

## Questions for RFP #251-25-71 – Print Materials for K-2 Math &amp; Grade 2 ELA

Reference	Vendor Question	Answers
Project 1 & 2, all versions, pages 5-7	What are the finished dimensions of these (E.g. 8.5" x 11")?	8.5" x 11".
Project 1 & 2, all versions, pages 5-7	To include the price of delivery, we would need a list of zip codes for each of the 122 locations as well as quantities going to each location. Is this something that can be provided?	Addresses to be provided upon award. All locations are within Wake County, NC. Central location zip code is 27610. Quantities vary by school based on enrollment numbers.
Project 1, all versions, page 5	Do any of these have covers, or is the cover included in the given page count?	Option 1 has 100# gloss text cover printed 4/0 color, Option 2 & 3 have self-cover, cover included in page counts
Project 1 Option 1, page 5	This says single sided, and saddle stitched, is this to mean it should appear as pages with a printed front and blank back throughout the booklet? Achieving this look would print both sides of a press sheet for a folded booklet.	Yes, pages with a printed front and blank back.
Project 1 Option 1, page 5	Is every page double-perforated? Additionally, where are the perforations on the page (i.e. are they vertical or horizontal perfs, measured from the left or bottom respectively)	Every page is perforated vertically from head to foot at least ¼" away from spine and staples, so when a page is torn out the corresponding page on the sheet does not fall out.
Project 1 Option 2 & 3, page 5	Do these versions bind in any way?	No binding, single sheets 1-sided with slipsheets between student sets or page sets to identify set or page breaks.
Project 1 Option 3, page 5	Is the stated hole punch one or three holes? Where are the hole punches located?	3 Hole punch, left side for use in binders.
Grade K-2, all page counts, page 5-6	Do these page counts reflect only the printed pages or the full-page count, blanks included?	Printed Pages only.
Grade 1 Quarter 3, page 6	1139 looks like an outlier to the other page counts, is this meant to be 139?	1,139 is a typo. The page count is 139.
Project 2, all versions, page 7	Both options request saddle stitched, but at the provided page counts perfect binding/plasticcoil may be the only option. Is that okay?	Project 2, only Option #1 is saddle stitch. Option 2 and 3 are single sheets.
Project 2, all version, page 7	Where are the perforations on the page (i.e. are they vertical or horizontal perfs, measured from the left or bottom respectively)?	Vertical, left side so student sheets can be removed.
	Are samples of the past construction for the workbooks available for review?	Not at this time.
Project #1 – Option #1 Workbook specifications of SINGLE SIDED, TRIPLE	Does SINGLE SIDED indicate that the printed forms consisting of this workbook are to be printed on only 1 side of each paper?  What is the size of each workbook laid out flat?	Workbooks once folded and saddle stitched measure 8.5 x 11, and front side of page has printed lesson and back side of page blank.

SADDLE STICH, DOUBLE-PERFORATED		
Project #1 – Option #1 Workbook specifications of SINGLE SIDED, TRIPLE SADDLE STICH, DOUBLE-PERFORATED	Considering the direction for TRIPLE SADDLE STICH does this indicate that the workbook is folded in half once and saddle stitched? This would indicate that the printed form (sheet of paper) would have imprinting potentially on both sides of the printed sheet. (1 sheet of paper if folded to accommodate multiple pages to be saddle stitched would have 4 sections.	Option 1 is a booklet format that has 3 staples on the spine and all pages are perforated ¼” away from the spine running from the head to the foot.
Project #1 – Option #1 Workbook specifications of SINGLE SIDED, TRIPLE SADDLE STICH, DOUBLE-PERFORATED	What direction are the perforations on the forms? And are there 2 horizontal perforations, with 1 vertical perforation on each page?	Vertical Perforations left side of page for student removal.
Project #1 – Option #2 Workbook specifications of BOXED AND COLLATED BY DAY, FILE IS PRINTED AND BOXED IN CLASSROOM SETS OF 21, WAREHOUSE INVENTORY PRINTED BY STUDENT SETS AND INDIVIDUALLY SHRINK WRAPPED	What does box and collated by day mean?  1. Does this imply that the workbooks are to be boxed in a collated manner?  2. What is the day reference? Does this imply the delivery due date requested is the parameter that we would collate the materials in the box?	Collated by day: a box containing 21 student sets. 21 pages of day 1, then 21 pages of day 2, etc., each day should be separated by a separator sheet.  Collated by Student Sets. A Box containing Student sets. Single sheet pages of each workbook pages 1 through 125 (example#), then another set of single sheet pages, then another.... Up to enrollment numbers provided.
Project #1 – Option #2 Workbook specifications of BOXED AND COLLATED BY DAY, FILE IS PRINTED AND BOXED IN CLASSROOM SETS OF 21, WAREHOUSE INVENTORY PRINTED BY STUDENT SETS AND INDIVIDUALLY SHRINK WRAPPED	What are the sets of 21 based off from or for that matter 568 based off from?  1. Is these 21 sets of 11,782 for a total of 247,422?  2. Is these 568 sets of 21, (11928) multiplied by 11,782 workbooks?	1. Estimated enrollment of 11,782 would be 561 boxes of 21 sets. These numbers would be provided before each Distribution. 2. Workbook numbers would be enrollment numbers we provide.
Project #1 – Option #2 Workbook specifications of BOXED AND COLLATED BY	For the bullet point - WAREHOUSE INVENTORY PRINTED BY STUDENT SETS AND INDIVIDUALLY SHRINK WRAPPED:	1. A student set is 21 complete workbooks either by day Option 2 or by student set Option 3.

