

Addendum No. 1
Pre-Proposal Conference Questions for RFP 05-141-3154
Design, Production & Printing of the
Pennsylvania Turnpike Commission's Annual Report
Tuesday, April 26, 2005

Following are the answers to questions submitted in response to the above referenced RFP and received at the Mandatory Pre-Proposal Conference held on Wednesday, April 26, 2005. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

- Q. Under section I-5, it is stated that the contract will be a fixed annual cost agreement. Does this mean that you are looking for agencies to lock into the same cost proposal for both the 2005 and 2006 reports? Also, will exceptions to the fixed cost agreement be allowed if printing expenses should rise due to industry increases in paper and ink?
- A. ***Yes. However, the PTC will entertain a cost increase due to paper/ink/supplier fluctuation, but the vendor must furnish a letter outlining a price increase from your supplier/printer.***
- Q. Under section II-8, it states travel and subsistence will not be reimbursed. Is it correct to assume that there will be no travel or overnight stays required to attend pre-production meetings and provide all design, production and printing services?
- A. ***The Turnpike will not pay travel or overnight expenses. However, we will be flexible in scheduling meeting times and locations. Some meetings prior to design are essential but we do not foresee the need to meet more than 3-5 times during the entire production process.***
- Q. Also under section II-8, it allows the proposing company to list costs. Is the agency that is chosen as the vendor of choice responsible for securing photography services to provide pictures for the report?
- A. ***No. The Turnpike staff photographer will do ALL of the photography.***

A. ***It is printed and provided separately. The PTC staff will manually affix the card during mailing.***

Q. The Work Statement also includes a section stating that all digital photos will be submitted by the Commission. However, under section IV-3, it states that the agency should provide a photo storyboard that the photographer will follow to meet the picture requirements of the annual report. It also states that the agency would size, crop, manipulate and **scan** photos. Will all photos come as digital and require only cropping and placement or will there be original photography that will be needed. If original photography will be needed, please provide an overview of what a photographer will need to know to provide an estimate (locations, number of projects to shoot, etc.). Would the agency take the lead on determining what photos should be shot or is the Commission providing everything so that the agency would not need to hire a photographer?

A. ***The PTC plans on supplying all photographs for the Annual Report – digital, negatives, slides, etc. The agency is expected to provide a photo storyboard that the PTC photographer will follow to meet all original photo requirements. Agency must also provide photo manipulation of supplied images as required.***

Q. Annual Report Printing:

Cover: 100 lb. – Is it coated or uncoated?

Is it cover weight or text weight?

Text: 80 Lb. – Is it coated or uncoated?

Is it cover weight or text weight?

Photos: 30 total – Are these photos 4-color, black & white?

A. ***Cover: Vintage gloss white – 100 lb. cover***

Text: Vintage velvet white – 80 lb. text

Photos: 4-color

Q. Envelope Printing:

10” x 13” in size – Are these booklet envelopes (opens at top), or catalog envelopes (opens on side)?

Ink: Single spot color – Do they print 1 color, 1 side (1/0), or do they print 1 color 2 sides (1/1)?

A. ***Standard 10” x 13” white envelope with horizontal flap, printed 1 color on front.***

Q. Memo Card:

Is it to be the same size as the Annual Report? Does it stitch onto the Annual Report? What weight of paper is it? Is it coated or uncoated paper?

A. ***3.5” wide by 4.5” high with fold as per sample provided.***

Single color 80 lb. matte (uncoated) cover stock printed on 1 side.

Questions from the Pre-Proposal Conference
April 26, 2005

- Q. How many rounds of text corrections should be included in the price?
- A. *Three rounds for text. Numbers are final.*
- Q. Format: Is it not part of the design process to propose gatefold vs. die-cut vs. emboss, or is it predetermined to be a gatefold?
- A. *For purposes of this proposal, 2005 report will have a gatefold similar to the example 2004 report that was provided.*
- Q. Is paper choice set to vintage or can designer suggest other?
- A. **Designer may suggest an alternative of same or similar quality.**
- Q. Are note pages important or are they a result of needing proper page count?
- A. *“Note” pages used only to fill out the balance of pages in the end of the book.*

Contractor's Signature

Date

SIGN-IN SHEET

PREPROPOSAL CONFERENCE RFP #05-141-3154

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