

ADDENDUM NO 01

CITY OF FAIRHOPE

To

BID NO. 009-10 CITY SKETCHES 2010

For

Senior Recreation Department

The bid documents for this Bid shall be amended, revised and changed in the following particulars:

Questions from potential bidders:

Question 1:

Does the job come as print-ready pdf's, already designed and ready to print?

Answer 1:

Job comes as a pdf, print ready from the graphic designer.

Question 2:

Would it be satisfactory to email pdf proofs for approval? If not, what type of proofs are required for the publication?

Answer 2:

Hard copy proof.

Question 3:

We would need to overnight them and get them back overnight, as well, to meet the deadline. Would that cause any problem?

Answer 3:

Overnight mail would be fine as long as it can meet our time deadlines.

Question 4:

There is no mention made of additional charges if there are any changes at the proofing stage, how would that be handled?

Answer 4:

Currently, there are no additional charges for changed made from printer's proof and there are usually a few.

Question 5:

On the mailing--how many usually mail? and is it on the city's permit number?

Answer 5:

We mail approx. 8400 but that number varies depending on new customers.

Question 6:

What class does it go at?

Answer 6:

Pre-sorted Standard

Question7:

Is the mailing on the City's permit number?

Answer 7:

All mailing costs are included and the printer typically uses their mailing permit number not the cities and our bill is all inclusive.

Question 8:

Is the mail list in Excel format?

Answer 8:

The mailing list comes in excel format.

Responders are to sign and include signed Addendum No.1 with submitted qualification documents.

Acknowledged:

Company

By

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Purchasing Manager
City of Fairhope

Posted: 04-05-2010