



**BROCHURE/NEWSLETTER PRINTING AND MAILING
INVITATION FOR BID #17-008
ADDENDUM 2**

Addendum issued January 18, 2017

**The deadline for submitting questions was January 17, 2017.
The deadline for submitting a bid is January 25, 2017 at 2:00pm prevailing Central Time.**

The following Bidder Question and City Response is hereby incorporated into the Invitation for Bids:

QUESTIONS

1. Do you need a 24 Page quote on the Fun Times Brochure?

City Response: No, the City aims for a 32 page brochure.

2. Do the postcards insert into the newsletter or are they to be carton packed and delivered?

City Response: It is an insert per page 10 of the IFB.

CLARIFICATION on Addendum #1 question #1.

Add 4-6 page insert ... is insert 4C and on Same Paper as Brochure ... or ... Color Paper with Black Ink? Do you want a 6 Page Fold-Out? Flat Size: 11 x 23 1/2 ... Folded Size: 8.5 x 11 and inserted at centerfold?

City Response: Specs for 4 to 6 page insert are below:

- 70# cover
- Full color, Full bleed
- Double-sided
- 4 pages/panels: 17x22 (folds to 8.5x11)
- 6 pages/panels: 25.5x22
- Inserted at centerfold

3. Is the 6 pager 25.5" x 22" or 25.5" x 11" folded down to 8.5" x 11"? If it's the prior wouldn't be a 12 pager?
4. Do these get stitched in or would it just get laid in the centerfold and attach with a glue dot? If it's a pull-out it would tear.
5. Also the finished size would need to be a little smaller than the 8.5"x 11" Catalog or you would have over hang.
6. Same question on the 4 page is it 17" x 11" folded down to 8.5" x 11"

City Response: When we have done this in the past, it was the same size as the printed piece. The final can be adjusted as needed per printer specifications. It is inserted into the centerfold and has been stapled in the past. Glue dots would probably not hold through a mailing.

To clarify the panels/pages: it would be double-sided either 4 panels/8 pages or 6 panel/12 pages. Attachment A should visually explain the insert. The yellow portion indicates the 4 panels and the 6 panels would make up the yellow portion + pink. This would all be double sided.

7. Can you provide the past bid results?

City Response: Past bid results for The Vision Newsletter (Attachment B) and the Fun Times Brochure (Attachment C) are attached. The Biz has not been bid in the past.

This addendum forms a part of the contract documents and modifies the original bidding documents dated January 9, 2017. All other Terms and Conditions as applicable to this Invitation for Bids shall remain as stated.

Sign and return this page with your bid to acknowledge the addendum.

ACKNOWLEDGEMENT OF ADDENDUM:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

End of Addendum 2