



ADDENDUM NO. 01 ISSUED BY:

PROCUREMENT AND CONTRACT SERVICES

FINANCE & PERFORMANCE MANAGEMENT DEPARTMENT

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BALLOT PRINTING, INSERTION, AND MAILING SERVICES

RFP NO. 2007

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE ADDENDUM NO. 01: Wednesday, February 21, 2018

Please be advised that the following responses have been made on the above referenced Request for Proposals:

See Vendor Questions and County Answers, attached to this Addendum.

PLEASE INDICATE YOUR RECEIPT OF THIS ADDENDUM BY INDICATING ON THE RFP SIGNATURE PAGE

ATTACHMENT A – QUESTIONS & ANSWERS

ATTACHMENT B – ENVELOPE SAMPLES

QUESTIONS AND ANSWERS

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DATE OF ISSUE QUESTION AND ANSWER: Wednesday, February 21, 2018

Question #	VENDOR QUESTIONS	COUNTY RESPONSES	Response Issued - Date
1	We currently do not support a 22" ballot, is that a disqualifier?	No. Pierce County's system can currently produce up to a 22" ballot. Please specify your maximum ballot length in your response to question No. 3 – Ballot Printing.	
ENVELOPES			
2	Can you provide electronic or hard copy PDF samples of each of the envelopes? We would gladly supply a FedEx account number if possible.	Please see attached samples.	
3	Can the UOCAVA pamphlet be reconfigured to 5.5" x 8.5" to fit into our envelope size of 6" x 9"?	The UOCAVA insert is typically 8.5" x 14" this size allows it to serve as a privacy sheet between the ballot and the declaration. It can be folded multiple times to fit in an envelope. The UOCAVA insert which is included in a ballot packet is typically 8.5" x 11" or 11" x 17". It could be folded to a 5.5" x 8.5" dimension. The voter pamphlet booklet which requires a larger envelope is slightly smaller than 8.5" x 11" and can not be resized that small. Please address any concerns or limitations regarding the UOCAVA pamphlet in your response.	
4	Is it okay if we reconfigure your envelopes to our specs to optimize the insertion process?	Yes. Please provide details as part of your proposal.	
UOCAVA PAMPHLET/BOOKLET			
5	What is the size and number of pages of the UOCAVA booklet? Is this booklet static for all ballot styles?	See Question No. 3	
INSERTS			
6	Will the larger inserts fold to fit into the ballot packet for insertion?	Yes. See question No. 3	
7	How many versions of ballot types will you have for the variable insert?	Typically, in Primary and General Elections, Pierce County produces one pamphlet for the election. In odd year Generals there may be two versions of the pamphlet. Variable inserts are typically used in the spring special elections, the number of inserts will depend upon the number of issues on the ballot.	

QUESTIONS AND ANSWERS

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MAILING			
8	Can the packets mail from the Phoenix Post Office?	Possibly, please provide mailing options and any pricing changes, if applicable, as part of your proposal. We would like the indicia to be generic and not show a specific place of mailing origin. For example "U.S. Postage paid, Pierce County Auditor."	
TEST BALLOTS			
9	Are the test ballots furnished in pre-marked test decks, or do we need to create them?	Currently, we desire unmarked sets of test ballots. Please describe your capabilities to provide pre-marked test desks and marking patterns as part of your proposal.	
ASSEMBLY			
10	Does the hand assembly for small quantities pertain to the UOCAVA and daily files?	It would mainly apply to small quantities related to daily pulls.	
PAMPHLETS			
11	Would the small local voter pamphlets be furnished to us already printed?	It would be our desire that you as the vendor, would print the small local voters' pamphlets.	
ADDRESS CORRECTION SERVICE (ACS)			
12	Do you want electronic returns?	Yes.	