



**SEDGWICK COUNTY, KANSAS**  
**DIVISION OF FINANCE**  
**PURCHASING DEPARTMENT**  
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[www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

**REQUEST FOR BID**  
**#12-0141a2**  
**ON-CALL PRINTING SERVICES FOR TREASURER and APPRAISER**

**ADDENDUM #2**

January 18, 2013

The following information is in regard to **RFB 12-0141**

1. **Are all clicks considered to one side of an 8.5 x 11 page?**  
*A "click" is one side of an 8.5 x 11 page. A page printed front and back would be equivalent to two (2) "clicks".*
2. **Will the county supply the stock for the first three (3) items?**  
*Yes, the first three (3) items are including county provided stock.*
3. **Since 20# white bond is a lot cheaper than 24#, would you like pricing on both?**  
*Please provide pricing on 20# and 24# white bond paper.*
4. **The "Delinquent" statement is 2 spot colors plus black, how do we price this?**  
*Price according to your normal considerations for jobs with black and 2 or less colors.*
5. **What format are the files in?**  
*The electronic files are in .pdf format.*
6. **Is every page variable data?**  
*Yes, every page has variable data. However, there will be a Real Property cover letter and we may need 100,000+ of those printed.*
7. **Are the files pre-sorted (for proper zip code distribution) before they arrive to be printed or is that the printer's responsibility?**  
*The county IT staff can sort by zip code. Vendors should provide pricing for optional sorting in the case of county staff being unable to do so.*

- 8. Who is responsible for folding and stuffing?**  
*The county mail processing vendor is Postal Presort and normally does folding and sorting, however county staff may fold and stuff groups identified as 5 and above-commonly identified as multiples.*
- 9. What is the ratio of B&W to color printing?**  
*The Appraiser's office does not require any color printing. The Treasurer requires half of their mailings (5 jobs) to have a red printed DELINQUENT on the front of the statement.*
- 11. What do you mean by MOCR bond paper?**  
*MOCR bond is a "special grade of bond paper used for documents run through optical processors."*
- 12. Approximately how many sheets on an annual basis require the microperf?**  
*All of the tax statement blanks require the microperf. The Tax Advisory Notices do not have a microperf.*
- 13. If the county supplies the paper, will they also be providing the blank stock for the multiple page statements?**  
*If the County supplies the paper for the tax statements it would include the multiple statements*
- 14. If the county provides the stock, is it 8.5 x 11 and pre-perfed?**  
*Yes*
- 15. On the multiple page statements, are those to be delivered in collated sets to your mail house? Do they need to be slip sheeted between sets?**  
*Yes but no slip sheets are necessary.*
- 16. Do the files for the variable data content go to the mail house first before being sent to the printer?**  
*Yes, sorting and mailing barcodes are placed on the documents.*
- 17. What percentage of the estimated 600,000 notifications in this contract will require the microperf?**  
*Approximately 300,000 (50%) tax statement blanks need to be microperfed.*
- 18. Who is your current mail service provider?**  
*Postal Presort*
- 19. Are you currently under contract with your mail service provider?**  
*Yes.*
- 20. Would you consider a full service bid that includes both the printing and the mail service?**  
*The county is currently under contract with Postal Presort for mailing services, this bid is for printing services only.*
- 21. Are there approximate counts on:**
- a. *Real Property Valuation Notice (February) 220,000 pages (front & back is 1 page) + 175,000 pages (cover letters) (approx.) (Possible new procedure for printing & mailing Real Property CVNs could impact this.  
 Not enough info available yet to make further comment at this time).*

- b. *Personal Property Valuation Notice (April) 38,000 pages (approx.)*
- c. *Commercial Income and Expense (July) 14,000 pages (approx.)*
- d. *Personal Property Rendition (December) 38,000 pages (approx.)*

22. **Are all documents printed on 8.5" by 11" paper?**

*Yes*

23. **Please clarify the meaning of para 3, 4 (pg 2). "...approval before delivery."**

*All completed print jobs are subject to the approval of the requesting department before they are delivered to Postal Presort for mail processing.*

Further clarification-Vendors should also price the cost of perforating the paper (as appropriate) on vendor provided stock. This cost should be separate from the printing cost.

Vendors are responsible for checking the web site and **acknowledging any addendums on the proposal response form.**



Kimberly Evans  
Purchasing Agent