



**To: All Vendors Bidding on The College of New Jersey
Stationery Ordering System**

**From: Lauren Manning
Finance & Business Services**

Date: January 22, 2024

ADDENDUM NO. 1

ISSUE DATE: January 26, 2024

REFERENCE: The College of New Jersey
Stationery Ordering System
Bid No. AB240010

Date of Original Bidding Documents: January 16, 2024

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

Vendor Questions

Question 1: What was your dollar spend on these items last year?

Response: Last year, the system processed approximately 180 orders for a total order spend of approximately \$17,400.

Question 2: Do you currently have a site for these items or is this the first time you will have a portal?

Response: We currently have a site.

Question 3: Aside from the required items, member capacity, administrators, etc. included in the RFQ are there any other specs that you would like on the site?

Response: Please refer to specs for required and preferred system components.

Question 4: Would it be possible to give us an idea on how many stationery orders were placed for cards, LH etc. last year? Or a dollar spend for last year

Response: Last year, the system processed approximately 180 orders (Business Cards 134, LH 9, Envelopes 25) for a total order spend of approximately \$17,400.

Question 5: I didn't see a punchout requirement to any purchasing systems. Is this a requirement? We have a Web2Print Solution in place with Montclair State University that incorporates a 2-way punchout solution.

Response: If this is something you can provide, please incorporate as an addition and note an added pricing if required.

Question 6: Are the business cards listed on the bid one or two sided?

Response: One sided.

Question 7: An example of the price comparison on the short run quantities (less than 2,500) running digitally vs. 2-color on press is quite drastic, along with the fact that digital jobs can be rushed for no extra cost. Can we price jobs digitally and on press?

Response: Per our printing specifications, digital printing will be accepted.

END OF ADDENDUM NO. 1