



**City of Pompano Beach, Purchasing Division  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, Florida, 33060**

June 12, 2013

**ADDENDUM #1, Request for Quotation Q-13-036H  
Printing and Mailing of Flood Hazard Informational Magazine**

To Whom It May Concern,

Please review the following questions and City responses regarding the above Request for Quotation solicitation.

1. Is the magazine 12 total pages (covers included) or is it 12 numbered pages plus cover (16 pages total)?

Response: 12 numbered pages. 3 physical 11"x17" pages, printed front to back and bi-folded to 8.5"x11", then soft folded and tabbed (for mailing) for a finish size of 8.5"x5.5".

All extras (which are to be delivered to City Hall) are NOT to be soft folded and tabbed. They are to be left at a finish size of 8"x11".

2. If the unfolded size is 11" x 17", would the finished size be 5.5" x 17" or 11" x 8.5"?

Response: See explanation of question #1.

3. Does the saddle stitching go along the 8.5" spine (if not please specify)?

Response: Yes, the publication is to be saddle stitched along the 8.5" spine.

4. Is it a requirement that mail pieces be entered into the USPS through the Broward County Post Office? We have reason to believe that, considering our location, shipping to and mailing the magazines from the Laredo, TX Post Office may cost less than the magazines being shipped to the Broward County Post Office to be mailed from there. We will be happy to submit the cost of mailing through Laredo, TX as an alternate option with our complete bid if this will be acceptable to the State.

Response: The job is to be mailed using the City's bulk rate postal permit and delivered for mailing to the USPS Fort Lauderdale Florida location on West Oakland Park Blvd.

5. In order to more accurately quote the shipping of the "extras" to the Building Inspections, 3rd Floor City Hall, 100 West Atlantic Boulevard, I would need to know if a forklift, lift gate or inside delivery is required (does the building have a dock and/or full receiving facilities?)

Response: Inside delivery of the extras to the 3<sup>rd</sup> floor of City Hall is required. The building does not have a loading dock.

6. As the vendor is required to front the cost of production to the City of Pompano Beach until 45 days after delivery of goods, would you be able to provide us with a bank issued letter of credit or some other institutional document that vouches for the ability of the City to cover the cost of this contract?

Response: A City of Pompano Beach Purchase Order will be issued to the successful bidder. No other document will be provided to establish credit with the vendor.

7. Do you want the final folded & mailed size to be at 8.5X11 or soft-folded to 8.5X5.5. Mailing as an 8.5X11 "flat" will cost more in US Postage. If we soft-fold to 8.5X5.5, even though you will incur an additional charge to soft-fold, the savings of US Postage for mailing at the 8.5X5.5 size, which is the letter rate, would be far more beneficial to you

Response: Yes, Soft fold and tab to a finish size of 8.5"x5.5"

All extras (which are to be delivered to City Hall) are NOT to be soft folded and tabbed. They are to be left at a finish size of 8"x11".

8. Is the book 12 pages-8.5 x 11 or is it 12 pages 11 x 17 which would then soft fold to 8.5 x 11

Response: The publication is a 12 numbered pages on 11"x17" paper (3 physical 11"x17" sheets of paper printed front to back and bi-folded).

9. Do you have a sample of last years magazine that I could pick up?

Response: Copies of the 2012 magazine are available in the ground floor lobby of City Hall.

The **deadline for receipt of quotations remains 2:00 p.m. (local), June 21, 2013**, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060.

Quoters should acknowledge receipt of this Addendum in the area provided on the Proposal signature page.

Very truly yours,

Leeta Hardin  
General Services Director

cc: website  
file