



# Promotional Printing RFP

RFP #RPL-2018-06

Addendum/Clarification #2

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This Addendum/Clarification shall be incorporated into the RFP and shall form part of the contract documents.

October 24, 2018

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The following is a list of Proponent submitted questions and the associated response. Firm names have been removed; however, the wording of the questions is otherwise identical as received.

## Questions and Answers/Clarifications

1. Would the business cards be printed in 3 lots of 150 or 3 lots of 50?

There was an error in the approximate average quantity per order for business cards.

The business cards would be printed in 3 lots of 500, for a total approximate average quantity of 1500 cards per order. The amended specifications for business cards should read as follows:

Business Cards: 3.5 x 2	Full – 4/4	Card stock	n/a	1,500 cards total, printed in 3 lots of 500.	30 individual (most are batched in requests of approx. three unique cards)
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2. In regards to the 4/4 envelopes, are you referring to the back of the envelope being printed on the flap, or the inside of the envelope being printed with a personalized liner? If it's just printing on the flap, the print would still be considered a 4/0, as the flap still prints on the same side as the front when it's flat.

We won't require a personalized liner, or any printing on the back flap. What we are looking for is a single-sided print, of the return address, on the front of the envelope. The amended specifications for envelopes should read:

Windowed envelopes: #10 size, single-sided (return address only)	No bleed – 4/4	White windowed envelope stock	n/a	1,000	3
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3. Regarding the laminated materials. The pocket cards – are they laminated for the purpose of frequent use, and therefore needing to be protected from destruction of a normal paper material? If that's the case, I may include an alternative option with pricing.

Also, the large poster lamination, what is the purpose of that? Could another material be substituted in that case as well?

Yes, the pocket cards have been laminated for frequent use and longevity. The large posters are most often used on sandwich boards at outdoor events during the summer months and have been laminated against exposure to the elements.

If you would like to include information and pricing on alternate materials for the pocket cards and/or the 22 x 28" posters, please feel free to do so.