

IFB # 71010-18-03

Printing and Mailing Services- Parks and Recreation Activities Guide

Addendum # 1

Questions & Answers:

1. You are asking for specific postage costs for the bulk distribution and in-home delivery for 350 individual addresses. Can you share your mail list with us for the 350 names? What happens to the guides that deliver to the post offices? Are they delivered using a walk sequence mail list? Do we need to address the ones that go to the Waynesboro, Staunton, Stuarts Draft, etc. Post Offices.

In the past, the mailing vendor used a bulk mail saturation permit. The vendor should coordinate with the post office to confirm details for this. Please note, the weight of this item exceeds the limit for the Post Office's EDDM program—our understanding is that a bulk mail permit for presorted standard mail must be used.

We will not provide a list of the 350 names and addresses until the contract is awarded. For accuracy in bids, however, we will provide a list with the quantity of addresses in each zip code.

PLEASE NOTE: There are two mailing lists. One is a bulk saturation mailing list (Section II, item g in the IFB Document). The other is a separate list of specific names and addresses which must be labeled individually (Section II, item h in the IFB Document). The back page of the Guide file is designed with an address box which can be moved based on mailer's requirements.

2. Would you sign off on an online proof? Or do you need to see physical page proofs?

We won't require a proof from the printer since we approve a final proof from our designer. If a proof is provided, online is acceptable.

3. What is the USPS Permit Number that is used for the mailing of Activities Guide?

Refer to correction of IFB Document—Permit must be provided by vendor.

4. What is the designated USPS entry point city for the Activities Guide?

The post office of mailing in the past has been Harrisonburg, VA. However, this depends on the vendor.

5. Is the mailing method EDDM or Carrier Route Saturation?

The bulk list has been mailed using Carrier Route Saturation.

6. I have a concern on the quote – for EDDM mailer this piece will need to be under 3.3 oz. – for the #50 Offset the 48 pager is 4.0 oz, 52 pager is 4.3 oz and the 56 pager would be 4.6 oz.

See answer to question #5—this mailing is not through EDDM.

7. Would you accept another size other than 8.5" x 11"?

Not at this time in order to keep bids comparable. If you would like to submit pricing for a different sized piece IN ADDITION TO your IFB submittal, we will review it separately.

Corrections/Additions to IFB items:

1) Section II, Item k.

~~"Indicia paperwork is filed by County."~~

Bulk mail presorted standard permit is to be filed by vendor and used for the mailing of the publication. The weight of the publication disqualifies it from the EDDM program and must be mailed via bulk mail.

2) Front page of the IFB- due date of sealed bids is changed as follows:

*Sealed Bids Will Be Received until **Thursday, December 28, 2017, 10:00 A.M.** local time for Furnishing the Goods/Services Described Herein and then opened in public.*

The face of the envelope or shipping container shall be clearly marked in the lower left hand corner as follows:

IFB#: 71010-18-03

IFB FOR: Printing and Mailing Services- Parks and Recreation Activities Guide

OPEN: Thursday, December 28, 2017 10:00 A.M.

United States Postal Service
Postage Statement — USPS Marketing Mail

Comments:
List: AUGUSTA COUNTY PARKS & REC - STARS LIS
Post Office: Note Mail Arrival Date & Time
(Do Not Round-Stamp)

MAILER	Permit Holder's Name and Address and Email Address, if Any	Telephone Extension	Name and Address of Mailing Agent (If other than permit holder)	Telephone Extension	Name and Address of Mail Owner (If other than permit holder)
	CAPS Cust. Ref. No. _____ CRID _____		CRID _____		AUGUSTA COUNTY PARKS & RECREATION PO BOX 590 VERONA VA 24482

MAILING	Post Office of Mailing HARRISONBURG VA 22801	Mailer's Mailing Date 11/ /2017	Federal Agency Cost Code	Statement Seq. No. AUGUST	For Automation Price Pieces, Enter Date of Address Matching and Coding 11/15/2017	No. & Type of Containers 1 MM Trays 2 EMM Trays Total Trays Flat Trays Sacks Pallets Other
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Catalogs <input type="checkbox"/> Marketing Parcels	Total # of Pieces in Mailing 330	SSF Transaction #	For CR Price Pieces, Enter Date of Address Matching and Coding 11/15/2017	
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail	Move Update Method <input type="checkbox"/> ASE <input type="checkbox"/> Multiple <input type="checkbox"/> NCOALink <input type="checkbox"/> OneCode ACS <input type="checkbox"/> ACS <input checked="" type="checkbox"/> Alternative Method <input type="checkbox"/> n/a Alternative Address Format	Total Weight 53.2290	Permit # 75	For CR Price Pieces, Enter Date of CR Sequencing 11/15/2017	
	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Weight of a Single Piece 0.1613 pounds	[] Mailpiece is a product sample. % Samples		For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method	

