

Addendum 3

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

Graphic Design Services

Item/Project

Development Department

Responsible Department

June 1, 2020 at 4:00 PM local time

Proposals Due On or Before

Proposals Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Graphic Design Services
The City of Canton

Please see the following questions and answers in regards to the Graphic Design Services RFP:

- How many hard copy proposal submissions do you desire? Should we also include digital (pdf) copies?
 - No hard copies are necessary. Proposals may be submitted on-line.
- Will Canton area designers be ranked with preference over those who reside elsewhere?
 - The City does not have a local preference ordinance concerning professional or personal services.
- How many companies were invited to bid? How many do you anticipate will respond?
 - The City uses a bid toll named Vendor Registry. The tool does a vendor match and notifies those matching vendors. In this case it sent out 488 notifications. However, we have no way to estimate the number of responses.
- Are we to assume that logo design would include updating the City's logo?
 - No.
- And if so, is there an established position and brand platform upon which the logo design will be based?
 - N/A
- Do you prefer that the cost proposal page be provided separately in a sealed envelope?
 - That is not necessary for this RFP.
- Would there be a singular contact person within the Development department or a team of people that we would correspond with?
 - A team.
- We propose to do all design work with Adobe Creative Suite programs (InDesign, Illustrator and Photoshop as well as Google Suite and Microsoft programs.) Are there any additional software programs utilized that we should be aware of?
 - No.

End of Addendum