



Forsyth County Procurement

Kimber Carder, Procurement Agent I

March 22, 2021

ADDENDUM #1 QUOTE NO. 21-51-1500

For: *To establish a pricing agreement for Forsyth County for the Printing of Business Cards, Letterhead, and Envelopes for all County Departments. This will be for the remainder of calendar year 2021 with two (2) options to renew for one (1) additional calendar year.*

This addendum supersedes and supplements all portions of the bidding documents and becomes part of the contract documents for the above-referenced project.

Where any item called for in the specifications or indicated on the drawings is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided or superseded hereby, the provision of such item not so specifically amended, voided or superseded shall remain in effect.

Questions:

- 1) I know you mentioned a spreadsheet. Are the sheets listed in the bid/quote package the tabulating sheets that we need to put our figures on and return to you?
 - Yes, the last pages are the tabulating sheets that the pricing needs to be listed on.
- 2) Can we email our official package/quotes directly to you from the package or do we need to utilize the Georgia Registry Portal?
 - Yes, you are able to email your documents directly to me.
- 3) On the tabulation sheets, where there is a letterhead option for full color/black, do you want that tabulated on the same page? Or should we put options on a separate page?
 - There is a section for color as well as grey scale letterhead on the tabulation page(s).
- 4) If we are registered with the Georgia Registry, are we required to register with Forsyth County directly?

- The winning vendor will need to register as a vendor with Forsyth County in order for us to issue Purchase Orders and issue payments for invoices.

5) Can you please provide delivery location?

- Delivery locations will vary as these items are for various departments throughout Forsyth County.

6) Can you provide the previous tabulation?

- Yes, please find the previous tabulation attached to this addendum.

**FORSYTH COUNTY
QUOTE NO. 18-29-1500**

**PRINTING O BUSINESS CARDS, LETTERHEAD, AND ENVELOPES FOR ALL FORSYTH
COUNTY DEPARTMENTS**

****APPARENT QUOTE RESULTS****

BIDDER	COMPANY	ADDRESS	TOTAL QUOTE PRICE
1	Matthews Printing	336 Northside Dr Gainesville, GA 30501	\$46,436.30
2	LT Printing and Promotion, LLC	4670 Guilford Forest Dr, SW Atlanta, GA 30331	\$118,936.03
3	Moore Business Soutions	5875 Peachtree Industrial Blvd, Suite 260 Peachtree corners, GA 30092	\$44,810.50
4	Solutions In Print	9850 Colusa Court Gainesville, GA 30506	\$45,582.00

THESE QUOTES WERE REVIEWED ON WEDNESDAY APRIL 5TH, 2018 IN THE FORSYTH COUNTY PROCUREMENT DEPARTMENT.
