

DEPARTMENT OF FINANCE

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

RFP # G00123

To: All Potential Offerors
Date: July 26, 2023
Subject: Addendum #3 to RFP #G00123 dated July 11, 2023
Title: Typesetting, Printing, and Mailing City of Staunton Parks & Recreation Activity Brochures

Addendum #3 is issued to address the following: Posting of the final Questions & Answers. All questions asked by 2:00 p.m., July 25, 2023 have been addressed.

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 to 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.

7. It asks for partially recycled and 100% recycled papers. It also notes FSC certified stock. Is FSC a requirement of the paper or just another option?

We have used FSC paper for the last 10+ years and plan to continue with it. You may also provide pricing information without FSC certification if you would like. We would be interested in seeing that.

8. Perforations within booklet: Can you advise on where these perforations will fall and are they single line perfs near the fold, or vertical and horizontal perfs on pages?

Perforated pages are rarely used in our activity guides but we like to know that it is an option. When used in the past it has been a one-page tear-out (vertical near the fold) generally in the back of the booklet. Examples of this are a registration form that could be mailed in or a park map.

9. Any idea how many will mail and how many will deliver to Staunton, Virginia?

For each booklet/activity guide for the past few years we have had around 13K printed and 12.5k – 12.8k mailed to all city routes (residential and commercial) and two rural routes in our area with the rest (200-500 copies) delivered to the recreation office for us to hand out at events and programs. The guide is produced three times in a calendar year.