Parts Completed (Select all that apply) [] A [] B [] C D E [] F [] G [] H [] L [] S [] NSA

POSTAGE	1	Subtotal Postage (Add Parts Totals)		141.90
	2	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. [] Correct [] Lowest [] Neither	pcs. x \$ =	Postage Affixed
	3	Incentive/Discount Flat Dollar Amount		
	4	Fee Flat Dollar Amount		
	5	Permit # _____	Net Postage Due (Line 1 +/- Lines 2, 3, 4)	141.90

USAGE	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due, for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 130 (Permit Imprint Only, Excluding Simplified Addressing (EDDM))	Total Adjusted Postage Permit Imprint
Postmaster: Report Total Postage in AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only)	Total Adjusted Postage Simplified Addressing (EDDM)	

CERTIFICATION

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete, that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signature of Mailer or Agent _____
Printed Name of Mailer or Agent Signing Form _____
Telephone _____
Extension _____

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

USPS EMPLOYEES ONLY	Weight of a Single Piece _____ pound	Total Weight	Are postage figures at left adjusted from mailer's entries? [] Yes [] No If yes, reason:	Round Stamp (Required) Payment Date	
	Total Pieces	Total Postage			
	Presort Verification Performed? (If required) [] Yes [] No				
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).	Date Mailer Notified	Contact		
		By (Initials)	Time	AM PM	
USPS Employee's Signature	Print USPS Employee's Name				

United States Postal Service
Postage Statement — USPS Marketing Mail

Comments: _____
Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

MAILER	Permit Holder's Name and Address and Email Address, if Any	Telephone Extension	Name and Address of Mailing Agent (if other than permit holder)	Telephone Extension	Name and Address of Mail Owner (if other than permit holder)
	CAPS Cust. Ref No. _____ CRID _____		CRID _____		AUGUSTA COUNTY PARKS & RECREATION PO BOX 590 VERONA VA 24482

MAILING	Post Office of Mailing HARRISONBURG VA 22801	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	For Automation Price Pieces, Enter Date of Address Matching and Coding	No. & Type of Containers 1' MM Trays 2' MM Trays 2' EMM Trays Total Trays Flat Trays Sacks Pallets Other
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> Catalogs <input type="checkbox"/> Marketing Pieces	Total # of Pieces in Mailing 30.830	SSF Transaction #	For CR Price Pieces, Enter Date of Address Matching and Coding	
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail	Move Update Method <input type="checkbox"/> ASE <input type="checkbox"/> Multiple <input type="checkbox"/> NCOALink <input type="checkbox"/> OneCode ACS <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input checked="" type="checkbox"/> n/a Alternative Address Format	Total Weight 4,932.8000	Permit # 75	For CR Price Pieces, Enter Date of CR Sequencing	
	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Weight of a Single Piece 0.1600 pounds	[] Mailpieces a product sample. % Samples		For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method	

Parts Completed (Select all that apply) A B C D E F G H L S NSA

POSTAGE	1	Subtotal Postage (Add Parts Totals)	6,751.77
	2	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither pcs. x \$ = Postage Affixed	
	3	Incentive/Discount Flat Dollar Amount	
	4	Fee Flat Dollar Amount	
	5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)	6,751.77

USAGE	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due, for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 130 (Permit Imprint Only, Excluding Simplified Addressing (EDDM))	Total Adjusted Postage Permit Imprint
Postmaster: Report Total Postage in AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only)	Total Adjusted Postage Simplified Addressing (EDDM)	

CERTIFICATION

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed, and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signature of Mailer or Agent _____
Printed Name of Mailer or Agent Signing _____
Telephone _____
Extension _____

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

USPS USE ONLY	Weight of a Single Piece _____ pound	Total Weight	Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:	Round Stamp (Required) Payment Date
	Total Pieces	Total Postage		
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).	Date Mailer Notified	Contact	
	USPS Employee's Signature _____	By (Initials)	Time AM PM	

The following is a list in regards to the individual mailing list of ~350. For privacy reasons we will only provide the specific names and addresses to the selected vendor at the appropriate time. This table breaks down the number of addresses we have in specific zip codes.

Zip Code	Quantity
24472	3
24401	168
22980	71
24441	6
22968	1
22821	5
24483	3
24402	6
24416	3
22827	4
22812	10
24476	2
24473	1
24426	1
22801	5
22841	1
22853	3
24450	2
22846	1
22815	2
22802	7
24465	2
22832	2
23229	1
24471	1
22958	1
22939	2
22664	1
28801	1
22920	2
22890	1
22952	1
22304	1
24435	2
22974	1
24439	3
24482	1
22936	1
22949	1

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