

QUESTIONS	ANSWERS
BID RESPONSE & GENERAL QUESTIONS	
1. The binding says upper left corner staple for book 1, can that be perfect bound?	<i>NO. It cannot be perfect bound. Booklets must be bound according to the bid specifications on p.25 of the RFB under Technical Specifications and “Finish”.</i>
2.a. I see something about a post card – Matrimonial action. It says 110# white index, would that be just black ptg.?	<i>Yes</i>
2.b. Where would it go?	<i>As shown in the pdf in the document (p. 87)</i>
2.c. And what size would it be?	<i>8.5 x 11</i>
3. On page 5 of the RFB it indicates estimated requirements of 54,700 of each booklet per year. The next statement indicates a frequency of delivery of three times to each location. Does this suggest there are three different printings during the year or does it suggest there is a single printing of 54,700 and vendor stores and ships identical copies on demand three times during the year? Hypothetically could all of these sets be printed at the same time and then shipped upon demand?	<i>Because revisions to the booklets are made approximately three times a year, there cannot be a single printing. There are three different printings during the year. See RFB specifications, paragraph Booklet Changes, p.24.</i>
4. Booklet Collation Page 24 “OCA will deliver hard copies of an insert entitled “Certificate of Dissolution of Marriage” for insertion into all B1 Forms. Should it be assumed that these inserts would need to be stapled in the corner of each set? Can these furnished inserts be provided as either a 1 up 8.5 x 11 or a 2 up 11 x 17? How often does this copy change during the course of a year?	<i>OCA can provide the insert in either 8.5 x 11 or 11 x17 at the awarded vendor’s request. There will be no change to this form. It should be stapled within the packet at p. 86 and the form in the packet should be removed and replaced with the preprinted form – Dissolution of Marriage Certificate.</i>

<p>5. Should it be assumed that every location involves “Inside Delivery” or do most locations have a receiving dock for typical UPS deliveries?</p>	<p><i>See RFB specifications, p.24: Vendor must make full inside delivery to the specific locations indicated in <u>Exhibit D/List of Ship-to Addresses</u> as well as to OCA.</i></p>
<p>6. The specifications on page 25 indicate the B1 Form consisting of 110 pages of one sided printing, would we be correct if we interpreted that as meaning 110 sheets / printed 1 side. Or would it be correct to describe this as 55 sheets / 1 side?</p>	<p><i>The Divorce Packet Forms booklet is all single pages.</i></p>
<p>7. The specifications on page 25/26 describing B2 Instructions indicate a saddle stitch binding of approximately 45 pages. Since saddle stitch publications require page counts evenly divisible by 4 should we base our calculations upon 44 pages or 48 pages?</p>	<p><i>1 wrap cover and 12 sheets (11 x 17) – printed 2 sides</i></p>