

**AMENDMENT TO AGREEMENT
CITY OF LINCOLN
ANNUAL SUPPLY OF PROPERTY REPORTS
QUOTE NO. 4197
SECOND RENEWAL**

This Amendment is hereby entered into by and between Accurate Forms and Supplies, PO Box 511188, St. Louis, MO 63151 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending an Agreement dated November 6, 2012, under D. O. No. 08317, (the "Agreement"), for The Annual Supply of Property Reports, Quote No. 4197, which is made a part hereof by this reference.

WHEREAS, the original term of the Agreement is November 6, 2012 through November 5, 2013, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the Agreement was amended by the City to renew the agreement for an additional one year period from November 6, 2013 through November 5, 2014,

WHEREAS, the parties wish to renew the agreement for an additional one (1) year term beginning November 6, 2014 through November 5, 2015; and

WHEREAS, the parties wish to amend the Agreement to reflect a price increase per **Attachment A** to the agreement for the term of the Agreement; and

WHEREAS, the estimated expenditures for City Departments for the term of this renewal shall not exceed \$3,100.00 without prior approval by the City of Lincoln.

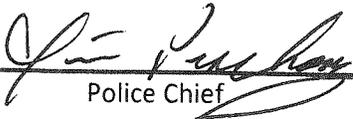
NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Contract, under City Directorial Order No. 08317, and stated herein the parties agree as follows:

- 1) The term of the Agreement shall be from November 6, 2014 through November 5, 2015.
- 2) The parties wish to amend the Agreement to reflect a price increase per **Attachment A** to the agreement for the term of the Agreement; and
- 3) The estimated expenditures for City Departments for the term of this renewal shall not exceed \$3,100.00 without prior approval by the City of Lincoln.
- 4) All other terms of the Agreement, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>14th</u> day
of <u>October</u> 2014
 _____ Police Chief

Supplier, please fill in the date and following information and mail back to our office; a faxed copy is not acceptable.

Company Name: (Please Print)	Accurate Forms & Supplies
By: (Please Sign)	Kristie Campbell
By: (Please Print)	John Steel
Title: (Please Print)	Government Sales Manager
Company Address: (Please Print)	1550 Norwood Dr #412 Hurst TX 76054
Company Phone & Fax: (Please Print)	314-329-6193 / 800-924-7612
E-Mail Address: (Please Print)	krscampbell@hotmail.com
Date: (Please Print)	9/30/14
Contact Person For: "Orders or Service" (Please Print)	Kristie Campbell
Phone Number:	314-329-6193

Renew with price increase only
 New price is 2.97 per book
 see attached letter from paper
 mill announcing increase.



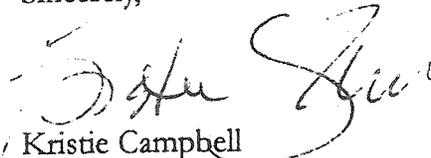
1550 Norwood Drive • Suite 412 • Hurst, TX 76054-3654

10/2/14

City of Lincoln
Purchasing Division
440 South 8th Street, Suite 200
Lincoln, NE 68508
Attn: Shelly Hinze

Accurate Forms & Supplies will renew the Contract for Annual Supply of Property Reports, Quote No. 4197 with implementation of a price increase. There was a paper price increase this past spring. I have enclosed the mill letter we received announcing the increase. In order to extend the contract we will have to pass on price increase. The new price would be \$2.97 per book based on orders of 800 books. If the new pricing is acceptable, Accurate Forms & Supplies will extend the Contract thru November 5, 2015 with the same terms and conditions of the original bid.

Sincerely,



Kristie Campbell
Government Sales Manager



March 7, 2014

To Our Valued Customers:

Appvion is announcing a price increase on NCR PAPER® brand carbonless roll products and DocuCheck® security papers sold in the United States and Canada.

Effective with shipments on Monday, April 7, 2014 Appvion will increase prices of roll products as follows:

All carbonless roll grades	6.0%
Non-paper products	6.0%
DocuCheck® CB security papers	6.0%
DocuCheck Basic® MOCR Bond security papers	\$4.00/cwt
DocuCheck® All other bond grades	\$5.00/cwt
DocuMark® (Due to the customized nature of DocuMark®, incremental pricing will be implemented as market opportunity and solution dictate.)	

Please contact your Appvion sales representative with any questions you may have. We value your business and thank you for your continuing support.

