



144-2006 ADDENDUM 1

SUPPLY AND DELIVERY OF BUSINESS CARDS

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

ISSUED: March 23, 2006
BY: Rachel Eccles
TELEPHONE NO. (204) 986-2451

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: A20050506

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.

PART A – BID SUBMISSION

Replace: 144-2006 Bid Submission with 144-2006 Addendum 1 - Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Form B(R1): No. of Business Cards submitted for printing is **revised for ITEM NO. 1, 2, 5, 6, 9, 10, 11, 14, and 15.**

PART E – SPECIFICATIONS

Revise: E1.4 to read: The City shall supply the Contractor with electronic templates for the business cards to be produced. The templates will be supplied in Quark Xpress for Mac.

(a) The Contractor must have the ability to work with the **supplied files.**

Revise: **PRINTING** to read:

E2.2 Page 3 of the Specifications is attached for information only.

E2.3 The reverse of the business card is reserved for French printing only.

E2.4 Printing shall be in accordance with Visual Identity Guideline for business cards and the City of Winnipeg Specs Clause E2.2, and shall be:

- (b) business cards 3 ½ inches by 2 inches in size.
- (a) thermography process on the front side only, (If requested, **French** flat printed on reverse);
- (b) black ink;
- (c) on recycled Enviro Hi Brite Cover (White 160M) 80lb or equivalent;
- (d) New Caledonia type face from the New Caledonia family of fonts, in accordance with the Visual Identity guideline.

E2.5 The Contractor will be responsible for typesetting, and supplying proofs in accordance with E2.5