

DEPARTMENT OF FINANCE

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

RFP # G00123

To: All Potential Offerors
Date: July 20, 2023
Subject: Addendum #2 to RFP #G00123 dated July 11, 2023
Title: Typesetting, Printing, and Mailing City of Staunton Parks & Recreation Activity Brochures

Addendum #2 is issued to address the following:

- 1) The email address for Steven Taetzsch was incorrect in the original RFP Posting. The correct email is: taetzschst@ci.staunton.va.us
- 2) To update the Questions & Answers received as of 2:00 p.m., July 20, 2023 and to announce that Questions will now be accepted until 2:00 p.m. July 25, 2023.
- 3) A final Q&A addendum will be posted on July 26, 2023 by 5:00 p.m. if any further questions have been asked.

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.

- 4. Is the mailing a self-mailer printed and set on the back page, or does it need to be placed in a polybag?**

It will be a self-mailer printed and set on the back page of the publication.

- 5. What are the specifics for the perforation, and on which page, how many pages?**

A perforated page is not a regular addition to the activity guide. However, if we were to use one, it should be near the back, generally one page only, and can be worked into the layout as needed.

- 6. Will we use our indicia, or the City of Staunton indicia?**

We will use the City of Staunton's indicia.