



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/purchasing

REQUEST FOR BID
#14-0002
ON-CALL MAILING SERVICES

ADDENDUM #1


January 24, 2014

The following information is in regard to **RFP 13-0062**

Questions are in **bold**, answers are in *italics*.

- 1. Can you tell me the approximate number of mailings you went out for in the last 12 months?**
There are five large mailings (1st half tax, 2nd half tax, PP renditions, RP value notices, PP value notices) and a number of smaller mailings (delinquency notices, commercial I&E questionnaire, etc.)
- 2. What was the quantity of the largest mailing?**
Approximately 200,000 pieces.
- 3. Approximate total quantity of all the mailings?**
450,000-500,000 pieces.
- 4. Is the postage rate you are paying 1st Class Presort or Full Rate First Class?**
1st Class Presort. But there are gradations of this depending on the level of sort. We need the lowest rate possible.
- 5. Are any of your mailings using Standard Postage?**
None of the mailings on this contract will use Standard Postage.
- 6. Are you using an "Ancillary Endorsement" (example – "Address Correction Service") on all your First Class mailings?**
The Treasurer's Office currently has blank envelopes with our letter head on them. The current mailing company has sprayed that information on the envelopes for us because we do receive the forwarding cards for these mailings. The Appraiser's Office simply receives the returned mail with the yellow RETURN TO SENDER sticker affixed.

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



Kimberly Evans, Purchasing Agent