

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
Fax No.: (434) 845-0711

Addendum No. 3 for Invitation for Bids

Data Processing, Printing, Folding, Inserting, Mailing of Specified Bills and Processing Bulk Mail for the
City of Lynchburg

2017-018

Date: 10/21/2016
From: Tomek Kruszec, Buyer
RE: Addendum No. 3

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Bidder shall indicate receipt of this Addendum and all previously issued Addenda on the Bid Form.

1. **Can you please list out items 12 & 13 on page 23 as to what is included in the mailing?**
 - a. **Item 12, Trash violations, include a return address envelope, single window, and two pages, tri-folded, printed both front and back.**
 - b. **Item 13, Citizen information, is one page, tri-folded, in an envelope.**

Company Name: _____ Address: _____ Date: _____

Authorized Signature: _____ Title: _____

Print Name: _____ Telephone No.: _____ Fax No.: _____