

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015
443.412.2307

IFB 18B-001 PRINTING SPRING/SUMMER NONCREDIT CLASS SCHEDULE

ADDENDUM NO. 4

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Page 11-Schedule for Continuing Education Classes **CORRECT TO READ:**
Spring 2018 Continuing Education Class Schedules
3.1.2 # of Pages: 112 pages, including cover

Summer 2018 Continuing Education Class Schedules
3.2.2 # of Pages 88 pages, including cover
2. **Revised** Bid Form – Please use this form to submit bids.

QUESTIONS/ANSWERS

- Q1: Will the covers be the same for the Spring and Summer books? Or will there be two separate covers? Will the art work be ready for both books so we could run both covers at the same time? Or will we print the covers at separate times?
- A1: The covers will not be the same; there will be two separate covers. The covers will not be completed at the same time. The covers will be run with each schedule so the covers will be printed at separate times.
- Q2: I believe you are asking for an Alternate Offset at 35lb, 80 bright (25x38) and not newsprint (24x36). Would this be correct?
- A2: We will provide a sample of the schedule book upon request. Please email your request to Beth Bertier, Procurement Assistant at bbertier@harford.edu; include your company name, address and contact person. The book cannot be emailed.
- Q3: Will you want PDF proofs or hard copy proofs?
- A3: We require hard copy proofs.
- Q4: Request information for previous contract award:
- A4: Contract awarded to Bartash Publications

Bidder	Bartash Publications	Engle Printing	Signature Offset	RR Donnelley
Spring	\$24,118.00	\$27,850.47	\$54,086.70	\$33,204.00
Summer	20,979.00	\$24,016.42	\$52,235.54	\$29,522.00

- Q5: We offer USPS mailing services. Will there be a need for mailing? If so, would you like that estimate to be included in the original bid or under separate cover.
- A5: Mailing services are not required from the printer. The College uses a local outside mailing firm, refer to page 10, paragraph 2.12.1. Finished materials will be split delivered by the printer to the mail house and the College as stated in the IFB document.
- Q6: On our web equipment, assuming that the cover of the publication is 4 pages, then the text cannot be 110 or 86 pages. The total number of pages including the cover must be in 4 page increments. Please advise the total number of pages for each book.
- A6: The page count, inclusive of the cover, would be 112 pages and 88 pages respectively.

END ADDENDUM 4

September 7, 2017

HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air Maryland 21015

IFB 18B-001 PRINTING 2018 NONCREDIT SPRING AND SUMMER CLASS SCHEDULES- REVISED

INVITATION FOR BID

All bids must be fully and properly executed, securely sealed and marked with the number/title of the solicitation and the due date and time. Envelopes shall be addressed to the Procurement Department at the address above.

Proposals must be received in the Procurement office located in the Hickory Center building, Room 132, not later than **11:00 a.m. Wednesday, September 13, 2017.**

To be considered responsive, each proposal submitted shall include the following:

1. Bid form, completed and signed with all component pricing information supplied;
2. Affidavit of Non-collusion, completed and signed;
3. List of three (3) references on the form provided;
4. One (1) sample of prior work similar type and length to the work solicited herein;
5. Equipment list; and
6. Company Profile (page 3, paragraph 1.3).

Bid of _____ Date _____
Vendor Name

In accordance with the foregoing Instructions, Supplementary Terms and Conditions, and Specifications, including Addenda No. ____, ____, ____, and ____ thereto, I/we submit the following for evaluation:

1. FIRM LUMP SUM PRICES

1. Continuing Education Class Schedules
 - .1 104,000 Spring 2018 Continuing Education Class Schedules (1 book of **112** pages including cover split-delivered on **12/13/17** as described in Press Schedule)

_____ Dollars \$ _____
Words Figures

Provide the dates for the following:

- .1 Date file to be uploaded to Vendor _____
- .2 Date proof approval due from College _____

- .2 104,000 Summer 2018 Continuing Education Class Schedules (1 book of **88** pages including cover split-delivered on **04/21/18** as described in Press Schedule)

Dollars \$ _____

Words Figures

Provide the dates for the following:

- .1 Date file to be uploaded to Vendor _____
- .2 Date proof approval due from College _____

Indicate finished size of booklet: _____

- 2. TIME OF COMPLETION: The undersigned agrees to complete the work in accordance with the in the specifications provided herein.
- 3. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this bid within ninety (90) calendar days after its opening, to execute the contract in accordance with the bid as accepted and to render the Certificate of Insurance within ten (10) calendar days after notification of award.

Name of Firm	Signature
Street Address	Typed/Printed Name
City, State, Zip	Title
Telephone	Email

If a corporation, state:

Name of President _____

Name of Secretary _____

Under laws of what state incorporated _____

MBE Certification: MBE _____ WBE _____