



CITY OF  
**HAYWARD**  
HEART OF THE BAY

September 26, 2016

**Addendum/Clarification No. 1**  
**RFQ #1703-091516**  
**Bid: FY17 Revenue Forms and Envelopes for Revenue Division**

The following clarifications, changes, additions, deletions and corrections hereinafter set forth shall apply to the Bid Documents for this project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

Your bid should be based on the contract documents as modified by this addendum. When submitting your bid, please be sure to acknowledge the receipt of all addenda on the form of proposal.

**Request for Clarification:**

1. **Clarification/Question:** On Item #1- form is a "tear-out" BOTTOM not top; double colored, not single. Front is blue with a green "Go Green, Go Paperless" logo. The back has blue text highlights with black font color.
2. **Clarification/Question:** On Item #2- form is a "tear-out" BOTTOM not top. Front is green with a green "rosette" logo. The back has black font color.
3. **Clarification/Question:** The paper size is 8.5 X 11, not 8.5 X 14, no tear-out, single sided.
4. **Clarification/Question:** What is the font color on the envelopes?  
**Answer:** The font color on Items 4 and 5 is green with gold accents.  
For items 6-8, the font color is black.
5. **Clarification/Question:** Is there an estimated schedule of delivery?

**Answer:** \* This is the estimated delivery schedule:

- Item 1 – to be released in increments of 40,000 every 2 months
- Item 2 – 40,000 to be delivered to the City upon printing, and the remaining 40,000 to be delivered in 6 months
- Item 3 – to be delivered to the City in whole upon printing
- Item 4 – to be released in increments of 40,000 every 2 months
- Item 5 – to be released in increments of 40,000 every 2 months
- Item 6 – to be released in increments of 40,000 every 2 months

**Department of Finance**  
**Purchasing Division**

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Item 7 – 40,000 to be delivered to the City upon printing, and the remaining 40,000 to be delivered in 6 months

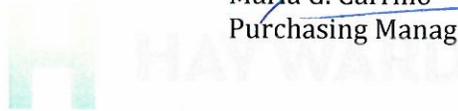
Item 8 – to be delivered to the City in whole upon printing.

\*Please note that the delivery schedule is an estimate, and may change based upon business needs.

End of Addendum

Very truly yours,

Maria G. Carrillo  
Purchasing Manager



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