201921 Real Estate Change Notices – Questions and Answers

1. Can you provide the bid tabulation from the last award of this project including vendor information? If the pricing changed from the initial award, please include the current pricing. The bid tabulation sheet is not posted to our website, so it is a Sunshine request. That would go through the County Clerk, as keeper of the records. Email is clerk@franklinmo.net

2. Would the awarded vendor be able to receive a sample data file before the live data was ready so they could build the program in advance of the live mailing? Yes, we refer to the sample data as a "test file" in the specific requirements.

3. Would the postage reimbursement within 21 days from invoice be included in the contract/purchase order when awarded? Yes, there will be one purchase order for the total project.

4. Can you confirm the size of the forms? It looks like the sample provided is 8.5x14 but the bid states 8.5x11? The form we are bidding is 8.5 x 11. In the previous years the form has been larger, thus the sample is larger with some data marked out.

5. Do the forms have a perforation at the bottom? There appears to be a dotted line? The new forms for this project will not have a perforation.

6. If the forms do have a perforation, are #9 envelopes needed? If you do include #9's can you provide the print specifications? NA

7. Can you confirm if these notices will mail out First Class, Standard or Non-profit rates? First Class

8. Are the #10 Window envelopes one, two or three color for the return address? Three color

9. Will you be able to send old artwork so design time can be reduced by tweaking changes requested? We do not have artwork. Bid should include cost of design.

10. Will you require proofs for sign off? Yes

11. Is postage First Class or Marketing Mail? First Class

12. Forms printed blue, red and black on front page and black only on reverse side? This is correct.

13. No personalization on back side of form only front side? No personalization on the back.