



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

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**ADDENDUM NO. 2
BID OPENING: JANUARY 13, 2015**

TO: ALL BIDDERS
FROM: LYNN CRAWFORD, BUYER
DATE: JANUARY 9, 2015
RE: RFQ 41515Q1075, MAIN GUIDE BOOKS

This addendum is issued prior to bid opening to provide for modifications in plans and/or specifications. All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that revised information has been received and the Bidder's bid is based on the revised specifications.

1. QUESTIONS/ANSWERS:

Question 1: On page 4 of the bid "Quote the Following" on Line 1 "163 – (8.5x11) 24 lb. Color Laser Bond. Are we printing 163 originals for 50 sets in color on 24 lb Color Laser Bond? Will they be Double-Sided or Single-Sided? Will the originals be files or hardcopies?"

Answer: There will be approximately 163 pages in total. The pages will consist of approximately 10 Single-Side Pages, approximately 65 Double-Sided Pages (130 single pages) and approximately 20 blank pages. There is a combination of Single-Double Sided copying. The originals will be provided through electronic auto cad. **Please note that the front cover is 7 mil clear plastic and the back cover is Black Regency or approved equal.**

Question 2: On page 4 of the bid "Quote the Following" on Line 4 "1 Book (8.5x11) Black Coil Punched & Bound." Can you confirm that the books will be 43 hole round punched for coils or 19 hole rectangular punched for GBC combs? . **Please note that the front cover is 7 mil clear plastic and the back cover is Black Regency or approved equal.**

Answer: The books will be 43-hole round punched for coils.

Question 3: On page 4 of the bid "Quote the Following" on the bottom half of the page it has the following listed: "28lb Color Bonds Punched & Bound" "Total Each Book" and "32lb Color Bonds Punched & Bound" "Total Each Book." What are these referring to? Will these be 3-hole punched, 19-hole rectangular GBC punched, or 43-hole round punching for coils binders?"

Answer: There will be only one 50 set purchase for these guide books. The 28lb and 32lb Color Bonds are alternate paper weights that we would like pricing for. Please provide pricing for 24lb, 28lb and 32lb Color Bond Paper. After receipt and review of bids received, it would then be determined with paper weight will be used. A 43-hole round punching for coil binding will be used.

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date