ADDENDUM ACKNOWLEDGEMENT FORM
RFP 2017-04 - ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE
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Tallahassee, Florida 32304-2895
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Proposal No: RFP 2017-04

Proposal Title: Printing and Finishing Services

Proposal Due Date: January 17, 2017 @ 1:45 p.m. EDST

Proposal Opening: January 17, 2017 @ 2:00 p.m. EDST

ADDENDUM NO: 1 Date: January 9, 2017

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFQ:

This addendum includes the following:

1. Written Responses to Written Inquiries

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE:_____

AUTHORIZED SIGNATURE _____

Questions from: Office Depot	
Question #1	What is the average order value?
Answer #1	$4.40
Question #2	What is the expected 2017 annual spend?
Answer #2	$65,000 +
Question #3	Do you expect growth year-over-year?
Answer #3	No
Question #4	What percentage of print is in color?
Answer #4	8%
Question #5	How many people are placing orders?
Answer #5	795
Question #6	How many approvers are there?
Answer #6	46
Question #7	How many Purchase Orders and / or Budget numbers are being uploaded for purchases?
Answer #7	50 + purchase orders
Question #8	Who is responsible for adding new users? Who manages the users? Example, if they leave the organization or change departments?
Answer #8	Depending on the site capability and the vendor chosen either our printing vendor or TCC will be responsible for entering users into the system
Question #9	How often are PO's / Budgets / Users / Approvers updated or added?
Answer #9	Most new PO's are added at the beginning of each fiscal year for most departments and others can be added as needed throughout the fiscal year.
Question #10	How many locations are orders being delivered to?
Answer #10	Currently most orders are being delivered to our Main campus and to FPSI.
Question #11	Where are off campus locations located?
Answer #11	FPSI, Ghazvini Healthcare Center, Wakulla Center, Gadsden Center, Capitol Center