



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 27, 2015

RE: ADDENDUM #1
Bid #B152023, Casebinder File Folders

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

CORRECTION:

Attached you will find Exhibit A, Label Specifications, which was omitted from the original bid packet.

Please send bid submittals to:
Galveston County Purchasing Agent
Attention: Rufus Crowder, CPPO CPPB
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent,
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
Fax: (409) 621-7987
E-mail: rufus.crowder@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read "Rufus", with a long horizontal flourish extending to the right.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

EXHIBIT A

**LABEL SPECIFICATIONS
DISTRICT CLERK
GALVESTON COUNTY**

ALL FOLDERS BEGINNING NUMBER: (file type) 0000

06CR0000 through 06CR2200
06CV0000 through 06CV1500
06FD0000 through 06FD2900
06JV0000 through 06JV0550
06TX0000 through 06TX0500

ALL LABELS MUST USE SPECIAL COLOR CODED SYSTEM

COLOR CODE TABS W/WHITE NUMERALS

SPECIAL COLOR CODING SYSTEM

- 0 - GOLD
- 1 - BLUE
- 2 - PINK
- 3 - PURPLE
- 4 - ORANGE
- 5 - BROWN
- 6 - GREEN
- 7 - GRAY
- 8 - RED
- 9 - BLACK

ALL LABELS-WHITE THIS SECTION WITH BLACK LETTERING

MANILLA FOLDERS TO READ "CV"

RED FOLDERS TO READ "CR"

GOLD FOLDERS TO READ "FD"

BLUE FOLDERS TO READ "JV"

GREEN FOLDERS TO READ "TX"

ALL NUMBERED FOLDERS TO HAVE BAR CODE READABLE FROM FRONT AND BACK

2206

04



FD

2

2

06

A

B

C