



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR PROPOSAL ADDENDUM

RFP NO.: RFP-0208
ADDENDUM NO.: 1
RFP ISSUE DATE: November 30, 2018
ADDENDUM DATE: December 5, 2018
OPENING DATE: December 12, 2018, 4:00 PM EST
TITLE: Print Shop (System Office)

I. The following information is provided in response to questions submitted by potential offerors:

1. In place of drilling, our equipment, we have a professional puncher which will produce 44 hole coil, GBC, 3 Hole, and 8 other various Dies, will this suffice or will a drill be needed?

KCTCS Response: *Puncher will be permitted.*

2. A vendor should be held accountable with a charge of \$100 per day when an employee is absent for a minimum of 30 days upon a termination or resignation. If an employee is out on short term medical leave what would KCTCS expectations be at that point and would the \$100 fee still apply?

KCTCS Response: *The successful supplier should be able to provide interim employee(s) during instances of medical leave, vacation/other leave of absences.*

3. Based on the recent RFP changes that does not allow for equipment billing as a lease or a monthly minimum base how would you propose the vendor bill KCTCS?

KCTCS Response: *The RFP states that the vendor will need to provide all equipment for the Print Shop, which would be included in the fee, but KCTCS does not wish to enter into any lease options for the provided Print Shop equipment. It should be provided and incorporated into the charges for the Print Shop (either monthly or annual payments) and the Print Shop equipment will not be secured by a lease agreement. The Print Shop invoice would be paid annually and the print jobs from various colleges are paid monthly*

4. Section 16.10.1.item 18 states “Fees – should include monthly/annual breakdown of fees for services/equipment”? Would KCTCS classify all fee’s to include Mail Services, Facilities Management Labor and Equipment?

KCTCS Response: *Yes, all fees and ancillary broken out.*

5. Will KCTCS accept a lease that gives you the flexibility to remove some or all equipment if you have budget cuts or if funding for print shop was eliminated?

KCTCS Response: *Per RFP-0208, Page 9 of 20, KCTCS does not wish to enter into any lease options for the Print Shop equipment that is being offered within the proposal.*

The timeline to submit additional questions has passed.

All other terms, conditions & specifications remained unchanged.

Offerors must acknowledge receipt of this and any addenda either with proposal or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

RFP No.: RFP-0208
Title: Print Shop (System Office)
Opening Date: December 12, 2018 4:00 PM EST

Name of Firm: _____

Signature: _____