. Both poster sizes – 11 x 17" and 22 x 28" would be single-sided. The amended specifications for both should read as follows:

Posters: 11 x 17, single-sided	Full – 4/4	70-90lb text stock	n/a	200	12-15
Posters: 22 x 28, single-sided	Full – 4/4	70-90lb text stock	Laminated	1	4 - 6