Sincerely,

Ted Pinkos
Global Sales Director - Carbonless & Specialty Papers

*NCR PAPER is a registered trademark licensed to Appvion, Inc.

**AMENDMENT TO AGREEMENT
CITY OF LINCOLN
ANNUAL SUPPLY OF PROPERTY REPORTS
QUOTE NO. 4197
FIRST RENEWAL – PRICE INCREASE**

This Amendment is hereby entered into on this 22nd day of October, 2013 by and between Accurate Forms and Supplies, PO Box 511188, St. Louis, MO 63151 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending an Agreement dated November 6, 2012, under D. O. No. 08317, (the "Agreement"), for The Annual Supply of Property Reports, Quote No. 4197, which is made a part hereof by this reference.

WHEREAS, the original term of the Agreement is November 6, 2012 through November 7⁵, 2013, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the parties wish to extend the agreement for an additional one (1) year term beginning November 6, 2013 through November 7⁵, 2014; and

WHEREAS, the parties wish to amend the Agreement to reflect a **price increase** for the new term of the agreement as per Attachment A; and

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants stated herein the parties agree as follows:

- 1) The term of the Agreement shall be from November 6, 2013, through November 7⁵, 2014.
- 2) The parties wish to amend the Agreement to reflect a **price increase** for the new term of the agreement as per Attachment A
- 3) All other terms of the Agreement, not in conflict with this Amendment, shall remain in full force and effect.

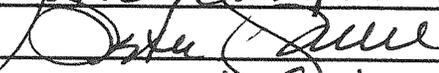
The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

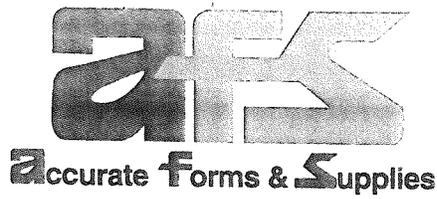
IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>5th</u> day
of <u>November</u> 2013
 _____ Police Chief

Supplier, please fill in the date and following information and mail back to our office: a faxed copy is not acceptable.

Company Name: (PLEASE PRINT)	<u>Accurate Forms and Supplies</u>
By: (PLEASE PRINT)	<u>Kristie Campbell</u>
By: (PLEASE SIGN)	
Title:	<u>Government Sales Manager</u>
Company Address: (PLEASE PRINT)	<u>P.O. Box 511188 St. Louis MO 63151</u>
Company Phone & Fax: (PLEASE PRINT)	<u>314-329-6193 / 800-924-7612</u>
E-Mail Address: (PLEASE PRINT)	<u>krscampbell@hotmail.com</u>
Date:	<u>10/22/2013</u>



ATTACHMENT A

1550 Norwood Drive • Suite 412 • Hurst, TX 76054-3654

10/7/13

City of Lincoln
Purchasing Division
440 South 8th Street, Suite 200
Lincoln, NE 68508
Attn: Kim Wilnes

Accurate Forms and Supplies will renew the Contract for Annual Supply of Property Reports Quote No. 4197 on the condition of implementing a price increase. Since this contract was awarded there has been a paper price increase. I have enclosed the letter we received from Appleton Paper announcing the increase in March. In order to extend this contract we have to pass on the cost increase. This would increase the price to \$2.85 per book based on an order of 800 books. If this is acceptable, Accurate Forms and Supplies will extend this contract thru November 7, 2014 at the new price with the same terms and conditions in the original bid.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristie Campbell', is written over a faint, illegible typed name.

Kristie Campbell
Government Sales Manager

APPLETON

What Ideas Can Do™

March 29, 2013

To Our Valued Appleton Customers:

Appleton is announcing a price increase on NCR PAPER® Brand carbonless roll products and DocuCheck® security papers sold in the United States and Canada.

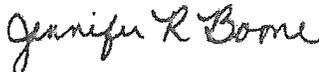
Effective with shipments on Monday, April 29, 2013 Appleton will increase prices of roll products as follows:

All Carbonless Roll Grades	6.0%
Non-paper products	6.0%
DocuCheck® CB security papers	6.0%
DocuCheck Basic® MOCR Bond security papers	\$4.00/cwt
DocuCheck® All other bond grades	\$5.00/cwt
DocuMark® (Due to the customized nature of DocuMark®, incremental pricing will be implemented as market opportunity and solution dictate.)	

Attached are the new formal price pages for the respective products. Please reference the last page for minimum and trim as well as yardage requirements.

