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Addendum # 1 Sample Ballot Mailing 2020 – Presidential General

Date of Addendum: 08/13/2020

NOTICE TO ALL BIDDERS AND PLANHOLDERS	
The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid, and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents.	
BID SUBMITTAL DEADLINE	
The bid submittal time has not been changed.	
1.0 – QUESTIONS AND ANSWERS	
The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.	
Item	Questions and Answers
1.1	Q. Number of ballot styles? A. 54
1.2	Q. Why more ballot styles? A. The State is requiring us to report Absentee and Early Voting by precinct, first time ever.
1.3	Q. Is data variable? A. The front of the mailing will vary by voter name, address and assigned polling place. Also, each voter will have one of 54 different ballot styles. The data file we give the vendor includes a column to sort voters by each style, if they prefer to do that.
1.4	Q. How will they know quantity by ballot style? A. One way is to sort the data file by ballot style and see how many files line-up for each style. Our smallest polling place will have approx. 800 voters assigned; our largest will have approx. 3,000; most fall roughly in the middle of that margin but with changes happening daily, we simply won't know until closer to the election.
1.5	Q. What will change per ballot style? A. The facsimile of the ballot each voter will receive.
1.6	Q. Will there be different colors and will it vary by ballot style? A. All will be run on white paper with black ink as noted in the bid specifications. It will not vary by ballot style.
1.7	Q. Will the insert be static for all the ballot styles or will there be multiple versions? A. The State Board of Elections office has final approval of our format, which will not happen for another month or so. We will do our best to make the insert static for the whole mailing in order to make it easier for the vendor but again, State Board has final approval.
1.8	Q. Color: Can you confirm if both 11" x 17" and 8.5" x 11" are just black ink – or is there another color(s)? A. It will be all black ink
1.9	Q. Variable Text: Is there variable information on both the 11 x 17 and 8.5 x 11? A. The State Board office has the final approval, which will not happen for a month or so, but we will do our best to make the insert static to make it easier for the vendor. (The 11 x 17 will have variable data, which we were able to show an example to those who attended in-person yesterday.)

END OF ADDENDUM