



County of El Paso Purchasing Department
800 E. Overland Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 6

To: All Interested Proposers

From: Lucy Balderama, Inventory Bid Technician

Date: April 16, 2010

Subject: BID # 10-005, Bid - Printing and Preparation of Confirmation Forms for Elections Department

The Purchasing Department received a question relating to the above referenced bid; the response to the following question:

1. Can you please reflect pricing paid for these services in the last bid?

Yr – 2008 – 31, 000 - \$ 4,960.00

Yr – 2005 – 5,000 - \$ 850.00

2. Can you please provide what the front of the form looks like?

Sample already provided.

3. I am not familiar with what the CIQ document number is. Is this required? If so, what it is?

Yes . A Conflict of Interest for is required on all County Bids. Instructions and what t he form is needed is also in the bid. Please review.

4. Please provide the specific information for ID number, permit code, etc?

Permit #80

5. This may be a dumb question, but given that you have mailing permits, would we have to pay the postage in advance and then bill you for it?

No

6. Any details on the seal tabs at each end would be appreciated. The image does not describe how they should look/work.

Clear

7. Would these have to be printed and mailed from El Paso, or can we mail them from our print shop in California?

Texas

8. What is the weight of the paper stock required?

Tag Basis WT. 100

9. Can we see an original sample?

Already provided

10. What is the flat size of the mail piece?

As per sample

11. What is the finished size of the mail piece?

As per sample

12. Will the piece require glue?

Yes

13. Will any data be merged prior to mailing?

Will provide file.

14. Are you funding your own postage account?

No

15. If not, how will postage be paid?

Add to amount in bid.

16. Is postage to be included in the cost for mailing?

Yes

17. What type of cardstock? (Ex. 67lb, 110 lb,..ect.)

Tag Basis WT. 100

18. What color of cardstock?

Cream

19. Is it all Black & White? Or is there color?

Yes

20. What is the estimated number of projects per year?

20 projects per year

21. How often will the provided for provided, printed, and mailing? (Weekly, Monthly, Quarterly, etc.)

Monthly

22. In what format will the data be presented? PDF, Fixed Field, CSV, Excel, Access, ect)

Access

23. What are the measurements of the printed piece?

As per sample

24. What ink color(s) are used?

Black

25. Is the variable, voter, information printed in color or black?

As per sample

26. Is variable information printed on the front only?

As per sample

27. Is a sample of the back of the document available?

As per sample

28. Does the first dotted line require a perforation? Are the other 2 dotted lines perforations or scores? Please provide the measurements from the top?

As per sample

29. The bottom of the sample says "Fold along line and moisten to seal before mailing." What are the specifications for the glue/seal?

As per sample

30. Does our bid need to include postage?

Yes

31. Will the 40,000 be mailed all at one time or will it be dropped over the course of the bid?

All at one time

32. Can we drop the mail in Dallas, TX?

Yes

Must meet all U.S. Postal Services Standards