



May 27, 2015

TO: All Interested Quoters

SUBJECT: ADDENDUM #1 – RFQ #15-1646BLS  
Business Cards – Custom Printed  
**Request for Quotation Due Date: June 1, 2015 at 3:00pm**

Quoters are hereby notified that this addendum shall be acknowledged within their quote and shall be made a part of the above issued Request for Quotation. This information is issued to add to, modify, and/or clarify the Request for Quotation documents. These items shall have the same force and effect as the original Request for Quotation. Quotes are to be submitted on the specified date and shall conform to the additions and revisions listed herein.

Question: Is on-line ordering a requirement?

Answer: On-line ordering is a requirement for efficiency, accuracy, and accountability.

Question: Are proofs required for each order?

Answer: No, a proof is required with the quotation form due on June 1, 2015 at 3:00pm.

Question: Can heavier paper be used?

Answer: The specification is for 80# Cougar Op Cover, White only.

Question: Can a sample be supplied?

Answer: A pdf and an Adobe InDesign file are attached.

Comment: Item 1 is for shells only (initial stock for inventory) NOTE: The price of the printing / internal process / set up etc. shall be included in the price of the cards in each individual release order "as required" by the County.  
Item 1A is for the individual customized business cards for Manatee County employees on an "as required" basis.  
Column #1 is two business day delivery; Column #2 is five business day delivery  
Box sizes for both columns 1 and 2 are 100, 250, and 500.  
Estimated annual quantities are per box (size as indicated).

Bonnie Sietman  
Purchasing, Senior Buyer  
/bls; attachment

5/27/2015

Date