

**CHICAGO BOARD OF ELECTION COMMISSIONERS**



**Wednesday, August 1, 2018  
ADDENDUM No.1  
for  
Printing of 2018 Pre-Election Household Mailing**

**INVITATION FOR BID (IFB)**

for

**Printing of 2018 Pre-Election Household Mailing In The City Of Chicago**

The **Bid Opening Date** is scheduled for **Wednesday, August 22, 2018 no later than 10 a.m. Central time.** For which **bids are scheduled to be received no later than 10 a.m., Central Time on Wednesday, August 22, 2018 (pursuant to the Invitation for Bid (IFB) advertised Wednesday, August 6, 2018** to the Chicago Board of Elections Commissioners, Purchasing Department, 69 West Washington, Suite 800, Chicago, IL 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. Answer to Questions**
- II. Addendum Exhibit I, Proposal Page**
- III. Addendum Receipt Acknowledgment.**

The information contained in this **Addendum No.1** is hereby incorporated by reference into the original Invitation for Bid (IFB) issued on **Wednesday, August 15, 2018.**

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**SECTION I: Answer to Question Submissions**

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

1. **Question:** Are samples available for Bidders to pick-up?

**Answer:** The mocked sample is an Attachment to the bid/solicitation issued on Wednesday, August 8, 2018. Purchasing has the mocked sample for viewing, no samples available.

2. **Question:** What date would an official purchase order be issued to the awarded supplier?

**Answer:** Purchasing is proposing to present the recommended Bidder on the next scheduled Board Meeting. In the event, time is the critical factor to meet deadlines, the Executive Director will address appropriately with Commissioners. Upon approval Purchasing will issue the “official purchase order”.

**SECTION II: ADDITIONS AND CORRECTIONS**

**DELETE AND INSERT: Delete in its entirety Exhibit I, Detailed Specifications, Proposal Pages and Samples and replace with the following:**

**NOTE:**

**EXHIBIT I, DETAILED SPECIFICATIONS: A couple of edits have been changed in red.**

Bidders are required to submit their bids on the ADDENDUM PROPOSAL PAGES for their bid to be considered. Any deviations will be grounds for bid rejection.

**SECTION II: EXHIBIT 1, DETAILED SPECIFICATIONS**

**EXHIBIT I**

**DETAILED SPECIFICATIONS**

**PROPOSAL PAGES**

**SAMPLES**

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**DETAILED SPECIFICATION**

**TWO MAILINGS OF BILINGUAL LETTERS:**

Vendor shall produce a post-card-like letter that is 8.5 inches wide and 5.5 inches tall.

Colors and bleeds: 2 over 2 printing (red and blue on both sides) with capacity for full bleeds on both sides, web printing

Paper: **9-point return card stock**, 92 brightness or higher.

Quantity: 1.2 million

- Majority of forms to be imaged for mailing on Oct. 18.
- Smaller quantity to be imaged for mailing on **October 26, 2018.**

Front side:

Blue and red printing on form

- Election Board's return address and/or logo
- The U.S. Postal Service's "Official Election Mail" logo
- Postal indicia
- Brief phrase in a reverse to tell voter the subject of the mailing
- ADDRESS SERVICE REQUESTED language
- Appropriate space for the mailing house to image the voter's name, mailing address, city, state, ZIP and the postal ZIP+4 bar code

Back side:

Blue and red printing on form:

- Pre-printed red and blue messages about Vote By Mail, Election Day Voting and Early Voting.
- Spaces for mailing house to later image the name and address of the Election Day polling place and the names and addresses of the nearest Early Voting locations.

**TWO MAILINGS OF QUADLINGUAL LETTERS:**

Vendor shall produce a post-card-like letter that is 8.5 inches wide and 11 inches tall, with a horizontal crease so that item may be imaged and then folded, and sealed with wafer seals with final size of folded piece being 8.5 inches wide and 5.5 inches tall.

