



**RFQ No. 2215-26201
Stationery, Envelopes, Business Cards, and Other Printed Materials**

**Addendum No. 02 (Last & Final)
July 1, 2022
Questions & Answers**

Q1: The specifications that were provided in the RFQ do not match the example that was provided. In the example the window appears to closer to the center.

A1: It should be a standard #10 envelope with window. Please see attached specification/sample file for correct envelope layout. This layout will supersede and replace the version in the RFQ documents.

Q2: What is your annual usage for each of the items?

A2: The usage amounts vary based on number of hires, promotions, et cetera. Typically, we order 30 boxes of business cards per year, with envelopes and stationery as needed. There are also frequent, ad hoc printings of flyers, table tents, et cetera, but the frequency and volume vary based on the specific event or need.

Q3: Your specifications deem to be based on offset text weights while our paper is based on bond ledger weights. Your specification for the letterhead, for instance, is 70-pound text. In our specs that would be a 28-pound paper. Is it acceptable for us to use the equivalent?

A3: We originally went with offset printing because of the quantity/cost ratio. However, pending review of samples, an equivalent would be considered for use. Please ensure that any equivalents are called out explicitly in your quote, especially if you are quoting both options.

Q4: For your colors, I am assuming you want PMS color match. Correct?

A4: Not PMS-based but rather 4-color process CMYK (there's a gradient in our JAA logo).

Q5: Will we be furnished with all the art files for the different collateral?

A6: Yes.

Attachment(s):

1. Sample file for correct envelope layout.

The Question-and-Answer period closed at 4:00 PM (JAA time) on June 30, 2022. No further questions will be reviewed. The closing date for this Request for Quotations remains July 7, 2022 at 2:00 pm (JAA time). **Please keep in mind that DemandStar will not allow submission of a response after the cut-off time, even if you are in the process of submitting a response when the cut-off time arrives.** Please plan your response timing accordingly.



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