



Department of Administrative Services Purchasing and Contracts

500 S Grand Central Pky 4th Fl • Box 551217 • Las Vegas NV 89155-1217
(702) 455-2897 • Fax (702) 386-4914

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 24, 2014

ADDENDUM NO. 3

INVITATION TO BID

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

QUESTION AND ANSWER

Q1: What is the average per order for each envelope on the Bid? I see minimums orders of 500 and 1000 with estimated annual quantities at 600,000 and 675,000. How often do you place orders for 500 and 1000 and for what envelopes?

A1: Unfortunately we are unable to provide you with the information which is being requested as we do not track this type of usage. However, it varies from week to week, most of the orders are small amounts, 500 to 1,000.

Q2: Are all envelopes being printed in a shell format with common logo then imprinting 500 and 100 minimum orders

A2: No, Line items 5 & 6 are the only envelopes that have a common logo. Line items 15 and 16 are imprints on shells we provide with each order with the minimum order being 500.

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

ISSUED BY:

CHETAN CHAMPANERI
Purchasing Analyst

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