



Questions and Answers

Print and Promotional Services Lot 1 and Lot 2

RFP01-2102520B01-PRNPRO-XXXXXX

Question 1

Label questions / Lot 2, Item# 0-1

Are these the same item as Lot 1 Print Response Sheet, item # 0-4? 2. What is typical quantity per order? 3. Does art remain the same on all 5,000 labels? 4. Does the 1 color imprint bleed off of the sides of the labels? 5. Can you provide an image of the desired art? 6. Is there a preference to have these labels provided on sheets or rolls? Once clarified, please advise how many labels per sheet or roll is preferred.

Response:

1. Yes, White Gloss Label Stock with Permanent Adhesive, 2.5" Circular, 1 color imprint are the same in both Print and Promo lots
2. The quantity that is ordered will vary from year to year.
3. The art will remain the same on all labels
4. No, it does not bleed off
5. For this instance, please use the FLVS logo as reference. There is no preference on how many labels are on a sheet or roll.

Question 2

Label questions / Lot 2, Item# 0-2

Are these the same item as Lot 1 Print Response Sheet, item # 0-5? Or are these labels separate and different from those described on Lot 1 2. Regarding Lot 2, Item# 0-2 versus Lot 1, item# 0-4, is the over-all quantity to be combined (i.e. 5000 ea. x 2 PLUS 10,000 ea. x 2)? 3. What is typical quantity per shipped order? 4. Does art remain the same on all 10,000 labels? 5. Does the 1 color imprint bleed off of the sides of the labels? 6. Can you provide an image of the desired art? 7. Is there a preference to have these labels provided on sheets or rolls? Once clarified, please advise how many labels per sheet or roll is preferred.

Response:

1. See Response 1, Question 1, Lot 2, Item #01
2. Reference RFP, Lot 2 Item# 0-2
3. See Response 2, Question 1, Lot 2, Item #01
4. See Response 4 , Question 1, Lot 2, Item #01
5. See Response 5, Question 1, Lot 2, Item #01
6. See Response 6, Question 1, Lot 2, Item #01

Question 3

Magnetic Name Tags / Lot 2, Item#0-3

How many inks are on the name tags, and does any ink bleed off of perimeter edges? 2. Is there any variable data (changing name lines; scannable bar codes, numbering, headshot pictures etc.)? on these name tags? 3. Do you want these direct printed, or do you want engraved with "color fill" in the engraved areas? 4. Magnet badge fasteners are available with different assigned strengths which affect cost. Should we assume you are looking for the least expensive/least strong magnetic fasteners or the strongest possible (example: strongest possible should hold nametag in place through a thick sweater)? 5. Should these name tags have straight corners or is rounded corners preferred? 6. Do you have any idea of how many tags would be shipped per order? Are you willing to work with an agreed minimum order per shipment (example: 25 or 50 per order)? 7. Do you have any cost information about the most recent annual magnetic name tag purchasing history that you are willing to share? 8. If these name tags have variable data (i.e. same universal art with just different name lines or other variable data), would FLVS be interested in a badge release program where agreed upon universal art template and badge material is purchased in advance as "banked" master shells and ordered / delivered on an as-needed basis.

Response:

1. Logo is our pantone color; it does not bleed off the edge
2. Name tags include employee name and company
3. Name and company are engraved on 2ply plastic name tag
4. The name tag magnet should be able to hold in place for someone wearing a sweater or blazer
5. Rounded Corners
6. Name tags shipped per order could range from 1 to 30. We prefer not to have a minimum order.
7. That information is not available
8. Yes, ordering shells in advance is the preferred method



Question 4

Stress Ball Circle Questions / Lot 2, Items # 0-4, 0-5 and 0-6

1. Are item #s 0-4, 0-5 and 0-6 all to be imprinted with the exact same art and ink colors? If not, please explain how the art and/or ball colors will need to change. 2. Are we correct with understanding that only 50, 250 or 500 balls in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year? 3. What is the preferred ball color 4. Will the 1 color imprint be an image, or just text? 5. Does the 1 color imprint need to be a specific PMS color, or is a close color match (more affordable) acceptable for this decoration? 6. During the initial three (3) years of this contract, do you expect that the imprint on these stress balls will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint?

