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Invitation to Bid (ITB) #2306
Preprinted Bill Stock and Envelopes
Addendum #1 and Acknowledgement

To: Prospective Bidders
From: Debbie Hensley
Date: September 22, 2023
Subject: ITB #2306 – Preprinted bill stock and envelopes Addendum 1

The following questions were asked and answered regarding ITB #2306.

- The Estimated Annual Quantities are listed- Are these the order quantities that you order all at one time? Or is the product ordered in smaller quantities throughout the year? If it is ordered in smaller quantities, can you tell me how many are ordered at one time from your past history? **The estimated annual order quantities will all be ordered at one time. They should be run and kept in storage and shipped as needed. Past requests for shipments have been in the 15,000 to 25,000 range so there should be around 6 to 8 shipments annually.**
- Kept on Hand- do we run this quantity (put in storage) and bill for it when the annual quantity is run? For example, if the annual quantity is 100,000 and the kept on hand quantity is 25,000 do we run and bill for 125,000? **The estimated annual quantity should be run for each item and kept in storage. Once all items have been run we should be billed for the entire estimated annual quantity. Then requests for shipments from storage will occur as product is needed.**
- What is the term of this contact? Is it renewable? **The initial term of this contract is for 1 year. There is an option to renew for up to four additional one- year terms upon mutual agreement.**
- Can you tell me what you are currently paying for this product? **We are currently not in a contract for these products. Unit costs per thousand have ranged from \$50.00 to t\$79.00.**

Please print all pages of this addendum and sign and date the acknowledgement below indicating that you have received the changes to the specifications and include it with your submittal for your bid to be considered.

I acknowledge receipt of this Document and the Addendum Changes:

Vendor's Signature

Date

Printed Name