Colors and bleeds: 2 over 2 printing (red and blue on both sides) with capacity for full bleeds on both sides, web printing

Paper: **9-point return card stock**, 92 brightness or higher.

Quantity: 140,000

- Majority of forms to be imaged for mailing on October 18, 2018
- Smaller quantity of forms to be imaged for mailing on October 26, 2018.

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Front side:

Blue and red printing on form

- Election Board's return address and/or logo
- The U.S. Postal Service's "Official Election Mail" logo
- Postal indicia
- Brief phrase in a reverse to tell voter the subject of the mailing
- ADDRESS SERVICE REQUESTED language
- Appropriate space for the mailing house to image the voter's name, mailing address, city, state, ZIP and the postal ZIP+4 bar code
- Below crease: Images about the option to Vote By Mail

Back side:

Blue and red printing on form:

- Pre-printed red and blue messages about Vote By Mail, Election Day Voting and Early Voting in English/Spanish in upper half.
- Spaces for mailing house to later image the name and address of the Election Day polling place and the names and addresses of the nearest Early Voting locations.
- Below crease: Pre-printed red and blue messages about Vote By Mail, Election Day Voting and Early Voting in Chinese/Hindi in lower half.
- Spaces for mailing house to later image the name and address of the Election Day polling place and the names and addresses of the nearest Early Voting locations.

Potential Vendors who submit bids must be able to show Election Board in-person proof of ownership of equipment and adequate staff, upon demand of the Election Board, prior to award of contract. The Election Board shall have sole discretion to determine the adequacy of equipment, ownership of equipment, and staffing. Vendor must prove ownership of adequate equipment and full-time employment of staff with the capacity to be able to deliver proofs within one business day of delivery of final design, and then complete printing of samples for Postal Service inspection within one business day after sign-off on proofs, and printing of all forms within four business days or less after receiving signoff from the Election Board after the Postal Service review.

Vendor shall be responsible for secure transportation and delivery of stock to mailing house. Target dates of delivery of printed stock, dry and ready for imaging by the Vendor's mailing house, will be October 5, 2018 for the mailings.

The Vendor's mailing house shall be responsible for imaging variable data (the household name, street address, city, state, ZIP and postal bar code) on the mailing area. On the same side of the form, the mailing house shall image the name of the household again and street address, plus the ward and precinct, name and street address of the correct polling place and the nearest Early Voting site(s) for that address. Election Board to supply all variable data.

Vendor's mailing house shall be responsible for preparing the QUADLINGUAL forms so that the piece is folded and sealed and 8.5 inches wide X 5.5 inches tall, sealed with a tab that does not cause damage to the piece when it is opened by the voter recipient of the mail piece.

On Oct. 5, 2018, the Election Board shall deliver to the mailing house initial mailing files (hereinafter referred to as the "initial files") of approximately 700,000-1,200,000 records for the first Bilingual and first Quadlingual mailings, depending on the number of polling places confirmed

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at that time. The mailing house then must process and deliver all finished pieces for the first mailing of the BILINGUAL and first mailing of the QUADLINGUAL pieces to the US Postal Service on October 18, 2018.

On October 19, 2018, the Election Board shall supply the mailing house the additional files (hereinafter referred to as the “additional files”) with the balance of records for the second Bilingual and second Quadlingual mailings, with the name records not included in the initial files. The mailing house then must process and deliver finished pieces for the second mailing of the BILINGUAL and second mailing of the QUADLINGUAL pieces to the US Postal Service on October 26, 2018.

**In all mailings, the Vendor’s mailing house shall be responsible for performing first-class presort and prepare any and all necessary paperwork, such as the CASS report.**

Vendor’s mailing house shall image the names, addresses, postal bar codes and other individual record information on one side of the each form in the designated locations in black ink.

Tabbing must not cover any printed information on the card.

