



Department of Administrative Services Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer
Adleen B. Stidhum, Purchasing Administrator



CLARK COUNTY, NEVADA BID NO. 603249-14 ANNUAL REQUIREMENTS CONTRACT FOR PRINTED ENVELOPES

March 17, 2014

ADDENDUM NO. 2

INVITATION TO BID

1. The Bid opening date of March 26, 2014 at 3:00:00 p.m. **remains unchanged.**

SPECIAL CONDITIONS

2. Page III-1, Item No. 4 – Vendor Location/Facility, Paragraph A: **Delete and Replace** with the following: "COUNTY prefers that SUCCESSFUL BIDDER should maintain a local facility located within the geographic Las Vegas Valley area. All services described within this bid should be performed by and at the SUCCESSFUL BIDDER'S facility".
3. Page III-2, Item No. 11 – F.O.B. Destination – Freight Pre-Paid: **Add** the paragraph as follows: "In addition, SUCCESSFUL BIDDER shall pay for all freight charges and shall file all claims and bears all responsibility for Bid Item No.15 and 16 and any additional products, documentation, proof sheets, etc., which are required to be shipped from COUNTY to SUCCESSFUL BIDDER'S location. COUNTY will utilize the SUCCESSFUL BIDDER's shipping/freight account or any other method required by COUNTY to facilitate the forgoing."

QUESTION AND ANSWER

- Q1: Please advise the inserter make and model number, Items 20, 25, and 26.
A1: Several departments use inserters and we do not know what type of inserters they have. The envelopes need to have the same style flap as identified in within the Attachment 6, 7, and 8, respectively.
- Q2: On item numbers 7-10 is the gum of the flap rewettable? Are these envelopes machine insertible?
A2: Not rewettable. Envelopes do not have to be machine insertible.
- Q3: On item numbers 11-13 is there rewettable glue along with the clasp?
A3: Not rewettable glue just the standard glue.

Q4: Regarding items 15 and 16 which are the imprinted envelopes supplied by Clark County. For items 15 & 16 are we printing 675,000 and 60,000 respectively for each of the items and shipping them to Clark County all at once, or are we placing manual imprinting orders as needed by Clark County with an order of 500 envelopes being the minimum order quantity?

A4: County will send individual orders as needed within the minimum order being 500.

Should you have any questions, I can be reached at (702) 455-2729 or Chetanc@ClarkCountyNV.Gov.

ISSUED BY:

A handwritten signature in black ink, appearing to read "Chetan Champneri", with a long horizontal stroke extending to the right.

CHETAN CHAMPANERI
Purchasing Analyst

cc: Craig Falkner, Finance
Yvonne Burger, Finance
Mike Ito, Finance