

Bossier Parish Community College
Purchasing Office
Bossier City, LA 71111
Phone: 318-678-6298
Fax: 318-678-6402
Addendum #1
June 12, 2024

BID NUMBER: 40003-10568 – Provide Annual Printing & Promotional Supplies

DUE DATE: June 24th, 2024 @ 2:00 P.M., CST

The following shall become a part of the Invitation To Bid, Information for Bidders and General Conditions & Specifications, as if originally included.

The purpose of this addendum is to answer inquiries:

Question #1: Is there currently a website platform you use for your faculty/staff to order from, or would we be recommending a new platform?

Answer Question #1: The successful contractor will create a new platform.

Question #2: Do you currently warehouse the printed materials and promotional items or would we be warehousing those?

Answer Question #2: We will order as needed.

Question #3: Will the order from the site come directly to the selected vendor to fulfill and ship to the person who ordered it?

Answer Question #3: The successful vendor will receive a purchase order from the Purchasing Department for all orders. Departments are not allowed to place order on the site.

Question #4: Are the items listed on pages 19-35 of the bid form the specific products you intend on making available for purchase or are they simply provide a general idea of what you are looking to make available to faculty/staff?

Answer Question #4: The items listed are the products that we will order but we will accept or equal.

Question #5: Regarding the website for BPCC faculty/staff, would this need to be a dedicated website separate from our current company website, or would our company website which allows for customization of the items suffice?

Answer Question #5: Please provide a custom website link or digital store front

Question #6: Can we have a copy of the last winning bid?

Answer Question #6: We have not awarded this type of solicitation in the past.

Question #7: Do we quote the exact promotional items or would equal items be acceptable?

Answer Question #7: Equal items are acceptable

Question #8: Will shipping charges be allowed per order?

Answer Question #8: yes

Please see below for additional specification for some of the printing items:

Rack Card – prints full color

BPCC Square – prints full color, single fold, fold to 8x8

BPCC View Book – Prints full color, 16 page self-cover, 11.5x17 White Lynx Opaque Smooth 80# text, 4 sheets, printed 2 sides, saddle stitch 2-tower, folded to 8.5 x 11.5

BPCC Overview (generic) – prints full color, 8.75 x 21.81 white lynx opaque smooth 80# cover, folded to 5.45 x 8.75

BPCC Overview (divisions) - prints full color, 25.81x9 white house opaque uncoated cover 80#, folded to 6x9

Pocket Folder – prints full color, no bleed, 1 side

Pocket Folder Embossed – Embossed in one location; blind emboss

THANK YOU FOR YOUR INTEREST

Gayle Doucet, Director

Firm

Signature

Title

Date

Please acknowledge receipt of this addendum by signature.