

March 7, 2025

**Subject: RFQ #2538-A: Annual Brochure Printing
Addendum #1**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced RFQ. You will need to consider this information when preparing your quote.

1. Are the brochures on this request supposed to be 2-fold brochures of finished size 8"x11"?

Response: The finished copy should be 8 ½ x 11.

2. Am I (the vendor) responsible for designing the brochures?

Response: Yes, design will be the responsibility of the printer. Each issue will need a different design depending on the season. Fayette County will provide content, some pictures, design directions, and instructions for each brochure. The inside pages shall be like the design of the brochure submitted with the RFQ.

3. Regarding the interior pages, I see that 60# offset black ink with colored artwork was mentioned. Could you confirm if you would like 60# text or 60# cover stock?

Response: 60# cover stock

4. Do you prefer the finish to be glossy or uncoated?

Response: The cover is a glossy finish.

5. In the 'Design & Layout' section it is mentioned that 'Fayette County must approve the final proof prior to printing'. Please confirm whether it refers to physical copy through courier or pdf. file via email.

Response: Physical copy through courier.

6. Is this contract open to firms outside of Georgia?

Response: Yes.

7. Will any work be required on-site such as in-person meetings, facility visits, etc. or can services be completed remotely?

Response: Services can be completed remotely.

8. Can you confirm whether the contractor is responsible for graphic design, or will you all provide all content, images, and branding guidelines? If the contractor is responsible for design, are there specific format, font, or software requirements?

Response: Design will be the responsibility of the printer. Each issue will need a different design depending on the season. Fayette County will provide content, some pictures, design directions, and instructions for each brochure. The inside pages shall be like the design of the brochure submitted with the RFQ.

9. Should digital versions of the brochures be provided in addition to printed copies?

Response: One digital version once design is finalized and approved as well as all the printed copies. Digital version must be in a format that can posted on Fayette County website.

10. What is the expected approval timeline before printing begins?

Response: Approvals for each draft is 5 days each. Approval for final approval is 5 days.6.

11. How will the final design proof be approved, and will approval delays impact the required turnaround time?

Response: Approval will be submitted via email. Approval delays should not impact required turnaround time.

12. Can you confirm whether partial deliveries are acceptable if production delays occur?

Response: Partial deliveries are acceptable; however, final payment will not be submitted for payment until all brochures are received.

13. Was there a previous contractor or incumbent responsible for previous brochure printing efforts? If so, are there lessons learned or key takeaways from their performance that should inform this project?

Response: Past contractors have been utilized. Key take away is to utilize pictures submitted by Fayette County.

14. Are there specific insurance requirements (e.g., general liability, professional liability) that primary contractors must meet? If so, what is the timeframe between the contractor being selected and the start date of the contract to provide proof of insurance?

Response: The contractor must submit a Certificate of Insurance before the contract can be fully executed.

15. Is subcontracting and/or teaming allowed for any portion of the work (e.g. graphic design, printing, delivery)? If so, are there any specific requirements or approvals needed for subcontractors or teaming arrangements?

Response: Subcontracting is not allowed.

16. If the contract is renewed for additional terms, can pricing be adjusted to reflect market changes?

Response: The contract will be renewed at the quoted prices.

17. Should all cost components (materials, freight, setup charges, equipment, labor, etc.) be factored directly into the unit price and extended price fields on the pricing sheet, or can we provide a separate breakdown sheet?

Response: All costs associated with your quote should be factored directly into the unit price and extended price fields.

Received by (Name): _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

Quotes will be accepted until 3:00 pm on Friday, March 14, 2025. Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before this date and time.

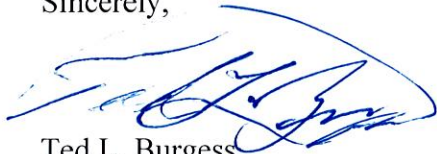
The time allowed for questions has expired.

If you have additional concerns, please contact Michelle Sampson, Buyer & Contract Coordinator at (770) 305-5150, or email at msampson@fayettecountyga.gov.

Sincerely,

If you have additional concerns, please contact Michelle Sampson, Buyer & Contract Coordinator at (770) 305-5150, or email at msampson@fayettecountyga.gov .

Sincerely,



Ted L. Burgess
Chief Procurement Officer