



**ADDENDUM #1
Clerk and Recorder – Elections
Elections Print Vendor
RFP # 7021-19**

March 15, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7021-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 22, 2019.**

1. Question: Ballots - Are Pre-Filled Test Deck PDFs furnished or does vendor create the Test Deck?

ANSWER: They will either be pre-filled PDFs furnished or county will request a blank test deck.

2. Question: Envelopes - Would the county be OK with envelope redesign to ensure maximum efficiency on our equipment? (We could use the same layout as El Paso County).

ANSWER: The envelopes are designed to work with our equipment. We would be open to a redesign conversation to explore what works best for Boulder County and the vendor.

3. Question: What quantities should be quoted for each envelope?

ANSWER: The following quantities should be quoted, but exact order quantities will vary by election.

Outgoing envelope Contractor: 249,000
Outgoing envelope County Office: 1,000
Outgoing envelope Landowner: 5,000
Outgoing envelope UOCAVA: 2,000
Return Envelope Contractor and County Office: 250,000
Return Envelope Landowner: 5,000
Return Envelope ID Required: 2,000
Return Envelope UOCAVA: 2,000
Return Envelope UAF Primary Contractor and County Office: 102,000
Return Envelope UOCAVA UAF Primary Contractor and County Office: 1,000
Provisional Ballot Envelope: 5,000

4. Question: Inserts - What quantities should be quoted for each insert?

ANSWER: The following quantities should be quoted, but exact order quantities will vary by election.

Regular: 150,000
UAF: 105,000
ID Required: 1,500
UOCAVA: 1,500

5. Question: Tabor Booklet - What are the specifications for the booklet? How many estimated versions? What quantity should be quoted?

ANSWER: The TABOR booklet is usually 8.5" X 11" in size. The number of pages varies by election with a range of 12-45 pages. Boulder County includes all coordinating jurisdictions in the same booklet – hence, only 1 booklet is produced.

Vendor should quote for 117,000 Tabor Booklets.

6. Question: Will you please elaborate on the data processing requirements for the vendor and what will be provided by the county?

ANSWER: County will provide one set of ballot images for printing, nothing will be sent from Dominion. A sorted address file will concurrently be provided and will include the voters information and a field containing the ballot style they should receive such as ballot style 1, 2, etc.

7. Question: On Page 21 under "Voter List and Ballot File Management" item #3--is the sorted address list an item the vendor would provide back to the county or the county would provide to the vendor?

ANSWER: Boulder County provides this.

8. Question: Are ballot art calls added to the data that's provided to the vendor?

ANSWER: County is still unsure as to what ballot art calls are. County does the programming in our voting system to create ballot styles (SOS provides templates). Vendor will not receive anything directly from Dominion.

9. Question: Will the vendor be responsible for delivering UOCAVA ballots to the GMF?

ANSWER: Boulder County reserves the right to make a determination on responsibility for either option based on processes and costs provided by the Vendor.

10. Question: Is Boulder currently using a ballot trace through the return IMB? Is this something the county is looking to move towards if not currently utilized?

ANSWER: Boulder County does not use return IMB and is not looking to utilize it at this time.

11. Question: The RFP states that it's preferred mail ballots will not have a stub, if the vendor requires a stub, can they still bid?

ANSWER: Yes.

12. Question: Will any of the ballots (mail or office) have a stub?

ANSWER: Boulder County does not currently use stubs.

13. Question: What is the county's estimated active voter count? How many ballots can the vendor anticipate printing for a given election?

ANSWER: The County's estimated voter counts are 215,770. Including roundtrip ballots, LAT ballots, internal testing ballots, and supplementals, vendor should anticipate printing 280,000 ballots. This estimate is for a 1-card ballot.

14. Question: Is the county open to envelope modifications -- specifically removal of the poly window on the outer envelopes to offer a greater cost savings in the insertion process?

ANSWER: No - Boulder County uses the poly window on the outer envelope for the QC process both at the print vendor facility and in office to confirm the correct ballot was inserted once the ballot is sealed.

The poly helps protect the ballot and/or reply envelope as it goes through the mail stream.

15. Question: What are the quantities the county would typically order of each item 1-15, envelopes and instruction sheets in a major election?

ANSWER: See questions 3 and 4.

16. Question: Can you supply specifications and quantities for items listed on question 17- C. in the Costing section?

ANSWER:

TABOR: See response for question 5

Postcard campaign: 51,000

Undeliverable letters:

- **7,000 for the primary**
- **5,000 for the general**

17. Question: TABOR

ANSWER:

How many pages? See response to question 5.

What type of paper? The County is not committed to using one specific type of paper but want it to be economical and appropriate for the printing method.

What are the ink colors? The cover page has red, blue, and black ink. The rest of the booklet is in black ink.

What is the size? See response to question 5.

18. Question: Voter Outreach and Letters

ANSWER:

What are the ink colors? Voter outreach is multi-colored.

What are paper requirements? For letters - 20-pound white paper. For postcards we use cardstock.

What is the size? Letters: 8.5"X11." Postcards: varies depending upon design.

19. Question: Will you consider out of state vendors?

ANSWER: Yes

20. Question: Is your company able to comply with the Ballot Production Schedule in Attachment B.

ANSWER: There is no Attachment B – please see exhibit A.

21. Question: Please identify attachment B we do not see any attachments identified as B.

ANSWER: See response to question 20.

22. Question: Will the county consider extending the Submittal deadline to give vendors a little more time to prepare a comprehensive response?

ANSWER: Yes, Boulder County will extend the deadline to on or before 2pm MT on March 22.

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 22, 2019.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received

before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7021-19** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 7021-19**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 15, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7021-19, Elections Print Vendor.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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