Response:

1. Promo items that are listed consecutively are the same item and will have the same artwork, imprinted in the same location, the only variation is the quantity that is being quoted.
2. For pricing purposes, this can be priced as a one-time ship. Our annual need may vary from a one-time ship to a box or two maintained in inventory on your business premises and shipped as needed.
3. Quote using a color within our brand guidelines: Blue, White, Gray, Silver, Black
4. Imprint may be text or logo
5. Color can be a color match
6. See Cost Proposal, Lot 2 Promotional, Item 50

Question 5

Lanyard Questions / Lot 2, Items # 0-7, 0-8 and 0-9

Are item #s 0-7, 0-8 and 0-9 all to be imprinted with the exact same art and ink colors? If not, please explain how the art and/or colors will need to change. 2. Are we correct with understanding that only 50, 250 or 500 lanyards in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year? 3. What is the preferred lanyard color 4. Will the 1 color imprint be an image, or just text? 5. Does the lanyard color and the 1 color imprint need to be PMS color specific, or is a close color match (more affordable) acceptable for this decoration?

6. Do you want the 1 color imprint to print on 1 side or 2 sides of the lanyards? 7. Are you expecting to use a standard attachment style on these lanyards (example: Bull dog clip or Metal J-Hook)? 8. During the initial three (3) years of this contract, do you expect that the imprint on these lanyards will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 2 of Question 1, Lot 2, Item #01
3. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
4. See Response 4, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
5. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
6. At minimum we would request 1 color, 1-side of the lanyard
7. Standard attachment
8. See Response 6, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

Question 6

Selfie Ring Light Questions / Lot 2, Items# 0-10 and 0-11

1. Are item #s 0-10 and 0-11 all to be imprinted with the exact same art and ink colors? If not, please explain how the art and/or colors will need to change. 2. Are we correct with understanding that only 50 or 250 Selfie Ring Lights in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will both quantities be needed at separate times in an annual time window? Or are you seeking the cost for budgeting purposes to dictate your preferred shipping box quantity per year? 3. What is the preferred Selfie Ring Light color 4. Will the 1 color imprint be an image, or just text? 5. During the initial three (3) years of this contract, do you expect that the imprint on these Selfie Ring Lights will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint if/when that time occurs during the initial 3 year contract?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 2 of Question 1, Lot 2, Item #01
3. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
4. See Response 4, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
5. See Response 6, Question 4, Lot 2, Item #0-4, 0-5 and 0-6



Question 7

Sticky Bookmark/Flags / Lot 2, Items# 0-12 and 0-13

1. Are item #s 0-12 and 0-13 all to be imprinted with the exact same art and single ink color? If not, please explain how the art and/or colors will need to change. 2. Are we correct with understanding that only 50 or 250 Sticky Bookmark/Flags in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will both quantities be needed at separate times in an annual time window? Or are you seeking the cost for budgeting purposes to dictate your preferred shipping box quantity per year? 3. What is the preferred Sticky Bookmark/Flags paper color (white)? 4. Will the 1 color imprint include any bleeds or screened art (less than 100% opacity)? 5. Will the 1 color imprint require an exact (or converted CMYK) PMS ink color match, or is a close color match acceptable. 6. What is the preferable size of these Bookmark/Flags, and on which dimension will you want the adhesive? 7. During the initial three (3) years of this contract, do you expect that the imprint on these Bookmark/Flags will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint if/when that time occurs during the initial 3-year contract?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 2 of Question 1, Lot 2, Item #01
3. The bookmark/flags can be of any color.
4. No bleeds or screened
5. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
6. No preference, provide best option
7. See Response 6, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

Question 8

Multi color Sticky Bookmark/Flags / Lot 2, Item # 0-14

1. Are all of these Sticky Bookmark/Flags to be imprinted with the exact same art and single ink color? If not, please explain how the art and/or colors will need to change. 2. Will the 1 color imprint include any bleeds or screened art (less than 100% opacity)? 3. Will the 1 color imprint require an exact (or converted CMYK) PMS ink color match, or is a close color match acceptable. 4. What is the preferable size of these Bookmark/Flags, and on which dimension will you want the adhesive?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 4, Question 7, Sticky Bookmark/Flags / Lot 2, Items# 0-12 and 0-13
3. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
4. No preference, provide best option



