



## Forsyth County Procurement

Kimber Carder, Procurement Agent 1

April 2, 2021

### ADDENDUM #2 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Where any original item is amended, voided or superseded hereby, the provision of such item not so specifically amended, voided or superseded shall remain in effect.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) Does Forsyth County do their own dye stamping? If yes, will the foil stamping dye be available to the winning bidder?
  - No, Forsyth County does not do our own dye stamping. The current vendor manufactured the dye at their own expense.
  
- 2) Will Forsyth County provide print ready files for each RFQ item or will the winning bidder need to produce print files?
  - No, the winning bidder will need to produce the print files. Typically, when the Purchase Order is issued an example or “proof” of the card, letterhead, or envelope is sent over with the order for your convenience, but we do not send any print ready files.

- 3) I am not seeing the quantities or paper stock/ finishing requirements detailed for the business cards, letterhead and envelopes. Can you please provide for me more details?
- The paper stock/finishing requirements are listed in the quote schedule for each item. As far as the quantities, based on the number of line items on the quote only the total dollar amount spent annually can be provided. The totals spent the last 3 years are:  
2018 - \$15,399.25  
2019 - \$18,203.25  
2020- \$16,989.25
- 4) Please provide a sample of each item you need to have printed on the required paper stock.
- With the quote closing date next week samples do not have time to be mailed out. Once the solicitation is awarded if samples need to be mailed, they can be.
- 5) Is the gold foil seal stamped or embossed?
- The gold foil seal is stamped, not embossed.
- 6) Is there an excel version of the tabulation sheets mentioned in Addendum 1?
- Please find an excel version of the tabulation sheets on the county website under this solicitation number as "Attachment A."