



City of Tacoma

## Questions and Answers

### Official legal Publishing for City of Tacoma RFP Specification No. CT23-0013F

All interested parties had the opportunity to submit questions March 29, 2023. The answers to the questions received are provided below. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1:** I am confused as to what I am supposed to send in for the RFP. In the past there were forms to fill out and send in as the bid. The checklist indicates that I include "One complete electronic copy of your submittal emailed to [bids@cityoftacoma.org](mailto:bids@cityoftacoma.org)" I am not sure what this is to include? Do I just type up a word document answering the questions in section 10 of the bid documents?

**Answer 1:** A complete submittal package will include the Signature Page and a complete answer to each of the items in the Content to be Submitted Section. Yes, a word document would be an acceptable way to provide responses to the items in the Content to be Submitted Section.

**Question 2:** The submittal check list lists the Signature Page as Appendix A. The bid document lists the signature page as Appendix B.

**Answer 2:** That is correct, the Signature Page is actually included in Appendix B, not Appendix A. See addendum 1.

**Question 3:** The submittal check list does not include a typeset example with cost of the sample ads.

**Answer 3:** Minimum point size is 6 point type and the minimum leading is 6 points. See addendum 1.