Question 9

Retractable Ballpoint Pen Questions / Lot 2, Items # 0-15, 0-16 and 0-17

1. Are item #s 0-15, 0-16 and 0-17 all to be imprinted with the exact same art and ink colors? If not, please explain how the art and/or pen barrel colors will need to change. 2. Are we correct with understanding that only 50, 250 or 500 Retractable Ballpoint Pen in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year? 3. What is the preferred Retractable Ballpoint Pen barrel color 4. Will the 1 color imprint be an image, or just text, and are we assuming correctly that you only want 1 imprint location in the same location on all Retractable Ballpoint Pen? 5. Does the 1 color imprint need to be a specific PMS color, or is a close color match (more affordable) acceptable for this decoration? 6. During the initial three (3) years of this contract, do you expect that the imprint on these Retractable Ballpoint Pen will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 2 of Question 1, Lot 2, Item #01
3. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
4. See Response 4, Question 4, Lot 2, Item #0-4, 0-5 and 0-6 and at minimum it should be in one location
5. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
6. See Response 6, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

Question 10

Retractable Pen with Stylus Questions / Lot 2 Items # 0-18, 0-19 and 0-20

Are item #s 0-18, 0-19 and 0-20 all to be imprinted with the exact same art and ink colors? If not, please explain how the art and/or pen barrel colors will need to change. 2. What is the difference between item #s 0-18 and 0-19? Asking because they both show the same quantity as 250... just making sure there was not a copy/paste error on your side. 3. Are we correct with understanding that only 250 or 500 Retractable Pen with Stylus in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year? 4. What is the preferred Retractable Pen with Stylus barrel color? 5. Will the 1 color imprint be an image, or just text, and are we assuming correctly that you only want 1 imprint location in the same location on all Retractable Pen with Stylus? 6. Does the 1 color imprint need to be a specific PMS color, or is a close color match (more affordable) acceptable for this decoration? 7. During the initial three (3) years of this contract, do you expect that the imprint on these Retractable Pen with Stylus will remain unchanged? If there is a possibility of art changing, will you be willing to pay a new/additional set-up fee for new imprint?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. 18 is a box of 50, 19 is a box of 250
3. See Response 2 of Question 1, Lot 2, Item #01
4. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
5. See Response 4, Question 9, Retractable Ballpoint Pen Questions / Lot 2, Items # 0-15, 0-16 and 0-17
6. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
7. See Response 6, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

Question 11

Non-woven Reusable Shopping Tote bag Questions / Lot 2 Items# 0-21, 0-22 and 0-23

Are item #s 0-21, 0-22 and 0-23 all to be imprinted with the exact same imprint location(s), art and ink colors? If not, please explain how the art and/or bag colors will need to change for each quantity requested. 2. Will the 1 color imprint need to be an exact PMS color match? Or will a "close as is possible" imprint color be acceptable? 3. Are we correct with understanding that only 50, 250 or 500 Non-woven Reusable Shopping Tote Bags in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year? 4. What is your preferred bag size for each requested quantity option? 5. Do you need a gusset on these bags? If yes, please specify measurement of the gusset... 6. Is a inserted "support base card" (usually made of plastic) required? 7. What is the preferred GSM weight of the nonwoven fabric?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
3. See Response 2 of Question 1, Lot 2, Item #01
4. Must be large enough to hold a folder. Min of 12wx12h
5. Bag must meet or exceed specifications Lot 2 Items# 0-21, 0-22 and 0-23
6. Bag must meet or exceed specifications Lot 2 Items# 0-21, 0-22 and 0-23
7. Bag must meet or exceed specifications Lot 2 Items# 0-21, 0-22 and 0-23



Question 12

USB Car Charger Questions / Lot 2, Items # 0-24, 0-25, 0-26

Will all USB Car Chargers be the same color? If yes, please advise your preferred charger color. 2. Will the 1 color imprint be the same on all requested quantities of USB Car Chargers? If not, please clarify imprint differences on each. 3. Are we correct with understanding that only 50, 250 or 500 USB Car Chargers in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year?

Response:

1. Yes, all will be the same color - Colors within our brand guidelines: Blue, White, Gray, Silver, Black
2. Yes, all will include same imprint color
3. See Response 2 of Question 1, Lot 2, Item #01

Question 13

3 in 1 charging cable Questions / Lot 2, Items # 0-27, 0-28 and 0-29

Will all 3 in 1 charging cable quantities be the same color? If yes, please advise your preferred charger color. 2. Will the 1 color imprint be the same on all requested quantities of 3 in 1 charging cable? If not, please clarify imprint differences on each quantity. 3. Are we correct with understanding that only 50, 250 or 500 3 in 1 charging cable (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year?

