



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.