Please contact your Appleton sales representative with any questions you may have. We value your business and thank you for your continuing support.

Sincerely,



Jennifer Boone
Executive Director & GM –
Carbonless/Security/EMS

*NCR PAPER is a registered trademark licensed to Appleton Papers Inc.

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**ANNUAL SUPPLY
OF PROPERTY REPORTS
QUOTE 4197**

**Accurate Forms and Supplies
PO Box 511188
St. Louis, MO 63151
314-329-6193**

**CITY OF LINCOLN
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2012, by and between **Accurate Forms and Supplies, P O Box 511188, St. Louis, MO 63151**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called "City".

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Annual Supply of Property Reports, Quote 4197** and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the City has agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal

2. The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

City will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The City shall order on an as needed basis for the duration of the contract.

3. **Equal Employment Opportunity**. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The City may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the City will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the City and employees of the City shall not be deemed to be employees of the Contractor. The Contractor and the City shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the City's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Contract Term. This Contract shall be effective upon execution by both parties. The term of the Contract shall be a one (1) year term with option to renew for three (3) additional one (1) year terms.
8. The Contract Documents comprise the Contract, and consist of the following:
 1. Contract Agreement
 2. Accepted Proposal/Response
 3. Addendum No. 1
 4. Special Provisions
 5. Specifications
 6. Instructions to Bidders

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

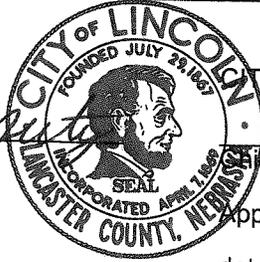
The Contractor and the City hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

Teresa J. Meyer
City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]
Chief of Police

Approved by Directorial Order

08317

dated November 6, 2012

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary (SEAL)

Name of Corporation

(Address)

By: _____
Duly Authorized Official

Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Michael James Raffetto
DBA Accurate Forms and Supplies

MAIN ADDRESS 1550 Norwood Dr. #412 Hurst TX
(NOT ORDER ADDRESS) Address 76054

[Signature]
Signature

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Shelly Hinze, Buyer	Address	Purchasing\City & County	Address	Police Dept.
Email	rhinze@lincoln.ne.gov		440 S. 8th St.		575 S. 10th St.
Phone	1 (402) 441-8313		Lincoln, NE 68508	Contact	Lincoln, NE 68508
Fax	1 (402) 441-6513	Contact	Shelly Hinze Buyer		
Bid Number	4197 Addendum 1	Department		Department	
Title	Annual Supply of Printing of Property Reports	Building		Building	
Bid Type	Quote	Floor/Room		Floor/Room	
Issue Date	09/19/2012	Telephone	1 (402) 441-7416	Telephone	
Close Date	9/25/2012 11:00:00 AM CST	Fax	1 (402) 441-6513	Fax	
Need by Date		Email	rhinze@lincoln.ne.gov	Email	

Supplier Information

Company Accurate Forms and Supplies
 Address P. O. Box 511188

 St. Louis, MO 63151
 Contact Kristie Campbell
 Department
 Building
 Floor/Room
 Telephone 1 (314) 3296193
 Fax 1 (800) 9247612
 Email krscampbell@hotmail.com
 Submitted 9/25/2012 8:36:37 AM CST
 Total \$4,384.00

Signature _____

Supplier Notes _____

Bid Notes _____

Bid Activities _____

Bid Messages _____

Please review the following and respond where necessary

#	Name	Note	Response
1	Numbers in Price Box	 I acknowledge, understand and hereby verify that ONLY numbers have been typed into the Unit Price box in the Line Item section of this ebid response. I further understand that if any symbols or letters (other than a decimal point for dollars and cents) have been typed into the Unit Price box that it will result in my bid showing an amount of \$0 for respective line items. 	Yes
2	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
3	Special Provision Term Contract Provisions	I acknowledge reading and understanding the Special Provision Term Contract Provisions.	Yes
4	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
5	Renewal is an Option	Contract Extension Renewal is an option.	Yes
6	Booklet Pictures	I acknowledge viewing and understanding the booklet in the attachment section.	y
7	Quantities	I acknowledge that the quantities listed for each line item are an estimated yearly amount. The City does not guarantee any dollar amount or order quantities for the term of the contract.	Y
8	Delivery	State number of delivery days ARO. Delivery shall be inside delivery. NO DOCK IS AVAILABLE. FOB to the City/County at the location specified with all transportation charges paid.	17-20 work days
9	Contact	Name of person submitting this bid:	Kristie Campbell
10	Electronic Signature	Please check here for your electronic signature.	Yes
11	Agreement to Addendum No. 1	Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information.	Yes