Response:

See responses from Question 12 USB Car Charger Questions / Lot 2, Items # 0-24, 0-25, 0-26

Question 14

Plastic Water Bottle 16 oz Questions / Lot 2, Items \$ 0-30 and 0-32

1. Will both quantity options (item # 0-30: 50 quantity / item # 0-32: 500 quantity) receive the same art in the same 1 color ink and at the same location? 2. What color bottle and (bottle) top colors are you requesting? 3. What style do you want for the bottle tops? Flip Top? Slider Top? Straw?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
3. Water bottle must meet or exceed specifications Lot 2, Items 30 and 32

Question 15**Plastic Water Bottle 20 oz Questions / Lot 2, Item # 0-31**

1. Will this 20 oz bottle receive the same art in the same 1 color ink and at the same location as what will be printed on the 16 oz water bottles (items #0-30 and 0-32)? If not, please describe the differences between the 16 oz and 20 oz bottle decorations. 2. What color bottle and (bottle) top colors are you requesting? 3. What style do you want for the bottle tops? Flip Top? Slider Top? Straw?

See responses from Question 14, Plastic Water Bottle 16 oz Questions / Lot 2, Items \$ 0-30 and 0-32

Question 16**Travel Mug 16oz Questions / Lot 2, Item # 0-33, 0-34 and 0-35**

1. What is your mug color preference? 2. Are all quantity options the same mug color and imprint color? 3. How many locations will decoration be placed? 4. What PMS decoration Color is desired? Do you need an exact color match, or is a "close" color acceptable? 5. Are temperature preservations preferred (example: keeps hot/cold beverage temp for 6 hours) 6. Do you want the bidders to provide a microwaveable and/or dishwasher safe travel mug? 7. Are you wanting stainless steel or plastic Tervis style? Or simply least expensive yet long-lived style? 8. Please advise lid preference types and/or colors (if optional lid color choices are available)? 9. Are we correct with understanding that only 50, 250 or 500 Travel Mugs in 1 box (all unique and specific quantities shipped at one time) is your anticipated annual need for this item? Or, will the cost dictate your preferred shipping box quantity per year?

Response:

1. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
3. At minimum 1 location
4. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
5. No set temperature preservations
6. Mug should be dishwasher safe
7. The best value, that takes into account product safety
8. Travel Mug must meet or exceed specifications Lot 2, Item #33, 34 and 35
9. See Response 2, Question 1, Lot 2, Item #01



Question 17

Tablecloth Questions / Lot 2, item # 0-36

1. Will all 3 (estimated annual quantity) tablecloths be ordered/shipped at 1 time? Or will it be more likely they will be ordered as needed? 2. What is the preferred cloth color? 3. Are we correct with understanding that there is no decoration (imprint) requested for these tablecloths? 4. Are you looking for a 4-sided or 3-sided drape?

Response:

1. Tablecloths will be shipped as needed
2. Blue
3. Tablecloth will include a logo
4. 4 sided

Question 18

Computer Monitor Calendar Questions / Lot 2, items # 0-37, 0-38 and 0-39

For items # 0-37, 0-38 and 0-39, are we assuming correctly that all will be printed with the exact same full color art? 2. Is there a specific size and (calendar placement horizontal or vertical) desired? Standard sizes are typically 1" x 15"; 1.5" x 11.25" (vertical); 2" x 10" and 3.5" x 8.5". 3. Is a Pre-Applied Adhesive strip required on the finished product?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. Horizontal is preferred
3. Adhesive strip preferred

Question 19

Phone Holder Questions / Lot 2, items # 0-40, 0-41 and 0-42

While assuming that each quantity option for item # 0-40, 0-41 and 0-42 will be the same color unless you advise otherwise, can you advise a preferred Phone Holder color? 2. Will the single PMS color (or CMYK equivalent) for decoration need to be an exact match? Or is a "close as is possible color match acceptable?

Response:

1. See Response 1, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

3. See Response 5, Question 4, Lot 2, Item #0-4, 0-5 and 0-6

Question 20**Bottled Hand Sanitizer Questions / Lot 2, Items # 0-43, 0-44 and 0-45**

Is Gel or Liquid sanitizer preferred? 2. Is flip cap opening acceptable?

