

RFP No. 24-001 Town Newsletter – Addendum to Address Questions

1. You are requesting UV on the front and back covers, if they are UV, you cannot address them as the ink will smear. We use 100# Gloss (at no extra charge) Cover Text for the cover, front and back and the addressing is fine. Please let me know if our substitutions meet with your approval.

Answer: your submittal still meets the RFP requirements.

2. Our company had an issue during COVID where paper costs changed significantly, but our client was not willing to assist in bearing that cost. Would there be flexibility in the case of a significant change or force majeure?

Answer: In the event of force majeure (an act of God) the Town would be flexible in having a good faith discussion to review possible alternatives.

3. Would we be able to build in some kind of incremental increase in the proposed fee that could align with inflation? (Particularly if the city decides to extend the contract by three years)

Answer: See section 2.5 (terms of the contract) of the agreement.

4. Is there any preference for CBEs, minority, or woman-owned companies?

Answer: no preferences are listed.

5. When would the first publication need to be out and what is the production - distribution lead time on each publication?

Answer: an exact date would be determined upon the awarding of the contract by the Town Council. An estimated issuance date is projected to be for the July/August issuance.

6. Does the city have any new or distinct goals for the new version of the newsletter?

Answer: please see section 1.2 of the RFP (Purpose of the Project)

7. Our company has found that images make publications more lively. Is the city interested in an updated format that includes more imagery and more streamlined text information?

Answer: the response is to adhere to section 3 of the RFP ("scope of services").

8. Can you provide a mailing address list or zip codes for the Newsletter? I looked up your city on the USPS website and located these zip codes: 33330, 33331, and 33332. Are these accurate for your mailing list?

Answer: Yes.

9. Budget for this RFP?

Answer: The FY2023-2024 Budget for the newsletter is \$40,188. The FY2024-2025 Budget has not yet been determined as its approval process has just started (to be adopted no later than 09/30/2024)