

**Request for Proposals
Citywide Commercial Printing and Mailing Services
CR 19-058**

A Non-Mandatory pre-submittal conference was held for this Request for Proposals on May 22, 2019. City staff in attendance included Pier Simeri, Ingrid Melle, Noelene Richards, Darcy Lowery, Stacy Lafortune, and Procurement Manager, Kevin Custer and Senior Buyer, Loretta Browning. Inquiries regarding this solicitation were due in writing no later than May 28, 2019.

Question No. 1 Reference Part F finance and budget Department Item # 5, what is the quantity ordered for Budget-in-Brief booklet?

Answer: This was the first time the booklet was ordered by the City. We anticipate we will be ordering 125 for the next budget year.

Question No. 2 Regarding Section III Mailing Services Prep Service Fees; are these prices in addition to mail prep fees on section II or a separate cost for other projects not in the RFP?

Answer: Prep fees in the Part III schedule are for any items NOT included in Part II. Part II lists items we have **planned** to mail. Part III are for any printed items we have NOT already planned for and we want to know what type of pricing we could anticipate.

Question No. 3 The number of maximum pages that can be submitted are arrived by counting one sheet of 8.5 x11 as two pages or one page?

Answer: *For purposes of the RFP submittal requirements, each side of an 8.5 x11 page that is printed on will be counted as a single page.*

Question No. 4 Do you have the quantity for the item 4 Comprehensive Annual Financial Report on page C-?

Answer: We anticipate we will be ordering 20 for the next budget year.

Question No. 5 Do you have the quantity for the item 5 Budget-in-Brief (Booklet) on page C-?

Answer: This was the first time the Budget-in-Brief booklet was ordered by the City. We anticipate we will be ordering 125 for the next budget year.

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