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**Posted Date:** February 13, 2024

**Solicitation No.:** B240082CFC

**Solicitation Name:** Annual Printing Contract

**Subject:** Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

## 1. UPDATED BID SCHEDULE

The Bid Schedule has been updated and a revised Bid Schedule has been uploaded to the solicitation webpage on the Lee County Procurement website.

Please ensure that your firm has downloaded the revised Bid Schedule and have been able to successfully use the Excel format. Any firm having compatibility issues or difficulty downloading the revised Bid Schedule needs to contact the Procurement Analyst for this project at their earliest convenience. Do not wait until submission day to download. Procurement is not required to extend a closing due to Contractor delay or difficulty in receipt of download of documents.

**Bidders MUST use the Addendum 2 Revised Bid Schedule Excel Form when submitting their bid. Failure to do so will result in Bidder being deemed non-responsive and therefore ineligible for award.**

## 2. ATTACHMENTS

- Attachment 1 – Sample Business Card (*for informational purposes only*)
- Attachment 2 – Sample # 10 White Wove Envelope No Window (*for informational purposes only*)
- Attachment 3 – Sample Brochure from Library Department (*for informational purposes only*)

## 3. SPECIAL CONDITIONS REVISIONS

### BASIS OF AWARD

- 2.1. The basis of award for this bid will be the *lowest responsive and responsible bidder of Sections 1, 2 and 3 (individually)* meeting all the specification requirements. Bidders are not required to bid on all Sections but are required to bid on all line items within that Section to be considered eligible for award. Failure to bid on all line items within a Section will deem the Bidder non-responsive. Customized items located in Section 4 will not be included in the Basis of Award. ~~Vendors do not have to bid on all line items within section 4. Each line item will be awarded separately.~~

**4. SCOPE OF WORK AND SPECIFICATION REVISIONS**

Specification revisions have been made to the following sections:

ORDERING

**3.5 Section 4: Customized Items: Departments will be required to seek out quotes from all of the awarded Vendors under this agreement for the items listed in Section 4 of the revised bid schedule. Award will be made to the lowest quoted Vendor.**

**5. QUESTIONS/ANSWERS**

1.	I am in the process of putting together the bid but would like to ask what the current budget is for this contract as well as if you could provide the budget for the previous contract agency holder for the services rendered. Is this possible to obtain?
Answer	<b>As stated in Terms &amp; Conditions Section 13. CONFIDENTIALITY, subsection 13.3.: Lee County <i>will not</i> reveal engineering estimates or budget amounts for a project unless required by grant funding or unless it is in the best interest of the County. According to FL § 337.168: A document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07(1) until the contract for the project has been executed or until the project is no longer under active consideration.</b>

2.	if you could provide the budget for the previous contract agency holder for the services rendered.
Answer	<b>The current contract can be found at <a href="https://www.leegov.com/procurement/awarded-annual-contracts/downloads?fid=5496&amp;fn=Project2020-10-08T10_20_13.xml">https://www.leegov.com/procurement/awarded-annual-contracts/downloads?fid=5496&amp;fn=Project2020-10-08T10_20_13.xml</a></b>

3.	Business Cards One Sided One Color - Does the ink bleed on the business cards?
Answer	<b>The ink bleeds on the business cards identified in Items 1-2 and 1-3 on the revised bid schedule. See attachment # 1 to this addendum for a sample business card.</b>

4.	Business Cards One Sided Multicolor - Does the ink bleed on the business cards?
Answer	<b>The ink bleeds on the business cards identified in Items 1-4 and 1-5 on the revised bid schedule. See attachment # 1 to this addendum for a sample business card.</b>

5.	What 2 colors print on the #10 Standard with Window Envelope? Where is the print located, face, back or flap?
Answer	<b>The revised Bid Schedule has been updated to list the colors on the envelopes as Multicolor. The design elements of the envelopes will vary between departments and will be specified during the initial setup phase. Please see attachment 2 for a sample.</b>

6.	#10 White Wove Envelope No Window - Where is the print located, face, back or flap?
<b>Answer</b>	<b>See attachment # 2 for a sample of # 10 White Wove Envelope No Window.</b>

7.	Brochure – Typesetting: Please explain the typesetting required. Will minor updates need to be required to existing art files or will artwork need to be created from scratch?
<b>Answer</b>	<b>There are multiple brochures needed for various departments. Typesetting requirements, including various design elements, will be made available at the time of the setup phase. See attachment # 3 for a sample of a Brochure as provided by the Library Department.</b>

8.	Brochures: Do any of the brochures produced have bleeds?
<b>Answer</b>	<b>There are multiple brochures needed for various departments. Typesetting requirements, including various design elements, will be made available at the time of the setup phase. See attachment # 3 for a sample of a Brochure as provided by the Library Department.</b>

9.	User Manuals 16 page booklet: Does the print bleed on this booklet? Is this booklet saddle stitched? If not, how is it bound?
<b>Answer</b>	<b>There are multiple manuals needed for various departments. Various design elements will be made available at the time of the setup phase. This booklet is saddle stitched. Pricing is not being requested at this time. Section 4: Customized Items is for informational purposes only and will be quoted by all awarded Vendors at the time of the order and awarded to the lowest quote.</b>

10.	Postcards: Does the print bleed on the Postcards?
<b>Answer</b>	<b>Design elements will vary between various departments and will be specified during the initial setup phase.</b>

11.	Receipts: What ink color(s) print on the front and back of the Receipts?
<b>Answer</b>	<b>Blue ink will be used on the front and back of the Receipts.</b>

12.	What is the weight, color and finish of the stock for the Engineering Grid Sheets? What ink color(s) print on the front and back of the Grid Sheets?
<b>Answer</b>	<b>This item has been removed from the Revised Bid schedule and is no longer being requested.</b>

13.	What ink color(s) print on the front and back of the Grid Sheets?
<b>Answer</b>	<b>This item has been removed from the Revised Bid schedule and is no longer being requested.</b>

14.	Leeway Application and Instructions: How many pages is the LeeWay Application and Instructions?
<b>Answer</b>	<b>See Answer to Question # 1 in Addendum 1</b>

15.	Leeway Application and Instructions: If the LeeWay Application and Instructions is multiple pages, how is it bound?
<b>Answer</b>	<b>See Answer to Question # 1 in Addendum 1</b>

16.	Visuals: Are photos or art files available for each of the products?
<b>Answer</b>	<b>The specifications provided for the products within this solicitation are the typical market standard for the items being requested. Samples of business cards, envelopes and a brochure have been provided and attached to this addendum.</b>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Cledwin Chin*

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Analyst Name  
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 Lee County Procurement Management