



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2007 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



May 6, 2008

**Re: RFP# 08RFP61575YB-BR  
Graphic Design Services for Library Newsletter Access**

Dear proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced RFP.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in cursive script that reads "Brian Richmond".

Brian Richmond  
Assistant Purchasing Agent

**RFP# 08RFP61575YB-BR Graphic Design Services for Library Newsletter  
Access  
Addendum No. 1  
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. **Question:** Is this the first time this has gone out for bid? **Answer:** **This is the first time going out for bid, currently work is preformed by library staff.**
2. **Question:** How often is the newsletter updated? **Answer:** **3 times per year: February, May, September**
3. **Question:** With the proposal, do we need to include 5 sets of samples with each of our 5 applications or will one set suffice? **Answer:** **One set is all you need to send.**
4. **Question:** Will our samples be returned after the proposal project is complete? **Answer:** **Yes..**
5. **Question:** I am preparing a proposal in response to the Graphic Design Services for Library Newsletter Access RFP. Is this proposal for only the design and layout of the newsletter, or can/should it also include the printing? **Answer:** **The proposal is for graphic design and layout services only. Do not include printing cost in the proposal**

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the **RFP due date and time of Tuesday May, 20, 2008, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title