Response:

Bottled Hand Sanitizer must meet or exceed specifications Lot 2, Items # 0-43, 0-44 and 0-45

Question 21**Adhesive Notepad Question / Lot 2, Items # 0-46, 0-47 and 0-48**

What is preferred location of adhesive (long side or short side)?

Response:

Adhesive Notepad must meet or exceed specifications Lot 2, Items # 0-46, 0-47 and 0-48

Question 22**Magnetic Clips Questions / Lot 2, item # 0-49**

What is the required clip color? 2. What is the preferred clip shape and approximate size?

Response:

1. See Response 3, Question 4, Lot 2, Item #0-4, 0-5 and 0-6
2. Size and shape refer to Cost Proposal, Lot 2 item 49

Question 23

**Set Up Fee Question / Lot 2, item # 0-50**

With regard to setting up a 24/7 online catalog (store) for your items, should bidders include the cost of that soft fixture in item # 0-50? OR - is that subject to be put on the table for discussion upon later evaluation steps for potential qualified awardees?

Response:

All line items cost shall be included in the proposal. FLVS reserves the right to further negotiate all proposed rates.

Question 24**Artwork Fee / Lot 2, Item # 0-50**

Will FLVS vector logo art and high-resolution assets (images, fonts, brand identity criteria, etc.) be provided the awarded vendor? Or will all art assets need to be recreated? 2. Will emailed PDF proofs be acceptable and if live spec samples are required occasionally is there agreement that any associated extra (live spec sample) cost to be negotiated upon request?

Response:

1. Logo and assets will be provided to the vendor, see Description of General Services and Requirements, requirement number 19
2. See Description of General Services and Requirements, Requirement number 13. There is no agreement for associated extra associated costs

Question 25**Lot 1 / Item # 0-1 through 0-14 Question**

For Lot 1, Can you please confirm that we are correct with understanding that if a bleed is not referenced in the Minimum Specifications column that describes each product - there will be no bleeds in those item numbers?

Response:

That is correct. No bleed



Question 26

Lots 1 and 2 Samples

RFP Document Section 3.5, Page 13>> Proposal Section 5-Quality of Samples (Lots 1 and 2): Are the samples due to Ms. Bartley prior to the bid submission date and time deadline? If not, please advise when samples must be provided.

Response:

All samples must be received before the submission date and time deadline.

Question 27

Lot 1 / Items # 0-4 and 0-5 - Label Questions

1. Are these the same item as Lot 2 Promotional Materials Sheet, item # 0-1 and 0-2? Or are these labels additional and separate from those listed on Lot 2 Promotional Materials? 2. What is typical quantity per delivered order? 3. Is the art exactly the same for both quantities on all 5,000 and 10,000 labels? 4. Does the 1 color imprint bleed off of the sides of the labels? 5. Can you provide an image of the desired art? 6. Is there a preference to have these labels provided on sheets or rolls? Once clarified, please advise how many labels per sheet or roll is preferred. OR do you want the labels to be die-cut as individual circles instead of being provided on sheets or rolls.

Response:

1. See Responses to Question 1, Lot 2, Item #01

Question 28

Lot 1 / Item # 0-8 Post Cards (Mailed Through Proposer's Mail House) Questions

1. Will this item be processed and mailed all together and at one annual mailing date? OR will different quantities need to be printed and mailed at different times throughout a single contractual year? If different quantities at different times occur, can you provide an estimated % of the full quantity per printing/mailing session? 2. Are we assuming correctly that FLVS will provide the awarded proposer with a database for the mailing. 3. Should the proposer's unit cost include anticipated postage expense? 4. Will FLVS provide its postage Indicia, and if yes - can the Post Cards be mailed from an out-of-state mail house post office? OR will the out-of-state

mail house be required to ship sorted post cards to a local FLVS post office (please provide that post office address if applicable).

Response:

1. They could be mailed throughout the year, amounts may vary
2. See Scope of Work, Table: Lot One1 Printing, Requirement Number 2
3. Yes, include postage unit cost for print mailed to FLVS Main Office
4. See Scope of Work, Table: Lot One1 Printing, Requirement Number 5

Question 29

Lot 1 / Item # 0-9 Bi-Fold Questions

1. Are we correct with the understanding that this folded product has a flat open size of 5.5 x 8.5, and folds once to a size of 5.5 x 4.25? 2. Realizing estimated annual quantity is 5000, can you tell us if the entire quantity needed per annum is delivered all at one time? OR are the "each" units shipped to various locations on demand - if yes, are you able to provide an estimated % of the full lot printed quantity that will be shipped to FLVS locations at any given time per single year? 3. Are we correct in assuming that printed copy will remain the same for each contract year, but may/will change during sequential contract years?

