



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS
PRINTING VARIOUS FORMS

Request for Proposal (RFP): **ISR0004** ADDENDUM NO. **4** DATE OF ADDENDUM: **January 12, 2015**

This addendum is to incorporate changes to the above referenced solicitation:

1. Questions:

- (Q1) PD-0144 & PD 0144A Coupon Book; Does the 5-7/8" x 3" include the stub? If not, what size is the stub? Is the 100# White inside a text weight or index? How is the book bound? Saddle stitched, tape bound? If tape bound what color is tape?
- (A1) **PD-0144 & PD 0144A Coupon Book; The 5-7/8" x 3" includes the 7/8" stub. The White inside is text weight. The book is bound by staples.**
- (Q2) PD-020 Emergency Notification form; Confirm size. What size is stub? Do all Parts print alike?
- (A2) **PD-020 Emergency Notification form; The form size is 8-1/2 x 11. The stub is approximately 1/4" and all parts print alike.**
- (Q3) PD-0215 & PD0215B Sticker Police Pal; Spes call for black ink but the copy shows a gold or brown also, please confirm. Are there any special adhesive requirements such as placing on clothing?
- (A3) **PD-0215 & PD0215B Sticker Police Pal; The police pal sticker is printed on silver foil paper and has gold as well as black ink color. These sticker shall adhere on clothing.**
- (Q4) PD-LWC & PD-LWCCS License and Weigh Citation; Does the 8-1/2" x 11" include the stub? If not, what is the stub size? Or is this a fanapart? What weight, color & brand is the paper? Do all parts print alike? Specification does not have numbering checked, but the copy shows' numbering is this crash or press and what color?
- (A4) **PD-LWC & PD-LWCCS License and Weigh Citation; The 8-1/2" x 11" does not include the stub. The stub is approximately 5/8". This is form is 15# white CB, 14# yellow/canary CFB, 14#pink CFB and 15#Goldenrod CF. All parts pring the same and it is a numbered form. The form number is in red ink.**
- (Q5) FIN-9074R Petty Cash Reimbursement Advance Book; Do all parts print alike? What color & weight is the tag cover?
- (A5) **FIN-9074R Petty Cash Reimbursement Advance Book; All parts print alike in the book. The color of the tag is vanilla & it is 100# wrap around cover.**
- (Q6) FIN-7026 Receipt for Payment of Funds Book; Do all parts print alike? What color & weight is the tag cover?
- (A6) **FIN-7026 Receipt for Payment of Funds Book; All parts print alike in the book. The color of the tag is vanilla & it is 100# wrap around cover.**
- (Q7) FIN-7027 Receipt for Payment of Funds Book; Please confirm all specs, they do not coincide with the copy?
- (A7) **FIN-7027 Receipt for Payment of Funds Book; 9-3/4" x 5-1/2" with 3/4" left stub. 16#white CB, 14#canary/yellow CFB, 14# pink CFB, 15#goldenrod DF. Wrap around vanilla tag, black ink all alike red receipt number.**

- (Q8) FIN-9070R COA Petty Cash; Is the chipboard back part of the shrink wrap or are these forms padded? Do both parts print alike? Is this a fanapart form glued at the top? If not, what is the size with and without stub?
- (A8) **FIN-9070R COA Petty Cash; Paper is 6-1/4" x 5" 3/4" stub at top 16# white CB, 15#canary/yellow CF. All alike shrink wrapped in 50's with chipboard back.**
- (Q9) DVR-1000 Vehicle Inspection Form; Is the screen "DO NOT COPY" a phantom or void? Is it black or blue? Do all parts print alike? The specs are checked as numbering. Please provide numbering type, color and position.
- (A9) **DVR-1000 Vehicle Inspection Form; The form has a watermark "DO NOT COPY" in black ink which looks gray on all three pages. All parts print the same and have a unique red number on each form in upper left corner.**
- (Q10) CCR-KIT Car Collision Envelope and Forms (3-Forms); Please confirm the 6" x 9" is a catalog envelope. 24/#white wove catalog envelope open side, center seam regular gum. What color does the envelope print? How many forms are placed into the envelope and the name of each .
- (A10) **CCR-KIT Car Collision Envelope and Forms (3-Forms); The envelope is a catalog envelope 24# white wove, 6" x 9" side open center seam regular gum. The envelope has black ink print. Envelope has three forms, Drivers Report , Exchange of information form , Dept Safety Representative Report form.**
- (Q11) FOR-2146 Vehicle Equipment Status, AFD-7011 Hazmat Cost Recovery Notification and bid line item 56 -81 ; ; Does the 8-1/2" x 11" include the stub? If not, what is the stub size? Or is this a fanapart? What weight, color & brand is the paper? Do all parts print alike?.
- (A11) **FOR-2146 Vehicle Equipment Status, AFD-7011 Hazmat Cost Recovery Notification and bid line item 56 -81; All these forms are two part forms which have a 5/8" stub at top and are 8-1/2" x 11" in paper color indicated on the attachment in the scope of work PDF. The survey monkey web address will be the black ink color.**
- (Q12) Bid Item 84 – 87; Is it black ink only? Copy is 4 colors please confirm. Does form size include the stub what is weight of the paper do all parts print alike?
- (A12) **Bid Item 84 – 87; The forms are 8-1/2" x 11" with a 5/8" stub. One color black ink all parts print alike. The paper weight is 15#white CB, 14#yellow CFB and 15# pink CF.**
- (Q13) Bid Item 90; Is envelope a booklet or catalog? What is the weight and brand of the paper? What is the closure, gum, latex or peel 'n seal?
- (A13) **Bid Item 90; Is a standard 4-1/2: x 9-1/2" 24# white wove side open latex closure.**
- (Q4) Bid Item 91 - 92; Is envelope a booklet or catalog? What is the weight and brand of the paper? What is the closure, gum, latex or peel 'n seal?
- (A14) **Bid Item 91 - 92; Is a standard business 4-1/2: x 9-1/2" 24# white wove side open gum closure. Item 92 is a poly window. Window size is as indicated on scope of work PDF.**
- (Q5) Bid Item 93; Is envelope a booklet or catalog? What is the weight and brand of the paper? What is the closure, gum, latex or peel 'n seal?
- (A15) **Bid Item 93; Is a catalog 10" x 13" 32# manila kraft envelope, that opens at end. Seam is in center and is gum sealed.**
- (Q16) Bid Item 94; Is envelope a booklet or catalog? What is the weight and brand of the paper? What is the closure, gum, latex or peel 'n seal?
- (A16) **Bid Item 94; Is a custom 32# manila kraft envelope, that opens at end. Seam is in center and is gum sealed.**

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, Addendum #1 is hereby incorporated and made a part of the above referenced Solicitation.

