



PURCHASING SECTION
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ADDENDUM NO. 1

REQUEST FOR QUOTATIONS (RFQ) NO.: 1220-040-2015-019
TITLE: CITY STATIONERY
ADDENDUM ISSUE DATE: April 23, 2015
CLOSING DATE: PREFER TO RECEIVE QUOTATIONS ON OR BEFORE APRIL 30, 2015

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide additional information and clarifications to the RFQ for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the contractor not being familiar with this addendum. This Addendum No. 1 contains two (2) pages in total.

- Q.1.** Refer to pages 24-25 of the RFQ item Schedule A – Specifications of Goods and Scope of Services, envelopes specification f., items i. through v. do not list print descriptions, are they supplied blank or is printing required?
- A.1.** All items in specification f. are one-colour, 1/1, back flap printed, no bleeds.
- Q.2.** Refer to page 24 of the RFQ item Schedule A – Specifications of Goods and Scope of Services, envelopes specification e.i., e.ii. and g. (all #9 Natural Kraft envelopes), what is the finish size – 4" x 9" or 3-7/8" x 8-7/8"?
- A.2.** Either size is fine. The City generally design prints materials to fit standard envelope sizes.
- Q.3.** Refer to page 23 of the RFQ item Schedule A – Specifications of Goods and Scope of Services, envelopes specification b., what is the construction of this envelope?
- A.3.** As stated on page 23 of the RFQ, this is a #10 envelope. Therefore, the standard specifications of a #10, non-window envelope applies.
- Q.4.** Refer to pages 24-25 of the RFQ item Schedule A – Specifications of Goods and Scope of Services, envelopes specification f., items ii. through v. that require multi-language print, is there a breakdown of quantities for each language?
- A.4.** Currently, all languages are printed on one envelope. Each language is not printed separately.

Q.5. Refer to pages 24-25 of the RFQ item Schedule A – Specifications of Goods and Scope of Services, envelopes specification f., items i. through v., are these purchased in bulk or in increments?

A.5. These items are purchased in bulk. Smaller additional quantities may be required.

END OF ADDENDUM

All Addenda will become part of the RFQ Documents.
