

DEPARTMENT OF FINANCE

**Typesetting, Printing, and Mailing  
City of Staunton Parks & Recreation  
Activity Brochures  
RFP # G00123**

**To:** All Potential Offerors  
**Date:** July 19, 2023  
**Subject:** Addendum #1 to RFP #G00123 dated July 11, 2023  
**Title:** Typesetting, Printing, and Mailing City of Staunton Parks & Recreation Activity Brochures

**Questions & Answers**

Addendum #1 is issued to address the following **Questions & Answers**:

- 1. For RFP # G00123, will the mailing list change from the list you have used in the past?**

We no longer have a separate mailing list. The mailing should include all of the City of Staunton's Mailing Routes including residential, PO box, and commercial; and should also include Rural Routes R004 and R006.

- 2. Do you have any idea how many will be mailed?**

We expect that the 13,000 copies that were printed and mailed in the last year or so should be the expected amount moving forward into the next year.

- 3. How many will be needed to deliver to the Parks & Recreation Office?**

An estimated 200 extra copies should be delivered directly to the Parks and Recreation office.