

Bidder Questions and Agency Responses

1. Q: There are several items in CS-2 that we will need to have amended and/or removed and will provide the listings when we submit our proposal. Will this be an issue?

A: Without knowing what the items are, it is a little hard to give you a definitive answer. We have worked with vendors in the past on contract terms and have tried to be flexible. Our responses will depend on how essential the term is to the fundamental purposes of the contract.

2. Q: With current paper market conditions (mills announcing closures) and raw materials (ie cover stock) we will quote the requested materials however there could be a possible need to change if materials are discontinued after order placement. How is this handled after proposal submission?

A: We understand that things change. We would hope that the paper and raw materials would not change in the middle of the contract, but we have had this happen and have worked with vendors on this issue before. Provided that there is not a significant change in price and quality, this has not been a problem in the past.

3. Q: We are basing our available production schedules for the files arriving to us on Acts 9/17 and Codes 11/27. While you indicated these dates could change due to your new staff, please note delays would affect our ability to meet your required delivery dates. Moving file due dates out a few days may not translate into final delivery being moved out a few days as this would depend on our current equipment loading at the time any delays are known. Will this pose a problem?

A: We understand that if our dates change, your ability to produce will definitely be affected and that there are many things you do not have control over. While extended delays could be a problem, our expectations are that our vendors will act in a commercially reasonable manner. We certainly intend to do so on our end. We do have some "drop dead dates" that we feel we must meet in order to be responsive to the General Assembly and our other customers (such as having the Code Supplements ready by the commencement of the legislative session). Like you, we are also not in control of all of the factors that affect our production schedule. Our goals and timelines are based on past experience, so they are as realistic as we can make them.

4. Q: A box is provided for courier and freight company information. We do not have carrier information as we utilize various carriers who are available at time of shipment to make necessary deliveries. What information should I put in this box?

A: If you would list the couriers and freight companies that you generally use, that would take care of it. We are looking for reliable common carriers. If you have not had problems with those couriers and companies, whatever you list should not be a problem for us.

5. Q: Ink costs are a part of our printing pricing/cost/quote. Box 3b in CS-3 requests price for page paper and ink together. We will only be able to provide a paper cost in this box for both Acts and CS. Will this create any issues for you?

A: This does not create an issue for us--your explanation is quite acceptable.

6. Q: CS-3 provides for an over-run but no under-run. This would indicate a guaranteed count request. Is this correct? Normal over/under for quantities being requested is +/-10%. Will this be acceptable?

A: Some explanation would probably help. Our runs have been pared down significantly over the last 5 or 6 years to eliminate waste, which as a tax supported entity, we really have to and should do. The numbers that are in the contracts represent the number of books we distribute to our customers plus a small margin to allow for replacement volumes if there are minor problems with quality (such as a signature being left out, or a volume getting damaged somehow in shipping). The State warehouse is also very small, so we have tried to set things up so that our books do not have to be in storage very long, if at all. As you can see, a significant underrun or overrun could and probably would create significant problems for us. My best suggestion is to set your bid numbers and goals so that you do your best to meet the minimum numbers that we have specified in the contract..