



PROPOSAL #P08-029(S)

MAILING AND FULLFILMENT SERVICES – UNIVERSITY WIDE

ADDENDUM NO. 2

March 17, 2008

The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids to Mailing and Fullfilment Services – University Wide , scheduled to open on March 27, 2008 at 2:00pm.

Answers to questions from the Non-Mandatory Pre-bid Conference on February 27, 2008.

1. Question: Page 3 Section 1.2 – Last sentence – Is that a total number of pieces per year or per mailing? Who does it go out to?

Response: Per year. It goes out to Alumni, Legislators and nationwide.

2. Question: Page 3 - You have a bulk permit at Somerville Post Office, is that where all of your bulk mailings get delivered to?

Response: No. We have various bulk permits such as Piscataway and Newark.

3. Question: Would you allow ghost permitting?

Response: No. The end user will notify the contractor as to which post office they must use.

4. Question: Are all mailings non-profit?

Response: Yes.

5. Question: In reference to Public Health, please expand on what sorts of things are involved in mailing/fulfillment.

Response: Curriculumms and materials and pick and pack.

6. Question: Do you know if these requests are done electronically or phone call?

Response: Usually by fax.

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7. Question: Page 11 Section 3.2.4 – Are we supplying the envelopes?

Response: Yes in most cases.

8. Question: Page 11 Section 3.1.4 – This section specifies Cheshire labels. With the current technology, is there a reason why you are using Cheshire labels?

Response: Cheshire labels, although antiquated, will be required on an as needed basis .

9. Question: Page 12 Section 3.2.6 – Please explain what you mean by hold second set of mailing pieces.

Response: A specific project may require that the Contractor send one set of the mailing piece at one time and the second set on another date.

10. Question: Page 13 – Last paragraph of Section 3.8 – This paragraph does not include the fulfillment services.

Response: Fulfillment will not be part of this RFP.

11. Question: Are you in the process of getting one vendor for this RFP.

Response: No. This RFP will be award to multiple Contractors.

12. Question: Page Section 4.1.5 – What are your normal terms?

Response: 45 Days.

13. Question: Are the current vendors located in New Jersey.

Response: Yes.

14. Question: Will the Contractor be expected to advance postage for mail?

Response: The Contractor should state, as part of the quote, whether or not they will advance for postage.

Add the following language:

15. The Contractor must provide the Post Office statement with each invoice.

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Remove the following language:

16. Remove all references to fulfillment. Fulfillment will not be part of this RFP.
17. 3.1.3 – Remove Dbase.
18. Remove Section 3.2.3.
19. Remove Section 8.2 in its entirety.

Change the following language:

20. Page 11 Section 3.1.1 – The Contractor must have the capability to pick-up and deliver to all UMDNJ campuses when needed.
21. Page 11 Section 3.1.4 2nd Sentence - The Contractor must add plus4 and P bar-coded direct non-qualifying addresses into a separate file, and be able to produce bar-coded automated Cheshire labels when needed, and be able to ink jet bar-coded addresses' onto mailers in most cases.
22. Page 11 Section 3.2.2 - The Contractor must return a copy of the postage receipt along with the invoice for the mailing to the requesting department.
23. Page 11 Section 3.2.4 - The Contractor must be able to mail pieces that fall into the approximate sizes between 4" x 9" & 9" x 12".
24. Page 12 Section 3.2.6 - The Contractor must have the capacity to hold a second set of mailing pieces and addresses for mailing at a later date as requested.
25. Page 12 Section 3.2.7 - The Contractor must have experience in Bulk Mailing Services, including:
 - a. Combining multiple mailings lists (excel/csv/tab delimited)
 - b. Removing duplicates
 - c. Preforming lists using USPS accepted software for maximum postal discounts.
 - d. Inkjetting & Applying Cheshire lists to mail pieces
 - e. Inserting multiple pieces into #10 - 10 x 12 booklet envelopes.
 - f. Ability to apply postage stamps or ink jet permit onto mailers when needed.

26. 5.7.3 Sample Job Specification: Brochure

Quantity: 9,500

Final Size: 5.5 x 8.5 (delivered to Contractor already folded by printer)

Pages: Six (6), (including front and back).

Prepare for mailing, including wafer-sealing (2 wafer seals)

Update existing mail file

Inkjet address onto envelope

Postage

Return leftover newsletters to client (10% return) (New Brunswick Office)

Preprinted with indicia

Do not include Post Office delivery charge

Non-Profit – Automated mailing

No Pick-up

27. Section 8.1 – See attached revised Price Sheet

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Yvonne Miranda at (732) 235-9089 or Denise Council at (732) 235-9060 with any questions.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.

8.0 PRICE SHEET AND SUPPORTING DETAIL

8.1 Mailing Services

Cost proposal using the sample specifications listed in this addendum.

Sample Job Specification- "Brochure":

Total, all-inclusive cost which includes: fuel surcharge, transportation, shipment and handling. (DO NOT INCLUDE POST OFFICE DELIVERY CHARGE – only for the purpose of this specification)

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