

**ADDENDUM NO. ONE**

**REQUEST FOR PROPOSAL**

**BULK MAILING OF THORNTON'S PUBLICATIONS –  
THORNTON ACTIVITIES GUIDE AND CITY VOICE**

**PROJECT NO. 223-24**

**CITY OF THORNTON, CO**

TO: Prospective Proposing Firms and all others concerned

DATE: August 27, 2024

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following information shall become part of the original Request for Proposal (RFP) for this Project.
2. The following questions and answers are provided for additional clarification to the RFP. All answers from Thornton in response to Vendor submitted questions have been provided in **bold** text.

Question # 1: Can you provide an estimate on the anticipated piece count of the brochure mailing?

**Answer # 1: There will be three (3) issues produced annually, 60,000, 61,000, and 62,000 with pages varying from 64-72.**

Question #2: Is there an estimate on the number of inserts for the certified mailings?

**Answer # 2: No. Inserts are included by request and there is no way to determine if any will be included in a mailing until the issue is ready to send. The certified mailings are used only as a last option, and to our knowledge this method has not been used.**

3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

**END OF ADDENDUM NO. ONE**

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Megan deGrood, CPPB  
Purchasing Manager

Date