



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 1**

**To:** All Interested Bidders

**From:** Lucy Balderama, Inventory Bid Technician

**Date:** December 19, 2011

**Subject:** BID # 11-055, Printing and Preparing for Mailing of Confirmation Forms for the Next Two Years 2012-2013

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Due to pending questions the bid opening date has been extended for December 27, 2011 at 2:00 p.m.

The Purchasing Department received the following questions relating to the above referenced bid.

1. What kind of paper stock (weight and color)?

**Tag Basis WT. 100, Color Cream.**

2. What is the flat size of the form?

**12 1/2 x 6**

3. Are there perforations on the form?

**Yes, will discuss final layout.**

4. What is the finished folded mailing size of the form?

**4 X 6**

5. What color ink(s) will be used?

**Black**

6. How often do you anticipate mailings (weekly, bi-weekly, monthly, quarterly, etc...)?

**After the initial mailing, on a monthly basis.**

7. Page 5 indicates mailing via Permit #80... but in order to do so you must mail at a minimum of 500 pieces to receive Presort First Class rates. Will the minimum mailing always be at least 500 pieces?

**At times there will be more than 500 pieces and at other times there will be less than 500 pieces.**

8. Who is the current vendor and what is their location?

**Information Management Solution LLC.  
2422 Freedom  
San Antonio, Texas 78217**

9. What is the current contracted cost and does that cost INCLUDE postage?

**Current cost \$ 10,200.00, Not including postage for the initial mailing separate check was issued for 12,765.00.**

10. Can these pieces be mailed from another location such as Austin or Waco, using our permit?

**Yes**

11. Can you estimate the volume of each mailing and frequency? Will these mail full postage or need presorting?

**Monthly, can't estimate volume it depends on returns.**

12. What is the preferred paper stock?

**Tag Basis WT. 100**

**Must meet all U.S. Postal Services standards or regulations.**