



Procurement Services
 Lucas Administrative Center, 617
 1 Nunn Drive
 Highland Heights, KY 41099
 859.572.6605
 FAX 859.572.6995

ADDENDUM NO: 1

IFB/RFP No: NKU-11-23

Project /Commodity: On Demand Copy Services

Date: 12/7/2022

Due Date: **12/13/2022**

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Response to Questions:

- Please confirm whether this submittal should be made via email or via hard copy (original plus digital copy on thumb drive)
 State law requires a hard copy be submitted via deadline. Please submit a digital copy on thumb drive as well.
- Please supply additional detail around the anticipated print volume
 - Monthly or annual black and white impressions
 54,455 for the month of October.
 - Monthly or annual color impressions
 22,829 for the month of October.
 - Types of bindery services available and volumes if available
 Stapling Mostly Upper Left sometimes book Staple. Plastic Spiral Binding. Heated Glue Tape Binding. The volumes for this aren't tracked like our impressions are. Stapling is very common upper left. We probably do this service daily. Plastic Spiral Binding is more common than Tape Binding. Probably once every other month we do a Spiral Bound job. Tape Binding is maybe 4 or 5 times a year for certain jobs.
 - Average number of print orders processed per day or week
 Just an estimate I would say 10 to 15 a day.
 - Does the print shop provide oversized or poster printing services?
 - If so, please provide the number of posters produced on an average month
 Yes. We probably do one or two posters a month. Once a year there is a Celebration of Research and Creativity on campus. Our numbers of posters goes up during this event. Probably 20 or so posters in that one month. Departments will print posters for students and their presentations. For the most part I would say 2 posters a month except for this one event.
- Please offer an overview of your current order entry process
 We have a copy center form. The departments will fill out this form specifying what they want us to do and give us billing information for their department and delivery location and contact information. They will submit this form a PDF version of the job they want printed. This is emailed to a centralized email that several people have access to. We also at the moment accept had written forms and hard copies of jobs from some departments. Most of our business is done via the online fillable form though.
- Please provide number of customers or departments that utilize the print shop services
 Our current department count sits at 222. This number is a little high. The file that gives me this number will count some of our bigger departments a couple of times like for different athletics teams. I would feel comfortable estimating that 40 or so departments use the print shop services on a monthly basis. Some departments more than others.
- Please provide average turn times for work performed or published SLA's
 We ask for at least 2 business days' notice as a turnaround time currently. We are usually able to hit a next day turn around for most of the jobs that come through. We publish the request for 2 days though.

- If we are awarded this opportunity, is Northern Kentucky University willing to utilize our standard agreement to enter into a legally binding contract?
A contract will be negotiated after an award is made. The standard agreement could be used, but will need to be reviewed by Procurement Services and Legal Affairs.
- Are you able to provide more detail regarding this service? What will these pick ups consist of? Will these be exact scheduled pick ups everyday? Is there a delivery location?
Daily pick-up, early AM, is required to be considered for this contract. We can work, somewhat, with delivery time. Overnight work should be delivered in the AM and work to be done overnight should be picked-up after 3:00 pm and before 4:30 pm. Delivery location is central receiving, 1 Nunn Dr. Highland Heights, KY 41076.

Please note the last date and time for questions has passed. In order to adhere to the timeline no more questions will be reviewed.

END OF ADDENDUM