

CHICAGO BOARD OF ELECTION COMMISSIONERS



ADDENDUM NO. 1

Notice of Bid Postponement

Invitation For Bid (IFB): Printing & Mailing of August 2018 Full Voter Election

Date: Thursday, June 7, 2018

For which bids are scheduled to be received no later than 10 a.m. Central Time on Thursday June 14, 2018. The Bid Opening Date is Thursday June 14, 2018 (pursuant to the Invitation for Bid (IFB) advertised Friday, June 1, 2018) to the Chicago Board of Elections Commissioners, Purchasing Department, 69 West Washington Street, Suite 800, Chicago, Illinois 60602.

**Bidders must acknowledge receipt of this Addendum No. 1 with the IFB.  
Bidders are to complete and include the Acknowledgement as Attachment to the IFB.**

This document contains:

- I. Answers to Question Submissions
- II. Addendum Receipt Acknowledgment
- III. Samples, Mailer Art Work

The information contained in this Addendum No.1 is hereby incorporated by reference into the **original IFB issued on Friday, June 1, 2018**

**SECTION I: Answer to Question Submissions**

The following questions and answers will be incorporated in the above referenced IFB. All other provisions and requirements are as originally set forth, remain in full force and are binding.

1. **Question:** Is the Bid Opening on Thursday, June 14, 2018 not Tuesday, June 12?

**Answer:** Correct, Bid Opening Date is Thursday, June 14, 2018.

2. **Question:** No electronic bids?

**Answer:** See Invitation for Bid (IFB) Section Standard Terms and Conditions, 3.2 Instructions to Bidders.

# CHICAGO BOARD OF ELECTION COMMISSIONERS



## ADDENDUM NO. 1

### Notice of Bid Postponement

#### Invitation For Bid (IFB): Printing & Mailing of August 2018 Full Voter Election

**Date: Thursday, June 7, 2018**

3. **Question:** Can you please provide a pdf of the mailer for ink calculation purposes? Preliminary design is fine does not have to be final.

**Answer:** Yes, See Sample Attachment enclosed.

4. **Question:** Printing colors pages 51&53 = four colors? Do the mailers print 4 colors both sides of the mailer or 4 colors total between the face & back of the mailers?

**Answer:** Four colors means four colors. If the Board decides to use fewer, it may do so.

5. **Question:** What date would the designs of the artwork be available to view before the bid opening & would those be sent electronically to the bidder to view?

**Answer:** See Sample Attachment enclosed.

6. **Question:** When the mailer is folded is the opening on the top or bottom when read?

**Answer:** The opening will be on the top.

7. **Question:** What size is the rectangle perforated registration voter card? Assume standard sized at 3-15/16" wide x 2-1/16" high?

**Answer:** Yes, the perforation is 3-15/16" in width x 2-1/16" in height.

**CHICAGO BOARD OF ELECTION COMMISSIONERS**



**ADDENDUM NO. 1**

**Notice of Bid Postponement**

**Invitation For Bid (IFB): Printing & Mailing of August 2018 Full Voter Election**

**Date: Thursday, June 7, 2018**

8. **Question:** What date would the live static artwork (non- variable data) be released to the printer so proofing & print could begin?

**Answer:** As soon as the bid award occurs, hopefully as early as June 18.

9. **Question:** Pricing Page 58 = please clarify what specific information is to be included in the requested "cover letter on company letterhead" when the proposal pages include all pricing?

**Answer:** Cover Letter is to detail your proposed plan with your bid.

**\*\*\*\*\*END\*\*\*\*\***

**LoREL Blameuser, Purchasing Agent**

**CHICAGO BOARD OF ELECTION COMMISSIONERS**



**ADDENDUM NO. 1**

**Notice of Bid Postponement**

**Invitation For Bid (IFB): Printing & Mailing of August 2018 Full Voter Election**

**Date: Thursday, June 7, 2018**

**SECTION II: Addendum Receipt Acknowledgment**

**ADDENDUM ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge receipt of Addendum No.1 to the Invitation for Bid named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Individual (Type or Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Telephone Number

