

RFP# 8355—Mail & Print Services
Questions & Answers
November 15, 2019

General Questions & Answers

1. What challenges are you facing in your current printing and mail services program? **There are no current challenges to report.**
2. Who is your incumbent supplier for this program? **Currently, Regional San and SASD have three contracts established for mail and print services. They are with Metro Print & Mail, DOME, and KP.**
 - a. How long have they managed it? **These contracts have been in place since October 2014.**
3. How many companies have been invited to participate in this process? **The RFP was emailed to a list of about 35 print vendors; however, the RFP is also posted publicly online and available for any qualified vendor to propose on.**
 - a. Has the Districts' incumbent been invited to participate? **Metro Print & Mail, DOME, and KP were included in the list of email recipients.**
4. Please confirm if it is the Districts' intention to establish a signed network of preferred supplier partners to manage your printing and mail services program? **Regional San and SASD reserve the right to establish one or more mail and print services contracts.**
 - a. If so, how many preferred suppliers is it your intention to establish relationships with? **There is no specific number.**
5. How is sourcing currently managed for this program? **Outside of small print or mailing jobs, Regional San and SASD utilize established print contracts to fulfill printing and mail house needs.**
6. Is there any existing program inventory? **No inventory of printed collateral will need to be managed by contract print vendors.**
 - a. If so, what is its total value? **N/A**
 - b. How is inventory currently managed? **N/A**
7. Can the Districts provide exact annual spend figures for this program from the past three years? **Currently, Regional San and SASD have contracts with three printing vendors. Since the contracts were initiated in October 2014—about five years ago—roughly \$785,000 has been spent for printing and mail house services.**
8. Will the Districts mandate program spend through your selected suppliers? **No.**
9. The contract is for 3 years. How often will these mailings be conducted? (every week, month, etc). **It varies based on the needs of Regional San and SASD.**

10. Would we be mailing each of these from our local USPS distribution offices or would we need to have the mail enter the mail stream from each of the listed CA offices? [Bill inserts would be delivered to the below mentioned mail houses who would be responsible for distributing them in customers' bills. All direct mailings should be postmarked from a Sacramento-area Post Office. Therefore, if a potential vendor is outside of the area, the pieces would need to be shipped to the Sacramento area and mailed locally.](#)
11. What type of envelope is needed for each of these tiers of printing service? [Please see below for specifications on each job; however, in general, no standard or specific envelope size/weight is required for Regional San and SASD print or mailing jobs.](#)
12. Will we use our mailing permit or will we use yours (if you have one)? [It varies and will depend on the specific job being mailed.](#)
13. What are your recycled paper requirements? What percentage of the paper needs to be recycled paper? [We do not have a standard. Please see below for specifications on each job.](#)
14. Do you have a particular preference of paper stock for the inserts and brochures? [It varies. Please see below for specifications on each job.](#)
15. The Stock (paper) specs on all 3 projects are pretty vague. Is there a specific weight (or weight range) that you are looking for or is up to the bidder to choose? Also it would help to confirm if the stock is coated or uncoated for each? [Please see below for specifications on each job.](#)

Questions Received on Providing Quote for Item #1: Provide cost to print and coordinate distribution of 400,000, 8.5" x 3.5" doubled-sided, full-color, full-bleed bill inserts on standard recycled paper. Bill inserts must be distributed to four different mail houses, located in Sacramento, CA, Gardena, CA, West Sacramento, CA, and Coppell, TX.

1. What is the paper weight and type of paper? [For this job, please use an 80# matte paper for quoting purposes.](#)
2. Will all 400,000 flyers be printed at one time? [Yes.](#)
3. Do you want freight cost to the four Mail Centers? If so, please provide the quantity for each mail house and zip code. [Yes, include freight charges to each of the aforementioned mail houses. For estimation purposes, please use the quantities detailed below.](#)

Mailhouse Location	Zip Code	Quantity
Sacramento, CA	95827	260,000
Gardena, CA	90249	105,000
West Sacramento, CA	95691	20,000
Coppell, TX	75019	15,000

4. Is this a tri fold sheet into an envelope? [No. It's a double-sided, single-sheet bill insert measuring 8.5" x 3.5."](#)

5. No mailing services are requested, correct? Just shipping to the 4 mail houses? If that is the case, do we need to include a shipping estimate to each? **No mailing services are requested, but proposals should include freights costs to the aforementioned mail houses.**
6. Will these bill inserts need to be bundled for the mail houses, and is rubber banding ok? **They do need to be bundled for each mail house, and rubbing banding is acceptable.**
7. Is this stock on 70# Gloss Book? **No. Please use an 80# matte paper for quoting purposes.**

Questions Received on Providing Quote for Item #2: Provide printing and mail house fees for 400,000, 11"x17" (folded to 8.5" x 11" finished size) flat, full-color, full-bleed newsletters on standard recycled content paper (with a sprayed address and bar code); consolidation and de-duplication of four customer mailing databases; and dropping mail (can be in batches during a one-week period) at the Post Office for distribution. Mail must be dropped at a Sacramento area Post Office.

1. What is the weight and type of recycled paper? **Please use an 80# matte paper for quoting purposes.**
2. Is this a self-mailer that is tabbed? **Yes.**
3. Will the newsletters be mailed under the District's permit or ours (MSI)? **Do not include postage costs in your estimate.**
4. Is 80# Gloss Book the proper weight for this newsletter? **No. Please use an 80# matte paper for quoting purposes.**
 - a. Our standard recycled paper is 10% PCW, is that adequate? **Yes.**

Questions Received on Providing Quote for Item #3: Printing 100,000, 8.5" x 14" tri-fold full-color, full-bleed brochures on medium weight brochure paper.

1. What is the type and weight of paper requested? **Please use an 80# gloss cover for quoting purposes.**
2. Will all 100,000 be produced at one time? **Yes.**
3. Do you want freight cost? If so, please provide the delivery address. **No freight charges should be included in this quote.**
4. Are we going to mail these brochures or will they be sent directly to you? **No freight charges should be included in this quote.**
5. What weight is this sheet, and is it coated? **Please use an 80# gloss cover for quoting purposes.**