



**ADDENDUM #2 - FINAL**  
**RFP-16-03**

*JHM*

**CONNECTIONS NEWSLETTER DESIGN, PRINT AND MAIL SERVICES**

**DATE:** January 25, 2016

**TO:** PROSPECTIVE OFFERORS

**PROPOSALS DUE:** THURSDAY, FEBRUARY 4, 2016 BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above proposal. Proposers must acknowledge this Addendum 2 with their submittal. This addendum is a total of one page.

**CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:**

**I missed responding to several questions that were asked in advance of the January 20<sup>th</sup> deadline, and I apologize to you all for this second addenda.**

1. Will the City of Wheat Ridge provide us with the information for the biannual mailing update or is that our responsibility?

That would be your responsibility.

2. Is the City of Wheat Ridge satisfied with the incumbent contractor's level of performance?

The incumbent will be bidding. I don't believe it would appropriate to answer that question one way or another.

3. Is there a brand/style guide for this newsletter?

There is a casual, two-page style guide, and the template itself serves as the brand.

4. Would the contractor be responsible for the sale and design of the ads and notices that appear throughout the newsletter?

No ads are sold for Connections. The ad-style content is either public service or internal. Internal City of Wheat Ridge Recreation Center ads are designed by them and submitted in that form. The contractor is often asked to "box" or create a graphic design for contents. For example the Lutheran Medical Center classes or the Kite Festival.

5. Are all of the photographs supplied by the City of Wheat Ridge in addition to the written content?

Photographs are submitted by the city. Graphic art/clip art is sometimes supplied by the contractor. If there is a related expense for the art, the city would pay that upon prior request and approval.

6. Would any subcontractors also have to have a City of Wheat Ridge Business/Use Tax license?

A subcontractor is working for the bidder and is not paid directly by the City, so the license is not required.

**NOTE:** Addendum 1 was two pages, not three as stated.

Visit the City website for bid documents, addenda, project updates: [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us) Click on "Bids and Proposals" link.

**POINT OF CONTACT:** Jennifer Nellis, Purchasing Agent, [jnellis@ci.wheatridge.co.us](mailto:jnellis@ci.wheatridge.co.us) or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.