

# The Connecticut General Assembly

## Joint Committee on Legislative Management

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Themis Klarides, *House Republican Leader*

DATE: April 20, 2015  
TO: All Respondents of Record  
FROM: Rachel A. Bishop  
RE: Responses to Questions and Clarifications  
**PRINTING AND DELIVERY OF THE OFFICIAL 2015, 2016, 2017, AND 2018  
CONNECTICUT PUBLIC AND SPECIAL ACTS, JCLM15REG0015**

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The following Request for Proposal (RFP) clarifications are provided to those who have received the Connecticut General Assembly's RFP for the **Printing and Delivery of the official 2015, 2016, 2017, and 2018 Connecticut Public and Special Acts, JCLM15REG0015**.

Please note that the deadline for receipt of all responses is **12:00 noon on May 5, 2015**, in the Office of Legislative Management, Legislative Office Building, Room 5100, Hartford, Connecticut.

Thank you for your interest.

## JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

### QUESTIONS AND ANSWERS

1. Is there a listing of what must be submitted with a proposal?

Part D of the RFP includes a list of required elements that shall be included in all proposals. Any proposal not including these elements is subject to disqualification.

2. Must proposals include the gift affidavit and the campaign contribution form?

Yes. Please note that proposals will not be considered without a completed gift affidavit and campaign contribution form.

3. Has this project been reserved for participation by set-aside Respondents certified as such by the Connecticut Department of Administrative Services (DAS)?

No.

4. Must a bid bond be submitted with a proposal?

No.

5. Can you please clarify any special instructions regarding the completion of the Attachment documents to this RFP?

#### **Proposal Pricing Page (Attachment A)**

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

#### **Proof of Authorization Form (Attachment B)**

This form shall authorize an individual to sign and enter into contracts on behalf of the Respondent and should be notarized and affixed with the corporate seal (if available).

#### **Certification Form (Attachment C)**

This form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

#### **Gift and Campaign Certification (Attachment D)**

This form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form must be notarized.

#### **Proposal Checklist (Attachment E)**

Please indicate the pages number in which each requirement is provided in the RFP.

#### **CHRO Bidder Contract Compliance Monitoring Report (Attachment F)**

This form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

#### **Vendor Profile Form (Attachment G)**

This form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

#### **W-9 Form (Attachment H)**

This form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

#### **Nondiscrimination Certification (Attachment J)**

This form does not need to be completed and submitted with the Proposal, but only upon contract award. This form is included in the RFP for informational purposes only. There are five different certification forms. Form A is always used for contracts with an individual who is not an entity, regardless

of the contract value. Form B is always used for contracts with an entity when the contract value is less than \$50,000. Form C is recommended for contracts valued at \$50,000 or more with an entity. If Form C is not used, either Form D or E must be used (both require a resolution, new or prior).

6. Are the proofs to be hard proofs or soft proofs?

Proofs of the volume pages are a full set of trimmed signature pages (F & Gs). Proofs of the covers and spines are a hard copy photo reproduction of how the actual covers and spines will appear.

7. Are the advance copies to be F & G's?

No. Advance copies are actual bound volumes.

8. Are the advance copies to be perfect bound?

Yes.

9. Do we hold up binding for an approval on the advances before we bind the balance of the books?

No.

10. If so, how quickly will we receive the OK approval to complete binding?

N/A. See question and answer #9.

11. If the number of pages is 2,500 pages per set, then a two volume set would have 1,250 pages per book and a three volume set would have 834 pages per book. Is that a correct assumption?

The exact number of pages will vary from year to year depending on the amount of legislation enacted by the CGA. As an approximation for purposes of this RFP, it can be assumed that where legislation and related materials amount to 2,000 pages or fewer, a two-volume set will be required, and where legislation and related materials amount to more than 2,000 pages, a three-volume set will be required. While an attempt is made in composition to divide text into volumes having roughly the same thickness and page count, the volumes generally will not have exactly equal page counts due to the fact that a volume may not begin or end in the middle of a public or special act. Individual acts can range from half a page to hundreds of pages.

12. What is the determining factor to decide which weight of text paper is used, be it 40#, 45# or 50#?

There is no single determining factor. The CGA will review the samples and specifications for the paper selected by the Respondent for appearance and quality, and as a factor contributing to the proposed per page price.

13. It is correct to assume that the 978 copies that individually mail are all going to a Connecticut zip code for computing the postage required? If not, will need mailing list for computing postage.

While most sets are delivered to Connecticut addresses, there are a number of sets sent to libraries, etc. in other states. Sample address label files for the 2014 Connecticut Public and Special Acts are available upon request.

14. The perfect bound covers - how does it print? Black/black?

Black ink is used on the paper cover material. Sample volumes are available upon request.

15. The case bound cover material I- Heritage F-grade Buckram F860 - was discontinued by Ecological Fibers over 6 years ago. The brown Roxite Library Buckram F is a special grade made by ICG Holliston with a 1,000 yard minimum. The four year contract will use approximately 50 yards. Can a substitute be used? If so, we can offer Roxite Library Buckram F in a light tan? Would that be acceptable?

Substitute case bound cover material is not acceptable unless the material specified in the RFP is no longer available from any commercial source. Any proposed substitute must be approved in writing by

the CGA after submission of a sample and specifications. Significant color deviation will not be approved.

16. Can the CGA Contracting Group please provide the various pricing received and/or bid tabulation issued in response to the "Printing and Delivery of the Official 2011, 2012, 2013, and 2014 Connecticut Public and Special Acts" RFP (JCLM11REG0018)?

Yes, please see Q&A Attachment 1.

