Procurement and Contracting Services

Request for Proposals for Printing and Mailing Services

<u>Addendum #1</u>

Please mark all proposal submission
Files with the following information

Sealed RFP # L052312
Due on March 9, 2023 no later than 2:00 PM, MST

This addendum is to answer questions received prior to the deadline and to make corrections to the RFP document.

1. We have a question about section 4.3.1 regarding VPAT. This seems to be applicable if we are selling or providing software or equipment that would need to conform to the ADA standards. Is that correct and this particular item is not applicable to the printing, mailing, sign, and promo products we would potentially provide to the University and it's departments? That is correct, a VPAT is not a requirement of this RFP and does not need to be submitted with your response.

2. The Box link listed in Section 3.8 is incorrect. The correct link to upload your proposal response to is: https://arizona.app.box.com/f/ff1ba59d57d04d53a75f76187454c8f9

3. Will the awarded vendors have a list of all the current print buyers with their contact information? No, we don't maintain a list of print users.

4. I did not see where the RFP required pricing for any sample print projects. The criteria mentioned for vendors to list their capabilities is that sufficient? We are looking for capable Printers to provide the services outlined in the RFP (and any beyond that). We're looking for your to provide a discount off your regular rates that will be applied to pricing under this award.

5. Also I want to verify that departments will only be working with approved university approved print and mailing vendors? Or will they be able to use any vendor whether they are in the approved vendor program or not? Departments will be strongly encouraged to utilize the contracted printing/mailing suppliers but are not required to utilize this contract.

6. Will Mauretta and Karen still be providing PO's for the projects we are awarded by the departments? The University is moving away from the current process and having department deal directly with the print vendors. Individual departments will pay for their projects using a University credit card or purchase order.

7. Do you need only the print and mail services L & D Mail Masters offers at this time, no pricing? We're looking for your to provide a discount off your regular rates that will be applied to pricing under this award.

8. Our company policy is postage is due at time of mailing, will this be acceptable? Please include this statement in your proposal response.

9. We have a question regarding proposal submission. Do you need this uploaded in a particular file format (PDF, Word or another file type)? Do you need just the pertinent pages beginning on Section 5.1, page 22 through 27 completed or the full 27 page RFP? A single pdf is preferred and you only need to submit pages 22-27 along with the other requirements listed in Section 5.0.

10. Will the vendor bill Postage for mailing projects as a separate line item or as a separate invoice? It can be billed as a separate line item or as a separate invoice.

11. Will all invoices be paid by credit card? Are checks a payment option? The individual departments will be paying the vendor directly via credit card or with a PO (paid by check/ach).

All else remains the same.