



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**

DEPARTMENT OF GENERAL SERVICES  
CHRISTOPHER L. WINSTEAD, P.E.  
DIRECTOR

**February 27, 2012**

**ADDENDUM NO. 1**

**Request for Proposal: #12-9190-2EF**

**Subject: Annual Contract, Yearbooks and Memory Books for Henrico County Public Schools**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

**Page 1 Change phone number under Eileen Falcone to 804-501-5637**

**Page 3, Sec. III, Scope of Services, Item F, Change from:**

E. Offerors must complete the Sample Yearbook Pricing Proposal. Attachment F

**To Read:**

E. Offerors must complete the Sample Yearbook Pricing Proposal (Attachment F) and provide one (1) sample Yearbook and one (1) sample Memory Book

**Page 3, Sec. III, Scope of Services, Item H, Change from:**

H. Offerors should include a complete list of all features and services which would be available to all County Schools including all discount incentives.

**To Read:**

H. Offerors should include a complete list of all features and services which would be available to all County Schools including all discount incentives such as on-line ordering, volume discounts or any other type of discount that may be available. Detailed information outlining the discounts must be provided.

**Page 18, Sec.VII, Proposal Response Format Item 13, Change from:**

13. Pricing – Provide pricing information for Attachment F and any other requested pricing information.

**To Read:**

13. Pricing – Provide pricing information for Attachment F and any other requested pricing information. Also provide 1 sample of Yearbook and Memory book.

**Add Attachment H – 2010-2011 Yearbook and Memory Book Orders by School – Page 30**

**Find attached Questions and Answers and Attachment \_\_\_\_**

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Christopher L. Winstead, P.E.  
Director of General Services

Eileen Falcone,  
Purchasing Officer  
804-501-5637  
[Fal51@co.henrico.va.us](mailto:Fal51@co.henrico.va.us)

**RFP 12-9190-2EF**  
**Annual Contract for Yearbooks and Memory Books**  
**Questions and Answers**  
**February 27, 2012**

**Q1. Please provide more information regarding the statement “This is a fund raising activity”.**

**A1.** The difference between the cost per copy and the amount charged to the students is money that is used mainly by the school's yearbook committee. Also, funds are generated by the sale of yearbook advertisements.

**Q2. Please provide additional information regarding the “contract period”.**

**A2.** The contract period will begin July 1, 2012 for the 2012-2013 school year. The current contracted vendor will complete their obligation for the 2011-2012 year book.

**Q3. Please provide current orders by school for yearbooks for the 2010-2011 year.**

**A3.** This information is provided as Addendum 1 Attachment H.

**Q4. Who is responsible for setting the price charged for each yearbook and what is the maximum dollar amount established on the Fee Form from the Schools?**

**A4.** The maximum amount charged on the Fee Form is:  
Middle school Memory books- \$25.00  
High school Yearbooks - \$50.00  
The school's principal has the option to charge students less than the maximum amount listed on the fee form.

**Q5. Is there a limit as to the number of individuals that can attend the orals?**

**A5.** No, however every representative that attends should have a part in the presentation.

**Q6. Is there any additional information regarding the Evaluation Criteria?**

**A6.** No, however refer to Page 19, Sec. IX.

**Q7. Please provide additional information regarding the Financial Statements to be provided.**

**A7.** Offeror should provide information to be used by the Selection Committee in order for them to evaluate the financial stability of the firm.

**Q8. Is it acceptable to us PTA members from Henrico County as references?**

A8. It is advisable to use school jurisdictions as references.

**Q9. How much time will be allowed for those offerors invited to do Oral Presentations to do their presentations?**

A9. Each offeror will be given 30 minutes to do their presentation and then the next 30 minutes will be for questions, answers and negotiations.

**ATTACHMENT H**  
**2010-2011 Yearbook and Memory Book**  
**Orders by School**

<b>High School</b>	<b>Quantity</b>
Deep Run	1600
Freeman	1075
Glen Allen	500
Godwin	1275
Henrico	500
Hermitage	510
Highland Springs	200
Tucker 700	700
Varina	475

<b>Middle School</b>	<b>Quantity</b>
Brookland	550
Byrd	750
Elko	600
Fairfield	200
Holman	650
Hungry Creek	800
Moody	900
Pocahontas	790
John Rolfe	300
Short Pump	730
Tuckahoe	720
Wilder	250