



County of El Paso Purchasing Department
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www.epcounty.com

ADDENDUM 1

To: All Interested Proposers

From: Lucy Balderama, Inventory Bid Technician

Date: November 20, 2013

Subject: BID# 13-067, Printing & Mailing of Voter Registration Certificates & Confirmation Forms for the County of El Paso

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

1. Can we get the variable date (Name, Address etc) sorted by zip codes and in an excel sheet?

Response: The data will be sent in a text file

2. By what date are the voter cards supposed to be mailed? It says on the bid that they have to go out by the 5th of December. Please let me know what the exact dates are?

Response: The exact date is December 5, 2013, however, the County has the ability to request a date extension from the Secretary of State. Vendor shall mail two weeks after receipt of purchase order.

3. Is the time between the closing of the bid and the mailing date enough to proceed with mailing the certificate or may the mail date be extended? There will be only 6 days to have the mailing approved and ready to mail with the holiday.

Response: We would need to analyze and discuss the steps to be taken at that point in time. We understand that under certain circumstances the mailings might be delayed.

4. Do you want bidders to quote mailing first class postage only?

Response: Yes

5. On page 17 it stated that there will be two seal tabs, however, it also mentions "a glue strip as indicated on the attached sample. We do not have a sample. Could you e-mail a sample or mail one to us?

Response: The sample can be found on our county website at www.epcounty.com click Bids & More, Lists of Bids then click on 13-067 or Attachments.

6. Do the 388M certificates mail all at once? If not, based on last year's production, what is the mail quantity/frequency?

Response: Yes, they are mailed out all at once

7. Subsequent mailings: What is their frequency and quantity, based on last year's production?

Response: About 3,000 a month

8. 100# tag paper stock is in excess of the USPS required weight specifications for this piece. Can we price a more economical stock that meets the USPS requirement? It can offer the County of El Paso a significant savings.

Response: No, it needs to be 100# tag paper stock because anything less than that can be destroyed in the process of delivery

9. Who was last year's contractor and what is their location?

**Response: A.) Pre-sort Center of Stockton
1931 G. Street
Fresno, California 93706**

B.) Accurate Forms and Supplies

10. What was the last contracted cost for each item noted on the Bid Price Sheet?

**Response: A.) The total price was \$12,700.00
370,000 certificates mail out \$9,620.00
80,000 Certificates in the next two years \$ 2,080.00
25,000 certificates for in office use \$1,000.00**

B.) Confirmation Forms \$7,776.64

11. Would you be willing to have these printed on a different size paper than the 8.5 x 14 if it is cost effective?

Response: No, it needs to be printed on 8.5 x 14