

**ADDENDUM #3**  
**Promotional and Marketing Items**  
**Invitation to Bid # 05-15-16**

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The following questions were received after the allotted time period per the ITB document

**Questions:**

1. Do I need to indicate insurance policy number now or when/if we are given the bid? Do I need to include a policy?

**Answer: We need a copy of the insurance policy with the bid –it would need to name SPC as the specified insured if you are awarded.**

2. Do I return the Minority form if it doesn't apply?

**Answer: You can write on the form "Does Not Apply" and return it to us so we know it isn't just missing**

3. We are a husband/wife team. Sole Proprietor. Do we need workman's comp? According to the law, sole proprietors don't need workman's comp. But I want to clarify.

**Answer: Correct. Workman's comp is not required for a business of 4 or less employees.**