

**Promotional Items ITB  
Schedule, Questions and Answers**



<b><u>Schedule</u></b>	<b><u>Date</u></b>
Posting of ITB	May 3, 2017
Inquiries Submission Period	May 3, 2017 – May 8, 2017
Inquiries Submission Deadline	May 8, 2017; 3:00 p.m. CT
Answers Posted	May 10, 2017; 5:00 p.m. CT
Proposal Submission Deadline	May 16, 2017; 3:00 p.m. CT

Any and all inquiries must be submitted in writing by email, facsimile, metered mail or hand delivery by the submission deadline to the attention of Andrew Morin, Vice President of Legal Services for Corporate Transactions.

**CLARIFICATION ON SUBMITTED SAMPLES:**

Samples must be submitted with your bid. In addition to the printing technique identified in the ITB, the ITB and the BID Form solicits a recommended printing technique. If a bidder makes a printing recommendation in the Bid Form that is different from the printing process identified in the ITB, the bidder also should submit a sample with a print job done in the process recommended by the bidder and should provide pricing for their suggested printing process in a separate Bid Form.

Questions and Answers submitted by the deadline will be answered below.

Question 1: Do you offer a price tabulation of a similar previous bid?

Answer 1: Previous Awarded Bids:  
Earbuds – 7,500 in October 2015 at \$0.87 each  
Mouse Pads – 6,500 in March 2016 at \$0.63 each  
Handy Clips – 7,500 in January 2016 at \$0.49 each  
Luggage Tag – not previously ordered.

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Question 2: Do we submit samples or can we send a digital proof of them? and if so, will they have to be the same colors specified? Do they need to have your logo on them?

Answer 2: Actual samples are required to be submitted with the bid. The submitted samples must meet the color requirements specified in the ITB for the specified item. The printing on the samples does not need to have our logo on them.

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Question 3: Whether companies from Outside **USA** can apply for this (like, from India or Canada)?

Answer 3: Companies outside the United States may submit a bid.

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Question 4: Whether we need to come over there for meetings?

Answer 4: No.

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Question 5: Can we perform the tasks (related to RFP) outside **USA** (like, from India or Canada)?

Answer 5: Yes, however, there is a deadline of June 30, 2017, for delivering the product.

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Question 6: Can we submit the proposals via email?

Answer 6: No.

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Question 7: Can you please provide the prior winning bid tabulation on the promotional items.

Answer 7: Previous Awarded Bids:

Earbuds – 7,500 in October 2015 at \$0.87 each  
Mouse Pads – 6,500 in March 2016 at \$0.63 each  
Handy Clips – 7,500 in January 2016 at \$0.49 each  
Luggage Tag – not previously ordered.

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Question 8: Is pricing available from previous run/order?

Answer 8: Previous Awarded Bids:  
Earbuds – 7,500 in October 2015 at \$0.87 each  
Mouse Pads – 6,500 in March 2016 at \$0.63 each  
Handy Clips – 7,500 in January 2016 at \$0.49 each  
Luggage Tag – not previously ordered.

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Question 9: What day will vendor be notified on the awarded bid?

Answer 9: We do not know what day the vendor will be selected and awarded the bid.

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Question 10: Ear bud sample – can the sample be a different color case and color ear buds?

Answer 10: The submitted sample of the case must be in the green and purple color specified in the ITB. The ear bud cord should match the color of the case and the earpieces should be white.

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Question 11: Magnetic clip –can we supply one of the three colors vs all three colors?

Answer 11: We require a sample of all three colors to be submitted with the bid.

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Question 12: Luggage ID tag sample – you call out specific custom PMS colors in green and purple. Do the samples need to be in these specific PMS colors or can we submit another color sample with a 1 color spot print?

Answer 12: Submitted samples of the luggage ID tag must be in the PMS colors specified in the ITB. In addition to the green and a purple sample, you can submit a sample luggage ID tag in another color that has the 1 color spot print.

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Question 13: Mouse Pad – you requested a spot color sample, can we submit 4cp sample instead?

Answer 13: Yes. See the clarification on submitted samples at the first page of this document.

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Question 14: You requested a purple and green luggage tag. These are custom luggage tags - start out white - then they are printed. We would not have an exact green or purple sample.

Answer 14: Submitted samples of the luggage ID tag must be in the PMS colors specified in the ITB. In addition to the green and a purple sample, you can submit a sample luggage ID tag in another color that has the 1 color spot print.