**Bidder: Must complete and return this Addendum No. 1 Acknowledgment Receipt with the Invitation for Bid (IFB).**

**CHICAGO BOARD OF ELECTION COMMISSIONERS**



**ADDENDUM NO. 1**

**Notice of Bid Postponement**

**Invitation For Bid (IFB): Printing & Mailing of August 2018 Full Voter Election**

**Date: Thursday, June 7, 2018**

# **SAMPLES**

## **Mailer Art Work**

Board of Election Commissioners  
P.O. Box 2242  
Chicago, Illinois 60690-2242



PRESORTED  
FIRST-CLASS MAIL  
US POSTAGE  
**PAID**  
CHICAGO BOARD  
OF ELECTIONS

**RETURN SERVICE REQUESTED**



21807FN 27 02

**\*\*\*SAMPLE ONLY\*\*\*FIRST MAILING PAGE 1-NOT FINAL DESIGN\*\*\***

1/0/1 \*\*\*\*\*SNGLP

TERRY JASON PATRICK  
500 N BISHOP ST APT 12  
CHICAGO IL 60611-1817



Board of Election Commissioners



Chicagoelections.com पर और  
जान

आप इसे सरल रख सकते हैं।  
प्रत्येक मतदाता में वृत्ता मतदान कर  
सकते हैं।

शिकागो के आने वाले चुनाव दिनांक:  
• 6 नवंबर, 2018  
• फरवरी 26, 2019

通过chicagoelections.com了解更多信息

你可以保持简单  
每个选民都可以投票通过邮件!

芝加哥的下次选举将是:  
• 2018年11月6日  
• 2019年2月26日

Otenga más información en chicaolections.com

Puedes mantenerlo simple!  
Cada votante puede votar por correo!

serán:  
• 6 de noviembre de 2018  
• 26 de febrero de 2019  
**Las próximas elecciones de Chicago**



Learn more at [chicagoelections.com](http://chicagoelections.com)

You can keep it simple  
Every voter can Vote By Mail!

Chicago's next elections will be:  
• Nov. 6, 2018  
• Feb. 26, 2019

Visit [chicagoelections.com](http://chicagoelections.com) to  
update/change your voter information.  
Visite [eleccioneschicago.com](http://eleccioneschicago.com) para  
actualizar/cambiar su información  
de votante.  
瀏覽 [chicagoelections.com](http://chicagoelections.com) 以更新/更改您的選民資料。  
अपनी मतदाता जानकारी को अपडेट करने/बदलने  
के लिए [chicagoelections.com](http://chicagoelections.com) पर जाएं।





Board of Election Commissioners  
P.O. Box 2242  
Chicago IL 60690-2242

PRESORTED  
FIRST-CLASS MAIL  
US POSTAGE  
**PAID**  
BOARD OF ELECTION  
COMMISSIONERS



FORWARDING SERVICE REQUESTED



045 1 03

\*\*\*SAMPLE ONLY\*\*\*SECOND MAILING-PAGE 1-NOT FINAL DESIGN\*\*\*

1411/2/2 \*\*\*\*\*AUTO\*\*5-DIGIT 60608

AMANDA/

1614 S I

CHICAGO IL 60608-2328



chicagoelections.com



2017 Mail Canvass

Voter Name **AMANDA**

Voter Address **1614**

ID Number **045**



**CERTIFICATION OF RESIDENCE OR CHANGE OF ADDRESS**

Please check correct box, fill in any needed information, sign and return.

- 1 I hereby certify under penalty of law that I **have not moved** and that I still reside at the address shown above.
- 2 I hereby certify under penalty of law that I **have moved** and that I now reside at the address submitted below.
- 3 I have moved outside the City of Chicago. Please cancel my voter registration. (List new address below.)

Visit [chicagoelections.com](http://chicagoelections.com) for information on updating your registration online or in person through Election Day.

(Address and Apt. Number) (City) (State)  
(Dirección y No. de Apt.) (地址及公寓號碼) (पता और अपार्टमेंट संख्या) (Ciudad) (市) (शहर) (Estado) (州) (राज्य)

Signature / Firma / 簽名 / हस्ताक्षर Date / Fecha / 日期 / तिथि Telephone / Teléfono / 電話號碼 / टेलीफोन

**CERTIFICACIÓN DE RESIDENCIA O CAMBIO DE DIRECCIÓN**

Por favor marque la casilla correcta en la forma que está en la izquierda, escriba cualquiera información necesaria, fírmela y regrésela.

- 1 Certifico aquí, bajo castigo de ley, de que yo no me he mudado y que todavía resido en la dirección que está en el lado izquierdo.
- 2 Certifico aquí, bajo castigo de ley, de que yo me he mudado y que ahora resido en la dirección que está sometida en el lado izquierdo.
- 3 Me he mudado afuera de la Ciudad de Chicago a esta dirección. Por favor cancele mi registración de votante. (Escriba su nueva dirección abajo).

Visite [eleccioneschicago.com](http://eleccioneschicago.com) para información en actualizar su registración en-línea o en persona hasta el Día de Elección.

