



TARRANT COUNTY
PURCHASING DEPARTMENT

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PURCHASING AGENT

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OCTOBER 26, 2009

ADDENDUM #1

BID NO. 2010-010

**ANNUAL CONTRACT FOR PRINTING AND MAILING OF
VOTER REGISTRATION CERTIFICATE CARDS**

BIDS DUE NOVEMBER 2, 2009

1. Change(s):

- A. Discard pages 7 and 14 of original Bid package and replace with the revised pages dated October 26, 2009. **Changes are highlighted.**
- B. Discard pages 8, 9 and 10 of the original Bid package.

2. Additional Information:

A pdf copy of the voter registration certificate is posted on the following website:

<http://www.sos.state.tx.us/elections/forms/vrformsindex.shtml>

Tarrant County can also request from the Secretary of State for the successful bidder the certificate in an Indesign file format.

3. Questions and Responses:

Questions received by the deadline and their responses are also included in this Addendum #1.

This Addendum must be signed and the original and one (1) copy must be returned with bid.

NAME AND ADDRESS OF COMPANY:

E-Mail Address _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Name _____

Title _____

Tel. No. _____

Fax No: _____

**ANNUAL CONTRACT FOR PRINTING AND MAILING OF
VOTER REGISTRATION CERTIFICATE CARDS**

SPECIAL TERMS AND CONDITIONS

SECONDARY/ALTERNATE AWARD:

Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract.

If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

_____Yes _____No

**ANNUAL CONTRACT FOR PRINTING AND MAILING OF
VOTER REGISTRATION CERTIFICATE CARDS**

TECHNICAL SPECIFICATIONS, continued

- K. DESCRIPTION OF VOTER REGISTRATION CERTIFICATE CARD:
The Certificate card will be postcard size (4-1/4" high by 6" wide) white 90# Scott Index or the equivalent. It will have a postal mailing permit number printed on it (#1139). **Print on both sides** will be in black laser fast ink and shaded area on front will be Pantone Blue 283 at 100% solid. All ink and/or coloring must be laser fast.
- L. Tarrant County prefers the actual laser printing process and preparation for delivery to occur within an approximate two hundred (200) miles radius of Fort Worth. The timing of the delivery of the processed Certificates is crucial to the performance of the Tarrant County Election Administrator's statutory duties.
- M. Proof(s) are required and final version must be accepted by Tarrant County Elections Administration prior to printing.

ITEM 2 — CONFIRMATION NOTICE AND RESPONSE FORM FOR PROCESSING AND MAILING BY VENDOR

- N. **Print and mail address confirmation notices with variable voter registration data and barcodes in two (2) separate mass mailings. The two (2) mass mailings will total approximately 70,000 forms. The mailings will be processed January 2010 and March 2010.**
- O. **The January 2010 mailing will consist of addresses not confirmed in the NCOA comparison provided by Tarrant County Election Administration. In March 2010 the confirmation notice mailing will consist of each voter whose renewal certificate was returned as undeliverable from the certificate mass mailing.**
- P. Vendor will print, process and mail the Confirmation Notice and Response Form using a data file provided by Tarrant County. Tarrant County will provide a postage permit for mailing from the vendor's location.
- Q. DESCRIPTION OF CONFIRMATION NOTICE AND RESPONSE FORM:
The notification form will be 8 1/2" wide by 11" high (or 6" x 12") printed on white 90# Scott Index or the equivalent. It will have a postal mailing permit number (#1139) printed on front side. Back side will be printed with Business Reply Mail format and permit number (#2891). **Print on both sides** will be in black laser fast ink. All ink and/or coloring must be laser fast. Form will be folded twice for mailing.
- R. The mass mailing will be in accordance specifications in the Secretary of State Directive dated August 25, 2009. (See Exhibit "A")

**ANNUAL CONTRACT FOR PRINTING AND MAILING OF
VOTER REGISTRATION CERTIFICATE CARDS**

QUESTIONS AND RESPONSES

1. On items 3 & 4 samples are required - Will blank samples with perfs only be acceptable?

RESPONSE: **No, sample forms must be printed and perforated where applicable.**

2. On item 5 – the 8 ½ x 11 Confirmation Notice – how is this item being mailed to voter and how is this form returned to the Election Department?

RESPONSE: **The form is printed with permit numbers for mail out (First Class) and return (Business Reply). Tarrant County will process and mail Item 5.**

3. On the pricing pages – you show quantities of 0-865,000; 0-112,500 – are we to assume that you would be ordering the full 865,000 and 112,500 or is the county allowed to order less?

RESPONSE: **A voter registration certificate (Item 1) will be mailed to each registered voter in the Tarrant County data base. Currently, Tarrant County has 864,816 registered voters. The NCOA processing will lower the number; however, new voters will be added prior to the mailing. The 865,000 quantity is an estimate only. We estimate the actual quantity will range from 800,000 to 865,000 based on previous experience.**

The quantity of 112,500 for Item 3 is the actual number we will be ordering.

4. On page 14, item L it states, “Tarrant County prefers the actual laser printing process and preparation for delivery to occur within an approximate two hundred (200) miles radius of Fort Worth.” We are between 200 to 250 miles.

RESPONSE: **The location of the printer is a preference only, not a requirement. However, it is required that the voter registration cards be mailed from the Fort Worth, Texas Main Post Office.**

5. On page 7, it states that a “no” answer could result in complete rejection of bid. With the economy like it is we cannot afford to do small quantities at the same cost as we would Tarrant County.

Response: **See the revised page 7, deleting the Cooperative Purchasing clause.**