



May 1, 2023

To: All Potential Respondents
From: Jonathan Koele, Accountant 2
Subject: 2023 - 007

Addendum One

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

- Q1. Can the tab depth be a standard 1/2" for an overall size of 11" x 9" for the front & back covers and tab sheets?
- A1. The exact shape of the tab sheets may be modified to fit a vendor's requirements.
- Q2. Based on reviewing the previous example should the cover sections be different? For example, should it say 4-color one side only on both front and back cover. Also, should it say bleeds are only on the front cover?
- A2. Please add "1.1.1.3 4 color on one side for both the front and back cover." Please add "1.1.1.4 Bleeds are only included on the front cover."