



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

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

August 6, 2024

PROJECT NAME: Printing for Yearly Newsletter
SOLICITATION NO: RFP #24-002
RE: ADDENDUM #1

To All Prospective Proposers:

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

Questions:

Question #1: *Do you have a current mailing list or do we need to generate one? If we need to generate, can you give [me] the perimeters to search within. IE: all residents of Galveston County OR residents within specific zip codes.*

Response: The mailing list would need to be provided. ALL residents of Galveston County.

Question #2: *Can you provide an overview of how you'd like these mailed? EDDM, individual addressee? Your permit or ours? How many copies will be shipped to County Offices?*

Response: These will be mailed directly to each residential address, EDDM to each address within Galveston County. The County does not receive special rates for shipping, vendor's responsibility to ship. 2,000 copies for County Offices.

Question #3: *Coated or uncoated paper?*

Response: Please refer to RFP for paper weight

Question #4: *When can we expect to receive the files and the address list, or is this an EDDM?*

Response: The vendor will provide the logistics on getting a copy to every residential address.

If you have any further questions regarding this solicitation, please address them to the representative listed below or contact the Purchasing Department at (409) 770-5371.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus G. Crowder', with a long horizontal line extending to the right.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County