



May 24, 2017

**ADDENDUM #1**  
**RFP 18-01 LAYOUT/DESIGN & PREPARATION OF MONTHLY NEWSLETTER**

**\*\*\*\*\*ATTENTION BIDDERS\*\*\*\*\***

(To be completed and returned with bid response)

- 1. Q: How many copies do you need returned? There is a conflict between Section 6, A1 and Section 10 #2.  
A: Follow Section 6, A1. One (1) Original and Three (3) Copies
- 2. Q: Will *all* content including images and text be provided in one email/dropbox upload on the 15th?  
A: Currently, text is emailed in a word document to the designer. Images are provided via WeTransfer on or around the 15<sup>th</sup>.
- 3. Q: Are you looking for a fixed cost for each issue, or can we provide a range?  
A: Yes, we are looking for a fixed cost for each issue. Exception would be if, for some reason, the newsletter was more or less than 12 pages – then we would discuss it with the designer.
- 4. Q: What is the total budget?  
A: The current costs and approved budget are: Design \$540/issue, \$6,480 annually.  
Printing & Mail Prep: \$1,834/issue, \$22,008 annually – Covered under a separate contract.
- 5. Q: On page 3, 1.f - it says "cost for design of each twelve (12) page issue of newsletter and annual cost for design of twelve (12) issues of the *Vienna Voice*." Are you looking for two costs: a single, per-newsletter cost and then an annual 12-issue cost?  
A: We are looking for the per-issue cost and then what that would be annualized.

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

*Please Print*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_