DAY, FILE IS PRINTED AND BOXED IN CLASSROOM SETS OF 21, WAREHOUSE INVENTORY PRINTED BY STUDENT SETS AND INDIVIDUALLY SHRINK WRAPPED	<p>1. What is a student set?</p> <p>2. Are the workbooks themselves desired to be shrink wrapped or is it a set number of workbooks desired to be shrink wrapped?</p>	<p>Warehouse copies are the only shrink-wrapped books needed. These are shrink wrapped individually as books not in sets.</p> <p>Workbooks do not need to be shrink wrapped.</p>
Project #1 – Option #3 Warehouse inventory printed by student sets and individually shrink wrapped	What does this mean? What does the school system want the selected vendor to provide?	<p>Student sets are Non Binded workbook pages. Individually shrink wrapped for storage.</p> <p>The number of sets would be provided before each Distribution.</p>
	What are the addresses of the 121 School Sites and central location?	<ul style="list-style-type: none"> <li>The addresses of all school locations will be provided upon award. All are located within Wake County, NC.</li> <li>The central location is: 1551 Rock Quarry Road, Raleigh, NC 27610.</li> </ul>
	With the delivery dates & estimated delivery dates provided how soon would artwork be provided for producing proofs/printing?	Deadlines will be set with the winning bidder at the time the contract is awarded.
# of Workbook pages	What is this based off?	Actual page counts with printed material, blanks are not added into the page counts.
# of Workbook pages	If you are saddle stitched anything the number has to be divisible by 4. None, except for, Grade K Quarter 1 and Grade 2 Quarter 1 are divisible by 4 within PROJECT #1.	Actual page counts may vary as actual orders are submitted. Blanks at the end of the workbooks may be required to achieve divisibility of 4.
Project #2	What is the overall size (flat size) of this workbook?	11" x 17".
Project #2	How are the pages perforated horizontal or vertical?	Vertically ¼" away from spine from head to foot on each page.
Project #2	How many pages of each workbook are perforated?	All.
Project #2	What is the present lead time for these materials from past performance?	Approximately 3-4 weeks.
Project #2	Who was the past supplier?	Triangle Web Printing.
Project #2	What was the price per workbook option?	Varies by workbook.
	Are vendors required to perform all work in-house?	Yes
	When is artwork provided in relation to the due date of work? (Expected turnaround time)	Digital Files are supplied at agreed upon dates once process time is determined.
	If awarded the contract, will we have a point of contact for all questions?	Yes.

	Are mistakes in the supplied artwork to be considered the fault of Wake County Public School System?	Yes.
	If paper and/or ink costs increase significantly, are we entitled to increase prices accordingly if proof of increase is provided?	No, Awarded Bid prices will stand for the length of the Contract.
	Regarding ACA compliance – can a vendor fall into compliance after awarded the contract, or is compliance required even for HUB/small business?	The district does not typically look into ACA compliance for vendors.
	Will any of the artwork have a bleed?	Pages are black and white. Covers could have a single color on them.
Page 5	Please clarify what ‘double perforated paper’ means. Are you talking about vertical or horizontal perf? If so, which is the distance from the edge for each of the 2 perf.	Vertically ¼” away from spine from head to foot on each page.
Page 5	Please clarify ‘day’ in the statement ‘collated by day’. Do you mean day of the week (Sunday, Monday, etc..) or a specific date?	Each page is a lesson. Page 1 is day 1 lesson, page 2 is day 2 lesson, etc.
Page 5	Do these workbooks require to have a cardboard on the back of the workbook?	Workbooks have a front and back cover.