Line Items

#	Qty	UOM	Description	Response
1	1,600	sets of 25 reports	<p>8 1/2" x 12 1/4" 3 part NCR property report booklets
 Each set of the 3 part NCR are glued together at the bottom of the page below the 1/2" perforation.
There are 25 sets of the 3 part NCR per each booklet.
</p> <p>Booklets have three staples across the top with approximately 150# manilla tag to cover the booklet on the front.
The back of the booklet has approximately 150# manilla tag that is long enough to have a flap that can be inserted between copies to protect from writing through other copies.
</p> <p>After the last 3 part NCR set in the book there is an 8 1/2" x 12 1/4" piece of chipboard approximately #22.
</p> <p>The 3 sets of the NCR consist of:
</p> <p>Page 1 - White with NCR chemical on back.
</p> <p>Page 2 - Pink NCR chemical on front and back.
</p> <p>Page 3 - White 105# Cardstock NCR chemical on front.
</p> <p>Front side of each page is printed in blue ink except at the bottom of each page where the Property Office Copy, Reciept Copy and Attach to Property is printed in red ink.
All 3 pages have Chain of Custody printed on the back page in black ink.
</p> <p>Booklets shall be packed in cases of no more then 30 pounds.
</p> <p>Each page has a 1/2" perforation at the top and bottom.
</p> <p>Total yearly number of sets printed approximately 40,000.</p>	\$2.74

Item Notes:
Unit price is per 1 booklet of 25.
Property reports are ordered 2 times per year.
Each order is approxiately 20,000.
Pricing shall include inside delivery. NO DOCK IS AVAILABLE.

Supplier Notes:

Response Total: \$4,384.00

**SPECIAL PROVISIONS
FOR
TERM CONTRACTS**

**PURCHASING DEPARTMENT
CITY OF LINCOLN/LANCASTER COUNTY, NEBRASKA**

1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the line items and specification document are approximate and represent the estimated requirements for the contract period.
- 1.2 Items listed may or may not be an inclusive requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City/County shall be neither obligated nor limited to any specified amount. If possible, the Owners will restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract execution and ending as indicated in the specifications or in the Attribute Section of the bid.
- 2.2 Bidder must indicate in the Bid, if extension renewals are an option.
- 2.3 By mutual consent of both parties it is understood and agreed that the contract may be renewed at the same prices and/or under the same conditions governing the original contract.

3. BID PRICES

- 3.1 Bidders must state in the Attribute Section if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable:
 1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
 3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
 4. Purchasing shall issue a contract Addendum with revised pricing upon receipt and approval. The Addendum will be executed by both parties for the remaining term of the contract.
 5. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
 6. Approved price changes are not applicable to orders already issued and in process at time of price change.

7. Purchasing reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

8. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City/County.

9. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.

10. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be no cost to the Owners.

4. CONTRACT ADMINISTRATION

- 4.1 The Purchasing Division will issue a Contract to all successful bidders. Such contract will incorporate the specifications and all other forms used during the bid process.
- 4.2 Orders for materials will be made as needed by the various Agencies following execution by all parties.
- 4.3 Contractor may be asked to assist the Purchasing Agent with the development of a list of repetitively purchased commodities, to periodically update such list, and to assist in the development of a list of suitable substitutions.
- 4.4 Contractor shall provide technical advice upon request, and assist in the evaluation of new products.
- 4.5 Contractor shall monitor orders to ensure the highest possible fill rate and minimize back-orders.

5. QUARTERLY REPORT

- 5.1 Upon request, the contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
 1. Each ordering department.
 2. Items and quantities purchased by department.
 3. Total dollar amount of purchases by department.

Addendum #1
Annual Supply of Printing Property Reports
Quote 4197

Addenda are instruments issued by the City prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction.

Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes and clarifications to the City's specification and bidding documents:

1. The front side picture in the attachment section has been replaced and now reads ½" perforation on all 3 pages.
2. The word BAR CODE shall be printed in a boxed area on the top right hand side of all 3 pages.
3. Page 3 of the set is White 105# cardstock NCR chemical on front

All other terms and conditions shall remain unchanged.

Dated this 19th day of August, 2012.

Shelly Hinze,
Buyer