



# DALLAS COUNTY PURCHASING DEPARTMENT

November 13, 2018

## GENERAL INFORMATION NO. 1

**BID No. 2019-011-6775**

**Invitation for Bid (IFB) for a Term Contract for Blueprint, Copy and Envelope Printing Services**

*THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY*

*(THIS IS NOT AN ADDENDUM)*

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses. (Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the solicitation opening date.)

**Question No. 1:** Will there be a Pre-Bid meeting for this solicitation# 2019-011-6775?

*Response: No*

**Question No. 2:** On the 3 Part forms, are they standard forms or do you have any special specification for them?

*Response: Standard 3-part forms.*

**Question No. 3:** Is there a bid tab for previous solicitation: 2019-011-6675?

*Response:*

*2015-065-6519 – <https://www.dallascounty.org/Assets/uploads/docs/purchasing/bidtabs/2015/2015-065-6519OffsetPrinting.pdf>*

*2016-077-6614 - <https://www.dallascounty.org/Assets/uploads/docs/purchasing/bidtabs/2016/2016-077-6614.BluePrintCopyEnvelopes.Synopsis.DM.pdf>*

*AQ 2016-103 - <https://www.dallascounty.org/Assets/uploads/docs/purchasing/Annual-Quotes-Bids-RFPs/Annual-Quotes/2016/2016-103BusinessCardsandLetterhead.pdf>*

**Question No. 4:** Under Section C - Envelopes, where it says "Specify" additional charge (if any) for printing 2nd PMS color, 2nd side, etc. How would you like us to write the per thousand prices, for each of the various quantities? As pricing would vary for each of the quantity breaks listed and very little space is provided to write for each quantity break.

*Response:* Dallas County cannot give advice on how to structure extended cost. Please look at samples of same request through hyperlink attached;  
<http://www.dallascounty.org/department/purchasing/bidtabs/2013bidtabs.php> .  
Please look for bid #2013-034-6302

**Question No. 5:** When writing out the extended totals for each section, should this include only the base price? Or do we also need to include the additional charges (if any) in the extended total for each section?

*Response:* Dallas County cannot give advice on how to structure extended cost. Please look at samples of same request through hyperlink attached;  
<http://www.dallascounty.org/department/purchasing/bidtabs/2013bidtabs.php>  
Please look for bid #2013-034-6302