



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 3

PROJECT NAME: ITN No. N197368ES – Printing Services

DATE OF ISSUE: October 31, 2019

The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the instruction to contract specifications.

Proposer' questions/issues and District answers:

Addition to the specifications of this ITN:

Q1. Can you please verify which sections need to be tabbed? The names of each Tab?

A1. Every Section beginning with a. in Item 13 (Proposal Submittal – Information to be included in the Proposal, Page 16) shall be tabbed, for example: a. Table of Contents. Beginning with i. through q can be one tab label attachments.

Q2. Do you have available the current pricing grid (History) of items listed anywhere on your Website?

A2. Our current solicitation is posted in our website, under awarded bids

https://www.leeschools.net/our_district/departments/business_services/procurement_services/awarded_bids

Q3. Would it be possible to stop by and take a look at your sample book?

A3. The sample book was share during the Optional Pre-Proposal meeting only.

Q4. Should the original book as well as the additional 4 copies be sealed in individual envelopes?

A4. Original book, additional 4 copies and an electronic version in PDF format on flash drive shall be sealed together in a box or envelope. See Page 16 – Item 13 Proposal Submittal – Information to be included in the Proposal.

Q5. Page 37 - Does lines 26 & 27 represent 10-24 Standard Envelopes and Lines 28 & 29 represent 10-24 Window Envelopes?

A5. Yes, lines 28 & 29 should read: Envelopes 10-24 White - Window

Q6. Page 37-38 - Are lines 30 – 34 Booklet or Catalog Envelopes?

A6. Either, booklet or catalog envelopes.

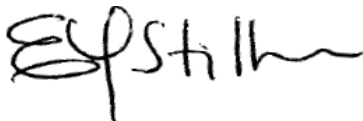
Q7. I am touching base to see if the BID Information enclosed for printing is awarded by item or is it an overall award for all items?

**A7. Proposers may submit a response for one, some or all products/services. As stated in Page 17 of this Solicitation: "Attachment A – Proposal Response Form (Pricing): Submit proposed prices. For products or services not offered by the Proposer, insert N/A in the cost column."
The District anticipates making awards to multiple vendors to provide the greatest depth of services and flexibility for the District.**

REMINDER: All proposals and client references (3) must be submitted to The School Board of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, **no later than 2:00 p.m. local time on November 7, 2019** and plainly marked **ITN No. N197368ES. Proposals are due and will be opened at this time.**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.



***Edith Stiller,
Procurement Agent***