



## Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, *Interim Director*

April 21, 2009

Re: 09CT 67558A  
Graphic Design Services

Dear Bidders:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request For Quote.

Except as provided herein, all terms and conditions in the RFQ referenced above remain unchanged and in full force and effect.

Sincerely,

*Carolyn Towns*

Carolyn Towns  
Procurement Officer

Winner 2000 - 2008 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



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Addendum No. 1  
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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

**The RFQ due date and time of Thursday, April 23, 2009 @ 2:00 PM is changed to Monday, April 27, 2009 @ 2:00 PM.**

**Page 5 of the above RFQ is deleted in its entirety and replaced by the revised attached page five (5) to this addendum.**

**PROJECT SPECIFICATIONS**

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**Base Project:**

- **Estimated Total Catalogue Quantity:** 5,000 or 7,500 (provide cost estimates for both)
- **Estimated Total Catalogues:** 1
- **Estimated Total Pages:** 76-108 pages including cover
- **Estimated Catalogue Size:** 9" X 12"
- **Required Cover:** Perfect Bound Cover
- **Color Requirements:** Full color cover and interior to include mixture of images and text throughout
- **Required Paper:** Tomahawk quality paper, text weight interior pages and cover stock for cover to withstand heavy ink saturation on two sides

**Alternates:**

Provide cost estimates for the following optional elements, to be included dependent upon impact on budget and proposed design in part or as a whole:

- Inclusion of velum inserts
- Embossed cover detailing
- Interior foldouts

Any award made as a result of this quote shall be for graphic design.

Please contact: Carolyn Towns, Purchasing Agent at (404) 730-4208 with any procedural or technical questions. All such contacts shall be in writing and submitted through the Department of Purchasing.

**1. PRICING SHEETS**

	<b>ITEM</b>	<b>COSTS</b>
1	<b>Graphic design, print and delivery services for completion of fine arts catalogue costs (Quantity = 5,000, 76 pages)</b>	<b>\$</b>
2	<b>Graphic design, print and delivery services for completion of fine arts catalogue costs (Quantity = 5,000, 108 pages)</b>	<b>\$</b>
3	<b>Graphic design, print and delivery services for completion of fine arts catalogue costs (Quantity = 7,500, 76 pages)</b>	<b>\$</b>
4	<b>Graphic design, print and delivery services for completion of fine arts catalogue costs (Quantity = 7,500, 108 pages)</b>	<b>\$</b>
<b>Optional Items (Provide per unit costs for optional inclusion of each):</b>		
5	<b>Velum Inserts per unit cost</b>	<b>\$</b>
6	<b>Embossed Cover Detailing per unit cost</b>	<b>\$</b>
7	<b>Interior Foldouts per unit cost</b>	<b>\$</b>

**General Requirements:**

The bidder shall list on a separate sheet of paper any variations from, or exceptions, To the conditions and specifications of this bid. This sheet shall be labeled "Exceptions to Bid Conditions" and shall be attached to quote.

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**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time Monday, April 27, 2009, 2:00 PM local prevailing time.

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title