



## **ADDENDUM # 01**

**DATED: 06/14/18**

**RFP28269**

### **Publication & Distribution of UG Citizen Newsletter**

*The Purchasing Division must inform you of the following:*

1. Can you please clarify the size of the newsletter? It appears that the size could change from issue to issue, but then it says finished size is 9.5x14. What is the final size going into the mail, meaning does it fold in half for mailing? ***The Citizen is the same size every time. It is always 9.5x14. It is folded in half for mailing.***
2. Can you please tell me if the newsletter prints 4/c process on all 8 pages? It appears that it might only be 2/c inside. 4/c process on all 8 pages would be less expensive. ***It is printed 4/c on all 8 pages.***
3. Regarding the paper stock, most of the community newsletters we print are on a coated sheet in either a 60# or 70# weight. Would you like me to quote it that way, or do you prefer an uncoated sheet? Generally speaking photos look better on a coated sheet. ***The uncoated has worked well, but if a bidder wants to offer an additional option for coated, we would consider it.***

**Please sign and date this amendment and return it, along with your Bid.**

NAME/BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_, ZIP CODE: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ATTENTION OF: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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

All questions should be directed to the Purchasing Department at (913)573-5440.