

ADDENDUM NO. 1

NAME: Request for Proposals for Design, Printing and Advertising Services - RFP No. TNH 077-2015

DATE: February 3, 2015

TO: All Prospective Proposers

This amendment is being issued to inform proposers that the deadline for submitting proposals has been extended to **February 11, 2015 at 3pm**.

In addition, this amendment is being issued to answer questions that have been asked of the Town regarding the RFP:

- 1. Q. What is the quantity of calendars you would like printed?**
 - A. 80,000.

- 2. Q. Paper stock – what weight and type of paper is the text and cover to be printed on?**
 - A. Cover should be 110lb card stock and the remainder of the calendar should be 65lb glossy paper.

- 3. Q. what is the quantity of the printing you would like us to propose?**
 - A. Please see the answer to question 1 above.

- 4. Q. Should the proposal include cost of mailing preparation, and if so, how many would be mailed?**
 - A. Please see section II(A) of the RFP. The selected vendor will be responsible for mailing the calendars. The costs of doing so should be built into the vendor's proposal to the Town. The Town expects to mail approximately 77,000 calendar.

- 5. Q. Are there any better printing specifications that you can give me, i.e., type of paper, thickness of paper, colors of ink, etc.?**
 - A. Please see the answer to question 2 above with regard to weight and type of paper. The calendar should be full color. With regard to the number of pages, each vendor should provide a price assuming the calendar is 20 pages and another price assuming the calendar is 24 pages. Please ignore any statement in the RFP referring to a 22 page calendar.

- 6. Q. Please advise as to exactly how you want the proposal prepared, i.e. cost of design, cost of estimated printing, cost of estimated mailing, etc.**
 - A. Each proposer should organize the proposal however the vendor feels it needs to, so long as the proposal fully covers all of the services that are requested in the RFP and reflects all of the costs associated with the services to be performed.

- 7. Q. In the RFP it refers a “Consultant”, what does the town mean by that?**
- A.** The Town is referring to the vendor proposing to perform the services described in the RFP.
- 8. Q. Could you please let me know the exact number of copies that need to be printed?**
- A.** Please see the answer to question 1 above.
- 9. Q. The RFP call for a 22 page calendar. Printing in general is conducted in 4 page increments and therefore a 22 page product will be enormously expensive and problematic.**
- A.** Please see the answer to question 5 above.
- 10. Q. The RFP does not state the number of calendars that need to be printed and mailed.**
- A.** Please see the answer to questions 1 and 4 above.

The “ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM” on the last page of this Addendum No. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.

ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM

REQUEST FOR PROPOSALS FOR DESIGN, PRINTING AND ADVERTISING SERVICES RFP No. TNH077-2015

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: _____

Company Name: _____

Proposer Acknowledgement Date: _____

Print & Sign Company Principal Name & Title: _____
