



## REQUEST FOR PROPOSALS

Printing and Mailing of Bills, Statements and Notices  
RFP #2010-3167-0211  
November 12, 2009

City of Newport News, Dept. of Purchasing  
2400 Washington Avenue, 4<sup>th</sup> Floor, City Hall  
Newport News, VA 23607

Phone: (757) 926-8721/ Fax: (757) 926-8038  
[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

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### ADDENDUM 1

Sample documents and data field layout information has been posted to the "Solicitation Tracker" on the Purchasing website ([www.nngov.com/purchasing](http://www.nngov.com/purchasing)).

This Addendum should be completed and included in your proposal response, however its return is not required.

The submittal deadline remains as originally scheduled.

**Proposals Due: November 24, 2009, at Close of Business**

**Contract Officer:** \_\_\_\_\_  
Greg Smith, CPPB, Business Analyst; (757) 926-8035

**\*AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL ARE REQUESTED\***

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the services requested and certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email address \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* End of Addendum #1 \*\***