Vendor’s mailing house shall prepare any necessary tray tags for the U.S. Postal Service.

Vendor’s mailing house shall prepare mailing so that pieces are in appropriate trays with tray tags or in keeping with U.S. Postal Service standards in effect.

Vendor’s mailing house shall deliver completed mailings in good condition and in appropriate trays with any reports required by U.S. Postal Service, all in pre-sort order to cause the minimum postage expenses for the Election Board. Vendor’s mailing house shall deliver to the Chicago main Post Office.

Election Board will be responsible for postage through its permit.

Vendor’s mailing house must have staff and equipment capacity to be able to complete job in five business days or less after taking delivery of printer’s card stock and Election Board mailing files. This capacity means having staff and equipment with ability to efficiently process at least 20,000 pieces per hour (imaging the information, cutting, folding and sealing the cards and completing all other steps necessary for the preparation and delivery of the finished pieces in acceptable presort order to the US Postal Service.) Vendor’s mailing house must be able to show ownership of equipment and adequate staff upon demand of the Election Board prior to award of contract.

Vendor’s mailing house shall allow for Election Board representatives to inspect all stages of the processes involved during the mail preparation.

Vendor’s mailing house shall return any unused stock to the Chicago Election Board.

**Bid submissions should be made to:**

Chicago Board of Election Commissioners  
Purchasing Agent, Purchasing Department  
69 West Washington Street, Room 800  
Chicago, IL 60602

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**PROPOSAL PAGES**

**TWO MAILINGS, BILINGUAL**

\$ \_\_\_\_\_ Per 1,000 ordered (to be evaluated based on possible order of 1.2 million)

Price per thousand for printing/imaging/mailing for Bilingual Mailings includes first class presort, assembling and fulfillment.

**BILINGUAL MAILINGS Total Bid Price \$:** \_\_\_\_\_

**TWO MAILINGS, QUADLINGUAL**

\$ \_\_\_\_\_ Per 1,000 ordered (to be evaluated based on possible order of 140,000)

Price per thousand for printing/imaging/mailing for Quadlingual Mailings includes first class presort, assembling and fulfillment.

**QUADLINGUAL MAILINGS Total Bid Price \$:** \_\_\_\_\_

**GRAND TOTAL BID \$** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID NOTES:** Bids must be submitted on a price-per-thousand basis for printing and imaging for the two (2) Bilingual mailings and two (2) Quadlingual mailings. Price per 1,000 must be limited to three (3) decimal places. Each quote must include the Price per 1,000 and Lot Price typed or written in ink. The bids must be on bidder's letterhead and include bidder's name, street address and contact information, including phone numbers, office/facility street addresses, and email addresses.

Separate from the price-per-thousand for printing and imaging for the two (2) Bilingual mailings and two (2) Quadlingual mailings, the bidder must list prices for any programming or trucking services in order to perform Sectional Center Facility (SCF) breakdowns/deliveries of the mailings to achieve postage savings for the Election Board.

Board reserves the right to extend the award of this contract to allow for the preparation of similar two (2) Bilingual mailings and two (2) Quadlingual mailings ahead of the February 2019 Municipal Election.

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**PROPOSAL PAGES**

**BIDDER CONTACT INFORMATION**

Bid Contact Person: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBCONTRACTOR'S INFORMATION**

Indicate if you are:

Manufacturer: YES \_\_\_\_\_ NO \_\_\_\_\_

Subcontractor(s): YES \_\_\_\_\_ NO \_\_\_\_\_

List Subcontractor(s) Information:

Subcontractor's Company Name: \_\_\_\_\_

Contact Name Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Facility: \_\_\_\_\_

Bid Line(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXCEPTIONS (EXPLAIN)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**SECTION III. ADDENDUM RECEIPT ACKNOWLEDGMENT**

**ADDENDUM ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge receipt of Addendum No.1 to the IFB 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 Acknowledgment Receipt with the IFB.**