



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

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**ADDENDUM NO. 2  
BID OPENING: March 9, 2016**

**TO:** ALL BIDDERS  
**FROM:** JOHN CASSIDY, BUYER  
**DATE:** March 3, 2016  
**RE:** RFQ 21416Q0080, T-Shirts

This addendum is issued prior to bid opening to answer questions received for the T-Shirts.

Q1: Is it one color, one location on the tees? You say black and I just wanted to make sure.

A1: It is one color printing the words in black. There is printing on the front (left side of chest) and back of the T-Shirts.

Q2: If there is a size/color that is not available buy the April 1 date, (say a back order) can we substitute is still safety green or do you wait for the back order?

A2: The Forestry Department has requested an April 1, 2016 delivery for the T-Shirts with no back orders.

Q3: In reference to your bid for the T-Shirts, do you want your logo on both front and back, or just one side?

A3: There is no logo. I have attached two (2) pictures of the shirts and what the printing reads on the front and back of the T-Shirts.

Q4: Requesting lettering size information on T-Shirt in inches ½ in, 2 in etc. per each line front and back.

A4: On the front of the shirt it reads: City of St Louis which is ½ inch. On the back of the shirt it reads:  
City of St Louis which is ½ inch and the words Forestry Division on the back is in 3 inch.

Q5: Can you tell who I can contact about the logo is it one sided or two sided, what size and any other information?

A5: I am the contract. There is no logo. It is all printing of words. There is printing on the front of the shirt and back of the shirt. Front shirt printing to be on left side of chest. See attached two (2) pictures showing what is to be printed on the front and back.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that this information has been received.

**ADDENDUM RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



CITY OF ST. LOUIS  
**FORESTRY**

shirt front



SHIRT BACK