



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

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#### ADDENDUM 4

**To:** All Interested Proposers  
**From:** Lucy Balderama, Inventory Bid Technician  
**Date:** November 13, 2009  
**Subject:** BID #09-084, Bid - Printing and Mailing of the 2010 - 2011 Voter Registration Certificates

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

1. Can the mail be dropped at any post office in the State of Texas?  
**Yes, if vendor has their permit # printed on the Certificates**
2. Is a bid bond in effect on this bid?  
**If the total is One hundred thousand or more a bid bond is required.**
3. Will the postage be pre-paid?  
**Yes, a check will be issued to the US Postmaster**
4. Does the County have a postal permit?  
**Yes.**
5. Will the mail need to be dropped off at the El Paso Post Office?  
**No.**
6. Page 4 mentions the quantity of 370.00 print paper stock. Are you referring to 3 cards per page for a total of 100,000 mailed certificates or 370,000 certificates?  
**370,000 certificates, We will supply you with the data, you will print, mail certificates with permit# and a check for postage will be issued.**

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7. Page 4 mentions the quantity of 100,000 print paper stock. Are you referring to 3 cards per page for a total of 300,000 mailed certificates or 100,000 certificates?  
**Stock that you keep, because we will supply you with data, you will print, and mail certificates without permit # and a check for postage will be issued.**

8. Page 4 mentions the quantity of 50,000 preprint office stock. Are you referring to 3 cards per page for a total of 150,000 mailed certificates or 50,000 certificates?  
**Stock 3 up legal as per sample with perforation for trimming, that you provide to us for office use.**

9. Can you be more explicit about the printed total for each of the forms for year one and two? See below:

	Year 1	Year 2	Total
Bulk Certificate Mailed	370,000		370,000
Additional Certificates Mailed	AS NEEDED	AS NEEDED	100,000
Preprinted Paper Stock	50,000		50,000

10. Can we get a copy of the complete bid (I presume there is one) in a Word format?

**Yes. You can download it on our website at [www.epcounty.com](http://www.epcounty.com) click on Bids & More. It will be attachment 1 on bid # 09-084.**

11. What is the desired format for the 50,000 preprinted paper stock with perforation to be used in your Office? Is it three (3) or four (4) up? Can you send me a sample?

**Yes. It is 3(up)  
Sample will be attachment 2.**

12. What vendor was awarded this bid last time and what was their price?

**Vendor: Information Management Solutions  
Printing \$ 13,912.50 Postage for the past two years \$ 87,180.95**