



**CITY OF ROUND ROCK  
INVITATION FOR BID (IFB)  
PRINTED BUSINESS CARDS, ENVELOPES AND LETTERHEAD**

**IFB No. 17-027**

**Addendum No. 2**

**Date of Addendum: 10/23/2017**

Addendum No. 1, dated October 23, 2017 is being issued to respond to all questions submitted by the deadline on October 30<sup>th</sup>, @ 3:00 p.m. for IFB No.17-027 – Printed Business Cards, Envelopes and Letterhead, as outlined below:

**Questions for Exhibit A – Police Department**

1. **Question:** In Exhibit A – Police Department. Sirius envelopes do not come as peel and seal. Can we substitute with available stock or should they be quoted without peel and seal?

**Answer: Please provide a quote for a buyer approved equal for a peel and seal envelope.**

2. **Question:** In Part IV, Section 2, 2.1 of the IFB for the Police Department, it states that letterhead is not required for the Police Department, but Exhibit A, Page 7, shows a letterhead layout. Do they need to be added to the quote and if so, how may?

**Answer: Letterhead is not required for the Police Department.**

3. **Question:** Do you want coated or uncoated stock for the business cards?

**Answer: Uncoated**

4. **Question:** Exhibit A, number 8 states that the design should not bleed but the business card artwork shows bleed. Which is correct?

**Answer: Bleeds are necessary for the Police Department business cards.**

5. **Question:** Exhibit A, number 9 states that the City will accept digitally printed letterhead, envelopes and business cards but states in number 13 that they will not accept digital printing. Which is correct?

**Answer: We want to use digital printing.**

### **Questions for Exhibit B – Sports Center**

6. **Question:** Part IV, Section 2, 2.2 of the IFB for Sports Center and Exhibit B, number 2 states that the logo components shall consist of the City of Round Rock logo with the employee's contact information. Page 2 of Exhibit B shows a unique logo for the Sports Center and not the City Logo. Which is correct?

**Answer:** The front of the business card will show the Sports Capital of Texas logo with the employees contact information.

7. **Question:** Page 2 of Exhibit B shows the Sports Center business cards printing on the back in full color. Is this correct?

**Answer:** Yes

8. **Question:** Sirius envelopes do not come as peel and seal. Can we substitute with available stock or should they be quoted without peel and seal?

**Answer:** Please provide a quote for a buyer approved equal for a peel and seal envelope.

9. **Question:** Exhibit B, page 15 states that the business cards print on "satin matte" stock that is recycled. Can the stock be any percentage of recycled content?

**Answer:** Yes, the stock can be any percentage of recycle content.

### **Questions for Exhibit D – All Departments**

10. **Question:** Sirius envelopes do not come as peel and seal. Can we substitute with available stock or should they be quoted without peel and seal?

**Answer:** Please provide quotes for available stock peel and seal and without peel and seal.

### **General Questions**

11. **Question:** Police, Sports Center and the City departments all have business cards that have different weights (16pt., 15pt. and 80# respectively). Is this intentional?

**Answer:** Yes, these were the specifications provided by each department.

12. **Question:** Per Attachment A, Addendum 1, New Bid Sheet. There is only space to put costs for individual orders. How do you want shell printing costed in addition to the imprint costs?

**Answer:** We will not be utilizing shells.

Approved by: Oscar Wise

Oscar Wise, Purchaser

Date: 10/23/17

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.**