



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

March 24, 2015

RE: ADDENDUM #1
RFP #B152006, Laser Printing of County Tax Statements

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

Question #1: Are samples of the statement paper and layout available?

Response: Samples were provided in the packets that were mailed out to potential proposers that we received notice of intent to bid from. More samples can be provided upon request to the Purchasing Department.

Question #2: Are envelope samples available?

Response: Yes. Envelope samples can be made available upon direct request to the Purchasing Department.

Question #3: Are samples of the two different newsletters available?

Response: See response to Question #1.

Question #4: We understand that we will be given 5 days upon receipt of live data to complete the projects. What time frame will be given for testing, scanline checks and print approval?

Response: For final production, everything is done within one business week (5 days). The files will be updated to the ftp site, samples e-mailed for data verification, and print samples overnighted for testing scanline. In the event legislative requirements affect the statement layout, a revised sample will be provided one to two months in advance to test with prior year data. At that time, we may also be able to test the coupon (with the assurance nothing will be changed on the final print). Should it be necessary to conduct a final check of the scanline, we will ask that samples be overnighted and will test these upon receipt.

Question #5: Is a signed contract applicable to this bid?

Response: The proposal documents, included contracts, and all addenda constitute the entire agreement. If further documentation is needed to bind both parties, please include them in your proposal submittals to be reviewed by the Galveston County Legal Department.

Question #6: *Are the tax statements coded for mortgage companies to be in Alpha or numerical order?*

Response: Alpha is still correct and meets the requirements of this solicitation. The statements are sorted in a manner that makes it easy to identify the same companies or have separate files for each major mortgage company. Also, they can sort the files. Additional information may be needed for further clarification.

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County