

The State Bar of California

Professional Printing Services

Request for Proposal: Questions & Responses

July 1, 2011

1. Who is the current supplier?
Documation LLC.
2. What is the average yearly expenditure for this contract?
Roughly under \$1 million/year not including postage/delivery.
3. Are samples (or sample PDF artwork) available for each item?
Samples of typical jobs are available. Sample .pdf files will be sent individually per separate written request to andrew.conover@calbar.ca.gov.
4. Page 2, II. Statement of Work, A. Vendor Responsibilities, item 2 reads: "Vendor must itself directly create the design, typeset, print and mail each Section Piece. This includes file creation and production of CD ROMs and /or like digital media products. No part of any process required to produce services or products required by the State Bar during this contract term may be brokered, subcontracted or outsourced to another vendor." Yet on page 4, C. Environmental Concerns, last sentence reads "All subcontractors, if proposed, must adhere to this FSC chain-of-custody when processing paper and other printed work." Please clarify if subcontractors to the prime vendor are acceptable.
No.
5. Are postage and freight to be calculated and included in the bid price, or are postage and freight costs separate from this bid?
Postage and freight are separate; you only need bid on the actual design, production and handling per Attachment A specifications.
6. Does the State Bar have a CAPS account?
Currently, no.
7. Will print-ready files for repeat orders be provided at the time of re-order?
We do not do reorders. Each piece is different from year to year.
8. How are products that are mailed, packaged? Envelopes? Boxes? etc.
Brochures and newsletters are all are self mailers

9. Is there a vehicle for price escalations?

Prices bid are firm for the term, however allowances will be made for change-orders for changes in job specifications, paper quality/finish or print run quantity.

10. Please provide additional information on requested rebate.

We are interested in a % share as a rebate back at the end of each year.