**住址證明或地址變更**

請於左方的表格上選擇正確的方格，填寫任何所需資料，簽名並交回。

- 1 我謹以承擔法律責任為保證，證明我沒有搬遷，並且仍住在左方所示的地址。
- 2 我謹以承擔法律責任為保證，證明我已搬遷，並且現住在左方所呈交的地址。
- 3 我已遷離芝加哥市。請取消我的選民登記。(新地址列於左方。)

請瀏覽 [chicagoelections.com](http://chicagoelections.com) 以獲取更新資訊，可在網上更新您的登記，或親自更新至選舉日。

**पते में परिवर्तन या निवास स्थान का प्रमाणन**

कृपया सही बॉक्स पर निशान लगाएँ, किसी भी आवश्यक जानकारी को भरें, हस्ताक्षर करें और वापस भेजें।

- 1 मैं इसके द्वारा कानून के दंड के अंतर्गत प्रमाणित करता/करती हूँ कि मैंने घर नहीं बदला है और मैं अभी भी ऊपर दिखाए गए पते पर रहता/रहती हूँ।
- 2 मैं इसके द्वारा कानून के दंड के अंतर्गत प्रमाणित करता/करती हूँ कि मैंने घर बदल लिया है और अब मैं नीचे प्रस्तुत पते पर रहता/रहती हूँ।
- 3 मैं शिकागो शहर के बाहर चला/चली गया/गई हूँ। कृपया मेरे मतदाता पंजीकरण को रद्द करें। (नया पता नीचे उपलब्ध कराएँ।)

चुनाव के दिन तक अपने पंजीकरण को ऑनलाइन, या व्यक्तिगत तौर पर अपडेट करने के बारे में जानकारी के लिए, [chicagoelections.com](http://chicagoelections.com) पर जाएँ।



**Our records indicate that you may no longer live at your registration address.**

If you are still at this address or if you have moved, please check the correct box, fill in the needed information and sign and return the reply card below. This card is postage free and should be returned as soon as possible.

If this card is not returned, you will be required to confirm your address before being permitted to vote. Also, if you fail to vote in two general elections following the date of this notice, your registration will be canceled.

Visit [chicagoelections.com](http://chicagoelections.com) for information on updating your registration online or in person through Election Day.

**Nuestros registros indican que usted ya no vive en su dirección de inscripción.**

Si todavía vive en esta dirección o si se ha mudado, por favor marque la casilla apropiada, llene la información necesaria, fírmela, y regreñenos la tarjeta que está provista abajo. Esta tarjeta es de envío postal gratis y debiera de regresarla lo más pronto posible.

Si esta tarjeta no es devuelta, usted tendrá que confirmar su dirección antes de que se le permita votar. También si usted falta de votar en dos elecciones generales después de la fecha de esta notificación, su registro será cancelado.

Visite [eleccioneschicago.com](http://eleccioneschicago.com) para información en actualizar su inscripción en-línea o en persona hasta el Día de Elección.

**我們的紀錄顯示，您或已不在您所登記的地址居住。**

如您仍住在這地址或您已搬遷，請選擇適當的方框，填寫所需資料、簽名及交回下面的回覆卡。此卡是免郵費的，並應儘快交回。

如未交回此卡，於投票前您必須先確認您的地址。同時，如您未能於這通告日期後的兩次普選中投票，您的登記將被取消。

請瀏覽 [chicagoelections.com](http://chicagoelections.com) 以獲取更新資訊，可在網上更新您的登記，或親自更新至選舉日。



**\*\*\*SAMPLE ONLY\*\*\*SECOND MAILING-PAGE 2-NOT FINAL DESIGN\*\*\***

**हमारे रिकॉर्ड्स से संकेत मिलता है कि आप अब अपने पंजीकरण के पते पर निवास नहीं करते।**

यदि आप अभी भी इस पते पर निवास करते हैं या अगर आपने घर बदल लिया है, तो कृपया सही बॉक्स पर निशान लगाएँ, आवश्यक जानकारी को भरें, हस्ताक्षर करें और नीचे का उत्तर कार्ड वापस भेजें। यह कार्ड डाक टिकट मुक्त है और जितनी जल्दी हो सके वापस आ जाना चाहिए।

यदि यह कार्ड वापस नहीं आता है, तो मतदान करने की अनुमति दिए जाने से पहले आपके द्वारा अपने पते की पुष्टि करना आवश्यक होगा। इसके अलावा, यदि आप इस सूचना की तारीख के बाद दो आम चुनावों में मतदान करने में विफल रहते हैं, तो आपका पंजीकरण रद्द कर दिया जाएगा।

चुनाव के दिन तक अपने पंजीकरण को ऑनलाइन, या व्यक्तिगत तौर पर अपडेट करने के बारे में जानकारी के लिए, [chicagoelections.com](http://chicagoelections.com) पर जाएँ।



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 63647 CHICAGO, IL

POSTAGE WILL BE PAID BY ADDRESSEE

**BOARD OF ELECTION COMMISSIONERS  
69 W. WASHINGTON ST. STE 600  
CHICAGO, IL 60602-9901**

