



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM 1
18-0018
MAILING SERVICES**

March 27, 2018

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for Mailing Services for Sedgwick County.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

*Please note the county is currently having one vendor receive electronic files (PDF), print, prep and mail. The county currently does **not** print statements in-house and would prefer to continue processing these jobs using this methodology.

1. Please provide more information about the statements:

- a. Do they print one side only or front and back?
Two-sided
- b. Do they print in color or black and white?
Appraiser's Office is black and white. Treasurer's Office has a RED watermark which says "DELINQUENT" on delinquent bills otherwise it's all black & white.
- c. Do they print on colored paper or just 24# white?
24# white.

2. Please provide more information about the inserts:

- a. Do they print one side only or front and back?
Two-sided
- b. Do they print in color or black and white?
Appraiser's Office is only black and white, Treasurer's Office usually prints color inserts.
- c. Do they print on colored paper or just 24# white?
24# white.

3. Please provide more information about the envelopes:

- a. Do envelopes print in color or black and white?
Appraiser's Office print is black and white with one envelope having RED text. Treasurer's Office envelopes are in black and white
- b. Do they print on the front only or front and back?
Front only
- c. Are there multiple versions of the #10 window envelope? (Collector's Office, Assessor's Office)?

Appraiser's Office has two different #10 Window Envelopes that must be used. Treasurer's Office uses one #10 windowed envelope.

- d. Are there multiple versions of the #9 reply envelope (Collector's Office, Assessor's Office)?
Appraiser's Office has two different #9 reply envelopes that must be used. Treasurer's Office uses one #9 windowed reply envelope
- e. Is the #9 reply envelope closed face – or does it have a window?
Appraiser's Office uses closed face reply envelopes, Treasurer's Office uses a windowed reply envelope.
- f. Is the #10 window envelope a standard window size and placement?
Yes.

4. How many statements will there be?

Appraiser:

RP CVN's could be anywhere from 75,000 to 225,000 records, with an insert that would be required in each mailing.

PP CVN's will be approximately 35,000 records

COM I&E will be approximately 7,700 records, with an insert that would be required in each mailing.

PP Renditions will be approximately 35,000 records, with an insert that would be required in each mailing.

Treasurer:

1st half bills – usually mailed out a week before Thanksgiving

Real Estate – 128,000

State Assessed – 800

Personal Property – 30,000

Advisory Notices – 81,000

Antique Tag renewals – Usually mailed out around December 15th

Antique Tag renewals - 3000

2nd half delinquent personal property – usually mails out 2nd or 3rd week of March

Delinquent personal property – 8000

2nd half bills – usually mails out during same time frame as delinquent PP – 2nd/3rd week of March

Real Estate – 70,000

Personal Property - 3500

State Assessed 600

There is typically an insert in each of these mailings.

5. To clarify, does the vendor print only the statements or also all inserts with the county providing only envelopes?

The county prefers that the vendor provide all stock, print, prep and mail.

6. With multiple page statements do they have to be nested or can the second and subsequent pages/sheets be stacked on top of each other?

Appraiser's Office statements print front and back so they can be stacked. The Treasurer's Office requires them to be nested.

7. **Can you tell me based on previous jobs approximately what percent of the statements are one page vs., 2 page, vs. 3 page and etc?**

Appraiser's Office statements breakdown as follows:

	<i>RP CVN's (2018)</i>	<i>PP CVN's (2017)</i>	<i>COM I&E (2017)</i>	<i>PP Rendition (2017)</i>
<i>1 page:</i>	<i>103,600</i>	<i>25,446</i>	<i>5,413</i>	<i>24,728</i>
<i>2 page:</i>	<i>13,214</i>	<i>3,350</i>	<i>1,060</i>	<i>2,948</i>
<i>3 page:</i>	<i>5,115</i>	<i>672</i>	<i>372</i>	<i>882</i>
<i>4 page:</i>	<i>3,076</i>	<i>272</i>	<i>196</i>	<i>484</i>
<i>5 page:</i>	<i>1,900</i>	<i>190</i>	<i>165</i>	<i>150</i>
<i>6 page +:</i>	<i>15,516</i>	<i>2,669</i>	<i>51</i>	<i>2,329</i>

Treasurer's Office:

Estimates about 80% single, 20% 2 or 3 or 4 pages, 5+ internally.

8. **Does the vendor receive statements as PDF files?**

Yes, there should be a portal or ftp available for file transfer from the county to the vendor.

This contract requires firm pricing for the initial term (3 years). A request for a price increase may be submitted for review by the county at the renewal points for years 4 and 5.

Firms interested in submitting a bid, must respond with complete information and **deliver on or before 1:45 p.m. CDT, April 3, 2018**. Late bids will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”



Kimberly Bush, CPPB
Purchasing Agent

KB/fy