

September 25, 2019

**Clarification I: Question and Answer**

**Ref: Bid #220-09 – WGVU TV Showplace Guide Book**

Grand Valley State University has received the following questions in regards to our request for proposal(s) for printing service for our WGVU TV Guide Book reference questions and answers listed below.

**Question:** We cannot find that Flo Gloss is available in a 70# Cover weight. Is 80# Flo Cover OK?

**Answer:** 70# or 80# Flo Gloss is acceptable

**Question:** Should the 80lbs Gloss be used for the fold out?

**Answer:** 80# Gloss Text is the correct paper for the fold out

**Question:** Approx. 9,00 mailed a month – Assuming that this should be 9,000

**Answer:** The correct amount for both styles is 10,000

**Question:** Are all five panels in the second format the same size?

**Answer:** Yes, all five-fold out panels are the same. If the front cover is slightly larger that is also acceptable.

**Question:** What is a wrap around tab?

**Answer:** A small circular sticker that keeps the guide closed during mailing.

**Question:** Can a vendor quote just 1 of the formats?

**Answer:** We would like to see a quote for both for comparison.

**Question:** Does the Cover and Text paper need to be on PCW Recycled?

**Answer:** In order to try and be as sustainable as possible we would like all of the paper to be recycled. However, we will review a proposal that has a different paper stock.

**Question:** Will it get addressed, inkjet and mailed individual? Will it be bulk mail?

**Answer:** The addresses will be uploaded/ delivered in a spreadsheet, the guides need to be mailed merged with the addresses, and all of mailings will be sent under a bulk Mail postage paid indica.

**Question:** Will the artwork be provided, and is it paid postage.

**Answer:** Yes, to both - We do provide the indica in the artwork, and there is an account setup for postage.

Thank you for your participation,

Valerie Rhodes-Sorrelle, C.P.M.

Vendor Relations Manager

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