Response:

1. Yes
2. See Scope of Work, Lot 1, Requirement 1. Page 18
3. Printed copy may change year to year

Question 30

Lot 1 / Item # 0-10 Course Catalog Questions

1. Please provide pocket shape, dimensions, placement and location on self-cover. 2. Is the pocket on the front self-cover page, back self-cover page or both self-cover pages? 3. Are we correct in understanding that the perforated intro page has its perforation located vertically on the 8.5" interior length? 4. Will Course Catalogs printed all at the same time and shipped to one location? OR, are they printed in varying quantities per print session and shipped to various FLVS locations - if yes, please provide a % of the entire quantity that may need to be printed/shipped at different times and different locations.

Response:

1. FLVS is seeking respondent recommendations for industry preferred print house common standards. M
2. Minimum of one pocket
3. Yes
4. See Scope of Work, Lot 1, Requirement 1. Page 18

Question 31

Lot 1 / Item # 0-11 Brochure Questions

1. Will Brochures be printed all at the same time (all with exact same copy and die cutting requirements) and shipped to one location? OR, are they printed in varying copy-specific quantities per print session and shipped to various FLVS locations - if yes, please provide a % of the entire quantity that may need to be printed and shipped at different times and different locations. 2. Concerning the die cut, can you provide the shape of the die and it's dimensions + location on the finished piece? OR, if a special trimming or "punch-out" die is required, will that cost and creative discussion occur at a later time with finalist proposers?

Response:

1. See Scope of Work, Lot 1, Requirement 1. Page 18
2. Die cut is business card slot

Question 32

Lot 1 / Item # 0-12 Folder Questions

1. Will these folders be printed all at the same time (all with exact same copy and die cutting requirements)? 2. Please provide a % of the entire quantity that may need to be drop-shipped at same or different times to how many different (estimated) drop-ship locations. 3. Concerning the die cut on these folders... is it simply for business card to be slipped in? If not, can you provide the shape of the die and it's dimensions + location on the finished piece? OR, if a special trimming or "punch-out" die is required, will that cost and creative discussion occur at a later time with finalist proposers? 4. Concerning the 6 documents to be collated/inserted into the folders, please provide the following information: A. Are these step sheets? B. What is the paper type desired? C. What are the ink parameters?

Response:

1. See Scope of Work, Lot 1, Requirement 1. Page 18
2. It will vary
3. Business card
4. No step sheets. FLVS minimum requirements include 100-matte paper, 4 color ink. FLVS will consider respondent recommendations.



Question 33

Lot 1 / Item # 0-13 Envelopes Questions

1. Is the Post Office drop location mandated to be a (Florida) local post office, or can mailing be performed through an out-of-state post office? 2. Will FLVS include their own postal indicia on the envelope art and/or creative art set-up requests?

Response:

1. The preferred mailing location would be from Florida
2. No, See Scope of Work, Table: Lot One1 Printing, Requirement Number 5

Question 34

Lot 1 / Item # 0-15 Creole and Spanish Translation Questions

(1) What is the unit of measure for the annual estimated quantity of 500? Is the expectation that there will be approximately 500 words to translate per year, or pages, documents, etc.? (2) Is there a region that the Creole or Spanish translations should be localized for? (3) Will all of the source files be in English? (4) What kinds of file types should we expect to receive from FLVS? (5) What are the formatting expectations (if text is provided by FLVS)? Can you confirm that we will not be handling any formatting and only translating the text that we are given or that we create in English on behalf of FLVS? (6) Do you know what the end use of these translations will be? We assume it will be for distribution of school information purposes, but please confirm which printing bid items you will want translation services for (see # 6 below). (7) Can you share some information surrounding the subject matter of the materials that will require translation?

Response:

1. Quote cost per word, there is no expectation of translation
2. No
3. Source files would be in English
4. Adobe Creative Cloud or Microsoft Word
5. Text will be formatted by FLVS, translation will remain in the same format as source files
6. Marketing usage
7. Marketing usage