

RFP – PRINTING & MAILING SERVICES

Questions & Responses

#	Question	Response
1	Would you be able to mail me out a few samples of the postcards and single sheets you are asking for pricing on or is there maybe an office I could stop by and pick those up from?	CPA declines to provide hard copies.
2	Can we get physical samples of the jobs mailed out to us as well.	CPA declines to provide hard copies.
3	I see a mention on page 4 (5.2 Project sheet) of envelopes. Is that something that would need to be printed as well along with the other projects listed and would the amount be 60,000 and what would print on them as well and how many colors?	Yes, envelopes should have printed addresses for CPA letters; colored envelopes are not necessary.
4	Do we need to price these jobs on the 3 different recycled percentages you gave us which is 10%, 30% or 100%?	Proposers should provide pricing on their per piece cost for 10%, 30% or 100% recycled paper; not all projects require all three.
5	What type of finish are these to be run on. Gloss, Dull or Uncoated.	The finish used should be uncoated for letters and gloss or pearl for other projects, as directed by CPA.
6	If unable to get the paper weight you are asking for because sometimes stuff is a special order. Are we able to use something close to the weight you are asking for in the jobs listed?	Proposers should follow the requirements set forth in Section 5.2 (Pricing) of the RFP when creating their Proposals.