



STATE OF TENNESSEE
DEPARTMENT OF TENNESSEE WILDLIFE RESOURCE AGENCY

**REQUEST FOR PROPOSALS # 32801-12815
AMENDMENT #1
FOR TWRA PRINTING AND DISTRIBUTION OF
WILDLIFE MAGAZINES AND CALENDARS**

DATE: July 5, 2023

ITB # 32801-12815 IS AMENDED AS FOLLOWS:

1. State responses to questions and comments below amend and clarify this ITB.

Any restatement of ITB text in the Question/Comments shall NOT be construed as a change in the actual wording of the ITB document.

PAGE #	QUESTION / COMMENT	STATE RESPONSE
	1. Please provide an explanation as to how we mail and deliver these magazines. Do we bulk deliver to the 5 TWRA offices or do we need to print addresses by inject and mail as individuals?	The majority will be sent to individuals, others to regional offices. See B.4., B.5. and B.6., bulk deliver to regional offices
	2. Does this bid include layout and design?	Yes, approximately 2 hours per issue. It will be sent in PDF format
	3. Who was the previous contractor? How much were they paid? Is this year's budget similar?	This information would need to be requested through a public records request.
	4. The qty is stated as 900,000 in some areas and 45,000 in others.	See attachment ITB 32801-12815 Amendment 1 #4 for quantity breakdown.
	5. What are the print and mail specs of each publication (size, finished size, page count, color, paper). Maybe I didn't receive a complete document. I also have questions on mailing, will you supply indicia, or do we use ours and what status is the mail (nonprofit, first class, flats, pre-sort, EDDM?)	Print 8 ½ x 11 Trim to 8 ¼ x 10 ¾
	6. Are there samples of the previous issues?	Yes, send me an email don.crawford@tn.gov and I will send you some samples.
	7. What volume will mail and what volume will ship to regional centers. We will need zip codes for each location and qty to include shipping in bid.	See B.4, B.5 and B.6 Mail to individuals will range from 225k – 300k. Region 1- 38301, Region 2 and 5 - 37211, Region 3 - 38555, Region 4 -37814
	8. For the calendar, in what way could this be a total of 30 pages? And is the cover also on 70# enamel text?	It will be 32 total pages and that includes outside cover on front and back. It will have ads/articles which adds to page count. Yes, cover is 70# enamel as well.

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	9. Specs show it as 30 pages. Should that actually be 32 pages? Or is there going to be a 2 page fold-out?	32 pages total which includes front and back cover. No fold out. See updated Specification D.2.b.
	10. Mail Class – For the portion of the list that is mailing out via USPS Periodical status, is the piece at non-profit rates?	We send for-profit
	11. Mail Estimate – Will you make available an actual mail file to insure accuracy of the postage estimate?	Yes, we send a mail file with all addresses for each issue of magazine and calendar.
	12. Confirming that in section D, item 2a that the page count is actually 32 pages (per the sample) and not 30 pages.	See updated Specification D.2.b.
	13. Just confirming that the samples we sent to you for the original RFP that was cancelled will apply here?	Samples submitted for cancelled ITB event 32801-12738 may be used for this ITB. If Respondent intends to use submitted samples from ITB 32801-12738, Respondent shall email Parker.Birt@tn.gov to verify samples were received and are still on file. If samples were not received or are not on file, Respondent will need to submit new samples in accordance with Terms & Conditions 3.21.
	14. The bid references bulk distribution to 5 regional offices, however the bid only notes the addresses to 4 regional offices located in Jackson, Crossville, Morristown and Nashville TN. Could you please provide the address for the 5th regional office?	You send Region 2 and 5 to the same address, which is Nashville.
	15. The page count for the calendar is noted as 30 pages, however based on a saddle stitched book, 30 pages wouldn't work. Do you know if the calendar is 32 pages or possibly 24pp + a 6pp outside gatefold?	See updated Specification D.2.b.
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	20. Bid states that the Magazine/Calendar is 30pgs. Saddle stitched books will need to be in 4pg increments, so I'm assuming 32pgs.	See updated Specification D.2.b.
	21. Event details Line 2 states Calendar/Wildlife Magazine Summer at 900,000pcs(300,000/issue). Line 5 states that this same Magazine/Calendar will ship 75,000pcs(25,000/year) Is the additional 25,000/year quantity part of the 300,000/year, or in addition to? So, 300,000 or 325,000?	It is part of the 300K.
	22. Approximately how many hours of layout/graphic design work do you anticipate will be required for each issue from the vendor? and what software requirements will you require?	We anticipate no more than 2 hours per issue. It will be sent to the vendor as a PDF.
	23. Is Line 1 just the printing cost for printing 300,000 each year? How do we treat price increases for paper. Should our bid include the label printing and sorting? Postage is paid by TWRA, correct?	Please see Terms & Conditions 6.2. for price changes. You should include label printing and sorting costs. TWRA pays postage.
	24. 50 boxes shipped to each location one time a year, correct? Is this a dock delivery? Can you handle pallet deliveries at all locations? How do we handle freight rates each year?	Please see Terms & Conditions 6.2. for price changes. The calendar will be 50 boxes shipped to the 4 regional office locations per year. The magazine will be 10 boxes shipped to each of the 4 locations. Yes, they can handle pallet deliveries.
	25. Does line 6 include the actual freight of just the packaging, or mailing?	This is for printing and packing. Freight/shipping cost is Line 8.
	26. Is line item 7 just for the freight? How would we know the shipping costs next year and the year after? How would we treat price increases?	Please see Terms & Conditions 6.2. for price changes. No, it's for, freight, mailing, and printing.
	27. Is line item 8 just for the freight? How would we know the shipping costs next year and the year after? How would we treat price increases? Are we just shipping these?	Please see Terms & Conditions 6.2. for price changes. No, it's for, freight, mailing, and printing.
	28. What is the Appendix information for? What additional information are you expecting there?	The appendix in the Event Details is information that relates to the lines to be bid on the previous pages.

2. The current Terms and Conditions document is being removed, and the V.2. Terms and Conditions document is being added, with changes highlighted.
3. The current Specification document is being removed, and the V.2. Specification document is being added, with changes highlighted.
4. ITB 32801-12815 Amendment 1 #4 is added to the event documents
5. **ITB Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this ITB not expressly amended herein shall remain in full force and effect.