



Office of Finance and Business Services

PO Box 7718
Ewing, NJ 08628-0718

P) 609.771.2495
F) 609.637.5140
W) www.tcnj.edu

MEMORANDUM

FROM: The College of New Jersey

DATE: September 10, 2018

RE: AB190004-Stationery Ordering System
Addendum No. 1

The following questions have been received:

Question 1: My company has a lot of experience with these programs for various universities throughout the northeast and they are much easier to quote when we can get a better handle on the size of the program. For your benefit it guarantees you are getting the most competitive pricing possible. So we understand these expectations would be non-binding, but for each item (business cards, letterhead, envelopes, etc.) is it possible to give a sense of how many orders you expect per year?

Answer: As stated in the specifications, the current system processes approximately 400 jobs per year. Of those jobs, approximately 70% are business cards, 20% are various types of envelopes, and 10% are letterhead.

Question 2: The volume is noted to be 400 orders per year. Can you supply a report on how the number of orders breakdown for each item? The volume history per item would be very helpful.

Answer: Please see answer to Question 1.

Question 3: What are the PMS numbers used for the stationery?

Answer: 1 PMS is blue, PMS 2757; Two PMS add gold, PMS 117

Question 4: Will all the item listed in this RFP print only one side?

Answer: Yes, one side only.

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Question 5: Will the matching envelopes for the Informals print or be blank?

Answer: Matching envelopes print return address

End of Addendum No. 1