

March 20, 2026

**Subject: RFQ 26111-A: Annual Brochure Printing
Addendum #1**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced Request for Quotes. You will need to consider this information when preparing your quote.

1. **Should the text pages be on 60# Offset TEXT weight?**
60# cover stock offset with black text ink
2. **Please confirm the brochure quantities to be priced for each seasonal release. The Scope & Specifications section states 1,000 fall brochures, 1,000 winter brochures, and 2,000 summer brochures, while the Pricing Sheet lists 1,500 fall, 1,500 winter, and 2,250 summer.**
1,500 fall, 1,500 winter, and 2,250 summer.
3. **If the quantities on the Pricing Sheet govern, should bidders disregard the quantities stated in the narrative scope section?**
Yes, disregard quantities listed in the narrative scope section.
4. **Please confirm whether delivery/freight is to be quoted as a separate line item, as shown on the Pricing Sheet, or whether all delivery-related costs must be included within the unit and extended prices.**
As shown on pricing sheet.
5. **Please confirm the final product format. Is the County requesting an 8.5" x 11" finished-size saddle-stitched booklet/brochure consisting of 28 pages total?**
Yes, 8.5" x 11" finished-size saddle-stitched booklet/brochure consisting of 28 pages total.
6. **Please confirm the page construction. Does the 28-page count include the outside cover, inside cover, and 24 interior pages?**
Yes, see specifications – second bullet point under printing.
7. **Please confirm the intended interior stock specification. The scope references “60# cover stock” for the inside pages. Was 60# text stock intended, or is 60# cover stock required for the interior pages?**
The inside pages shall be 60# cover stock offset with black text ink.

- 8. Please confirm the interior print requirement. Should the inside pages be priced as full-color 4/4 throughout, or as primarily black text with limited colored clip art?**
Full color 4/4 throughout. See example brochure.
- 9. Please confirm whether full bleed is required on cover pages only, or throughout the brochure wherever artwork extends to the edge.**
Full bleed throughout. See example brochure.
- 10. Will Fayette County provide editable prior brochure files or templates for design/layout reference, or should bidders assume layout will be built from County-provided Word/PDF content and example materials only?**
Layout will be built from County-provided Word/PDF content and example materials only.
- 11. Please confirm when the two-week delivery requirement begins: upon receipt of the County's PDF content, upon final proof approval, or after both content receipt and final approval have occurred.**
Two-week delivery begins after final proof approval.
- 12. Please advise whether there is an anticipated release schedule or target production window for the fall, winter, and summer brochures during the contract term.**
- Fall content will be sent by County to successful vendor in July. County must receive printed fall brochures by end of July.
 - Winter content will be sent by County to successful vendor in October. County must receive printed winter brochures mid-November.
 - Summer content will be sent by County to successful vendor in February. County must receive printed summer brochures by mid-March.
- 13. Please confirm whether quoted pricing must remain firm for the initial contract term only, or whether pricing should also account for the optional renewal periods.**
Quoted pricing must remain firm for the initial contract term and any renewal terms.
- 14. The Contractor Affidavit references a different project number/title: "26005-A: Commercial Driver's License Training." Will Fayette County issue a corrected affidavit form for RFQ 26111-A, or should bidders manually correct that form when submitting?**
Fayette County will issue a corrected Contractor Affidavit for RFQ 26111-A. Please see the attached revised form.
- 15. Please confirm whether electronic signatures are acceptable on the required submission forms, where applicable.**
Yes, electronic signatures are acceptable.
- 16. The RFP page 7, refers to text pages as 60# offset cover. Please clarify these specs. The lowest weight cover stock is 65# not 60#. Text weight stock start at 60#.**
60# cover stock offset with black text ink.
- 17. Please clarify if this text stock needs to be gloss or uncoated?**
Gloss for outside cover.

18. If the text of the brochure is indeed 60# text (vs 60# cover) can the text portion be printed digitally vs the requests offset as requested in the RFP. Can the entire brochure be printed digitally vs offset if that is more cost efficient?

Please provide pricing as requested in specifications. Any exceptions to pricing shall be listed on the exception pages.

The inside pages shall be 60# cover stock offset with black text ink.

19. Page 7 also refers to the quantities needed as 1000 for the fall and winter brochures and the summer as 2000 then on page 12, the pricing sheet, the quantities listed are 1500 for the fall and winter and 2250 for the summer. Which is the correct qty needed?

1,500 fall, 1,500 winter, and 2,250 summer.

20. Is this open to out of state bids?

Yes.

21. What was the previous awarded price?

The previous award amount was \$8,100 to Quality Printing. The prior solicitation is available on the Fayette County website at the following link:

https://www.fayettecountyga.gov/bid_detail_T5_R240.php

22. Is a pre-production sample required?

No.

23. Per Scope and Specifications, “Brochures must be delivered.....within 2 weeks of receiving the pdf file.” But under the Pricing Sheet, there is a section that requires us to fill in our lead time. Which timeline would be upheld if awarded?

Initial design and layout work must be completed within 10 business days after receipt of brochure content is submitted by Fayette County. Once Fayette County gives final approval of the proof, successful bidder shall advise on how many days it will take for the delivery to be made.

24. Are there any delivery requirements (ex: certain packaging, lift gate, inside delivery, etc.)?

Delivery is made to an office complex with the office suite located on the second floor. Brochures should be placed in smaller boxes (200 brochures or less per box) and brought upstairs via an elevator with hand trucks. Pallets will not fit inside the elevator.

25. Is it supposed to be trifold or bifold?

The brochure is a bifold.

Received by (Name): _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still

be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has not changed. **The opening time and date are 3:00 p.m., Wednesday, March 25, 2026.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

The deadline for inquiries has passed, so the Purchasing Department will not be able to accept any additional questions after this time.

If you have questions, please contact Tamia Carnell, Buyer/Contract Coordinator at (770) 305-5150, fax (770) 719-5534 or email at tcarnell@fayettecountyga.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", enclosed within a blue oval scribble.

Ted L. Burgess
Director of Purchasing

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

26111-A: Annual Brochure Printing

Name of Project

Fayette County, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC
My Commission Expires: _____