

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

January 9, 2013

**BID NUMBER:** S3XN8910  
**TITLE:** PRINTING OF ELECTION REGISTERS  
**DEPARTMENT:** CITY COMMISSIONERS  
**DATE TO OPEN:** January 11, 2013 at 10:30 AM

## ADDENDUM # 1

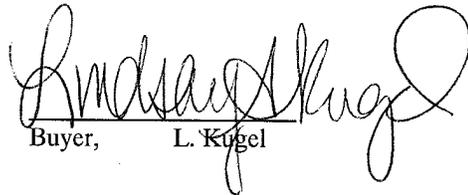
### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

Bid #S3XN8910 has been postponed until Monday, January 28, 2013 at 10:30 AM.

Questions and Answers shall be forthcoming.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

  
Buyer, L. Kugel

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LK/mv

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

## **CITY OF PHILADELPHIA**

Hugh Ortman  
Procurement Commissioner

January 15, 2013

**BID NUMBER:** S3XN8910  
**TITLE:** PRINTING OF ELECTION REGISTERS  
**DEPARTMENT:** CITY COMMISSIONERS-OPERATIONS DIVISION  
**DATE TO OPEN:** January 28, 2013 at 10:30 AM

### **ADDENDUM # 2**

#### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**The City of Philadelphia reserves the right not to accept any additional questions at this time for Bid #S3XN8910.**

#### **Questions and Answers**

Question #1 - The pdf file on your web-site for the RFP did not include Attachment G which shows the Poll book voter record sample page. Is it possible to send me a pdf showing one of these pages?

Answer #1 – Per Section 2: Specifications of the bid document Attachment G will be provided to the awarded vendor.

Question #2 - How many voter records appear per page?

Answer #2 – There are four (4) records per page.

Question #3 - Do the voter records print on both sides of the page or on just one side with the other side left blank?

Answer #3 – The records appear on one side of the page while the other side is blank.

Question #4 - Can the spiral bind be plastic?

Answer #4 – Yes, the spiral binding can be plastic.

Question #5 - The specs reference a signature cover.

- a. Is there any printing on these?
- b. Are these bound into the books or loose?

Answer #5 – a. The signature page contains a declaration.  
b. The page is bound into the book.

Question #6 - How many total books are produced per election cycle? I calculate 3,374 books (1,687 voting divisions x 2 books per division), correct?

Answer #6 – There are (2) books printed per division.  $(1,687 \times 2) = 3,374$  books an election cycle.

Question #7 - Page 10 section 2.3.2 Are these ready to print ?

Answer # 7 – Yes they are.

Question #8 - 2.3.3 How do we verify? If the City does not sort what's the process?

Answer #8 – Yes we do sort.

Question #9 -Page 11 Test Data Files 2.3.4.5 How do we sort, can you verify the process?

Answer #9 – There is no number 2.3.4.5

Question #10 - Page 12 2.3.5.1 Pollbook 2

We only verify the sort sequence? Will it be provided already sorted, if we sort what's the process?

Answer #10 – “M” thru Z” are printed in alpha order.

Question #11 - Page 12 2.3.5.2 How was the page break done previously, is this a manual process?

Answer #11 – Yes, these are broken by a blank page of a different color.

Question #12 - Page 12 2.3.5.3 Voter Data Records attachment D looks like Title Pages. Will this be ready to print?

Answer # 12- The names of the City Commissioners will be provided to the winning bid. These are title pages which will be the very first page of each book.

Question #13 - Page 12 no attachment G 2.3.5.4 How is this status entered?

Answer #13 – Per the bid specifications attachment G will be provided to the awarded vendor.

Question #14 - Page 13 2.3.5.5 no attachment G How do we add the no signature on file?

Answer # 14 - See answer #13 above.

Question #15 - 2.3.5.6 / 2.3.5.7 / 2.3.5.8 / 2.3.5.9 No attachment G, How do we prepare for print?

Answer #15 – See answer #13 above

Question #16 - 2.3.6 No attachment G

Answer #16 – See answer #13 above

Question #17 - Page 15 2.3.7 How do we do this ?

Answer #17 – Vendor shall refer to specifications listed in Section 2.3.7

Question #18 - Page 18 2.5.7.1 and 2 No attachment G

Answer # 18 – See answer #13 above

Question # 19- What does a typical Poll book page look like ( We are presuming 4 records up per page approx. 10” long x 1 ½” high in some type of box grid), attachment “G” of the bid.

Answer #19 – See answer #13 above

Question #20 - Is it possible to see how the "signature cover" apparatus is configured, is it affixed to the bottom cover? Can it be and still be functional?

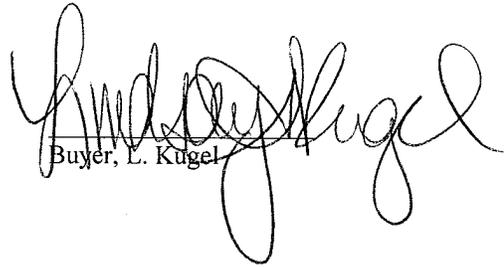
Answer #20 – See answer #13 above

Question #21 -The packaging section 2.3.8.9 says a pair of Poll books to a bag, does that mean we print both the General and Primary books at the same time? We are presuming it means 2 books in a Ward since we are only doing 1 Poll book per voting site (division) within all the Wards.

Answer #21 – Each election is printed separately. There are 2 pollbooks per division (1687 divisions)

Attachment G will be provided to the awarded vendor.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



Buyer, L. Kugel

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LK/bws