



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

ADDENDA 1

To: All Interested Vendors
From: Blanca Güereca, Procurement Data Analyst
Date: June 24, 2021
Subject: Bid 21-025 Printing and Mailing Services for Voter Registration Certificates and Address Confirmation Forms for the County of El Paso

This addendum has been issued to notify vendors of the following questions received:

1. Will the County consider bids from out-of-state vendors?

Response: Yes. Vendor must be registered with the Texas Secretary of State.

2. Can we get physical samples mailed to us before the bid is due?

Response: No. The paper stock is very specific, and the Elections Department does not have the paper stock available.

3. Since all forms are mailing first class is it acceptable for the vendor to use Mail Anywhere to mail the pieces on the County's permit number and deliver to a post office outside the State of Texas for mailing?

Response: The Contractor must mail the certificates in accordance with the Voter Registration Certificate Directive. The certificates can be delivered to any post office in the State of Texas for mailing.

4. Do the Voter Registration Certificates bleed?

Response: No, they do not.

5. How often do the "as needed" Voter Registration Certificates and Voter Registration Address Confirmation Forms mail (monthly, quarterly, etc.)?

Response: The Department will send the vendor a file monthly. The file will contain

certificates and/or confirmation cards to be printed.

6. Using the USPS seamless induction (Mail Anywhere), could we deliver the mailing to a post office outside of the State of Texas?

Response: The Contractor must mail the certificates in accordance with the Voter Registration Certificate Directive. The certificates can be delivered to any post office in the State of Texas for mailing.

7. Is 80,000 the estimated volume for one year or for the duration of the 2-year contract?

Response: Estimated volume for one year.

8. What is the minimum number of certificates that the County could send in a year?

Response: The minimum number of certificates is 50,000.

9. Does the County have a minimum for VRC requests that would be submitted at one time?

Response: No. The file depends on how many registrants are received. Some files will be larger than others.

10. Could the requests be made once a month, or some other set period?

Response: The Elections Department will send the file monthly. However, it is possible for the awarded vendor to receive two (2) files in one (1) month.

11. Could a white paper stock of comparable thickness meeting USPS regulations be accepted if we printed a background color?

Response: Vendor will follow the specifications set forth by the State on the Voter Registration Certificate Directive.

12. Is the anticipated quantity of 80,000 for annual usage or for the 2-year contract?

Response: Annual usage.

13. The back side of the form will not contain any blank spaces or variable data, correct?

Response: Vendor will follow the specifications set forth by the State on the Voter Registration Certificate Directive.

DUE TO THE CURRENT DISASTER DECLARATION

Sealed BIDs must be mailed to the County Purchasing Mail Room located at 800 E. Overland Basement, El Paso, Texas 79901 before 2:00 p.m., Thursday, July 1, 2021 to be opened at the County Purchasing Office. No in-person submittals are allowed. Vendors must mail via USPS or third-party carrier **(i.e. FEDEX, UPS)**.

Bids must be in a sealed envelope and marked:

“BID to be opened Thursday, July 1, 2021

Printing and Mailing Services for Voter Registration Certificates
and Address Confirmation Forms for the County of El Paso
BID 21-025”

Note: The County of El Paso is not responsible for late deliveries of any kind or any reason.

Due to the County of El Paso Declaration of Local Disaster for the Public Health Emergency regarding COVID-19, The County Courthouse and all County Buildings and Facilities have closed to the public effective Monday, March 23, 2020 until further notice.

While all County buildings are closed to the public, all scheduled bid openings will occur via live video feed at the County YouTube Channel

https://www.youtube.com/channel/UCXwcq_JYs28xwL14oGAVPZg/videos.

During the live broadcast, citizens may call in at telephone (915) 546-2048 ext.4529. Allow for a 10-second delay during the live broadcast.
