



**RFP-21-03
ADDENDUM 1
CONNECTIONS NEWSLETTER: Production, Print, Mail**

DATE: March 5, 2021

FROM: Jennifer Nellis, Purchasing Agent

PROPOSALS DUE: THURSDAY, MARCH 11, 2021, BY 10:00 A.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of two pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

1. Is the incumbent, Colorado Community Media, eligible to bid on this opportunity?

Answer: Yes

2. To confirm, is 40,000 the number of printed copies required for each issue?

Answer: No, the need is for 30,000 printed copies of each issue.

3. Does the City of Wheat Ridge have a branding/style guide that the contractor would need to adhere to?

Answer: Yes. The style guide will be provided to the awarded contractor.

4. Is the City open to a different or more modern design approach, or would the City prefer to stick to a similar style as presented in previous issues?

Answer: The City wants the same size and quality/weight of paper as is currently used, but design is open, subject to City approval.

5. Will the ads included in the newsletter be provided to the contractor, or will the contractor be responsible for designing those?

Answer: The City only uses internal ads prepared by our in-house designers; however, page design including icons and other graphics are created by the contractor.

6. Can you clarify the business license requirement?

- a. If the contractor will not be collecting sales tax and is not located in Wheat Ridge, does this requirement still apply?

Answer a: Please contact the business licensing staff to discuss your specific situation at WRTax@ci.wheatridge.co.us

Persons/entities engaged in business in the City of Wheat Ridge must obtain the required business and tax license. Other licenses may be required. Please ask. Every person engaged in business or collecting sales tax in the City must hold the appropriate licenses. Some businesses are required to register even though they do not maintain a fixed commercial location within the City.

There is a \$20 annual fee for the combined business and tax license. The initial fee is due at the time of application and is refunded if the license is not approved. Certain types of businesses will be required to complete supplemental registrations and pay the appropriate fees.

- b. Can the contractor instead apply for the Wheat Ridge business license once it is selected for the short list? This is the intention.

Answer b: The license is not needed for submitting a proposal.

7. Can we get the detailed database for mailing in order to get a clear cost on postage quote from our printer?

Answer: The up-to-date mailing database is currently maintained by Colorado Community Media. However, as all products produced from the awarded contract are the sole property of the City, should another contractor be selected for award of this solicitation, the up-to-date mailing list shall be provided to facilitate a successful transition. For purposes of this RFP response, bidders should assume full saturation of Wheat Ridge zip codes: 80033 specifically.

8. For Connections, we are assuming the City is open to a redesign of the newsletter, is this correct?

Answer: Yes, see item 4 above.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us Bids & Proposals tab.

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or phone 303-235-2811. Do not contact the user department or evaluation committee.