



April 24, 2023

To: All Potential Respondents
From: Jonathan Koele, Accountant 2
Subject: 2023-005

Addendum One

Please amend the subject RFQ to include answers to the following timely received questions:

- Q1. Since staple bound booklets need to have page counts in multiples of 4, should we quote UP for 32 inside pages or DOWN to 28 pages?
A1. Please amend the page quantity up to 32 pages.
- Q2. It's just for the print, correct? Or do you need the design included?
A2. This will be print only.
- Q3. Will the pages be printed black ink only or will it be a 4-color process job?
A3. Black ink only.