



March 26, 2025

**ADDENDUM #1**

**BL032-25, Provision of Document Processing Services for Voter Registrations and Elections on an Annual Contract**

**\*\*The bid deadline for BL032-25 has been rescheduled for Friday, April 4, 2025 at 2:50 PM. Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. Bids will be received until 2:50 P.M. local time on April 4, 2025 at the Gwinnett County Financial Services - Purchasing Division – 2<sup>nd</sup> Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on the website [www.gwinnettcounty.com](http://www.gwinnettcounty.com).\*\***

**QUESTIONS & ANSWERS:**

**Q1. Can you please provide the pricing and vendor information for the current vendor?**

A1. Please see the attached bid tabulation for BL042-20.

**Q2. It looks like there is red ink on some of the forms. Is that the only color or will any items have any other color on them, including the postcards?**

A2. Yes, there may be color on other items (Item 6 information mailer).

**Q3. Section II (Service Provider Responsibility) letter "M" of your invitation to bid document (page 3) states that "the service provider shall be SAS-70 and PCI compliant to ensure that sensitive, private information provided by the department is handled properly and securely." Can you please let me know if PCI, Soc 2 and HIPPA compliance are acceptable to meet the needs of Gwinnett County or if SAS-70 is a must have for consideration?**

A3. PCI, Soc-2 and HIPPA compliance are acceptable.

**Q4. What would the order quantity be for each item listed on the bid schedule? The Bid Schedule shows the annual quantities that vary by item and within the document there is a monthly estimate of 25,000.**

A4. The quantities shown in the Bid Schedule are the estimated annual order quantities.

Section II. SERVICE PROVIDER RESPONSIBILITY, Article B. shall be revised to the following:

B. The Secretary of State's Office will send files on a regular basis. The service provider shall print, insert and mail the forms within 24 hours of transmission (excluding weekends and holidays). Typically, the transmission will occur daily, with the forms to be mailed out the next business day. The service provider will be required to process approximately **12,000** transactions per month. During scheduled election cycles this number may fluctuate by **20,000** (+/-) monthly.

**Q5. Is it OK to mail from the vendor's local USPS location, not within Gwinnett County or Georgia?**

A5. Yes, for special projects, the awarded contractor may request local post office mailing.

**Q6. For Line Item 1, a sample of the postcard that might be switched to is provided but there doesn't seem to be a sample of the current version. Can that be added? Does the current version print in color or black only? What is the current version size?**

A6. The sample provided is current version. The three panel folded letter format (described in red underneath the Bid Schedule on page 4 of the bid documents) is no longer used.

- Q7. Is the #10 envelope sample the Outbound Envelope for letters mentioned in Items 4, 5, and 7?**  
A7. Yes.
- Q8. The specifications mention a return envelope however there is no sample provided. Does the return envelope print in color or black only?**  
A8. Please see the attached return envelope. The return envelope shall be printed in black only.
- Q9. Line Items 1-5: Are they folded and placed in an envelope or are they self-mailers?**  
A9. Line item 1 is a post card and is not placed in an envelope;  
Line item 2 placed in an envelope with the return envelope placed inside the outer envelope;  
Line item 3 placed in an envelope with a return envelope placed inside the outer envelope;  
Line item 4 placed in an envelope. There is no return envelope;  
Line item 5 placed in an envelope. There is no return envelope.
- Q10. Line Items 1-5: If self-mailers, are they tabbed with wafer seals? If so, how many per piece and in what location(s)?**  
A10. Line item 1 is a back-to-back post card with no wafer seal;  
Line items 2-5 are not self-mailers;  
Line item 2: Outer envelope, confirmation notice and return envelope;  
Line item 3: Outer envelope, confirmation notice and return envelope;  
Line item 4: Outer envelope and letter;  
Line item 5: Outer envelope, challenged letter.
- Q11. Line Items 1-5: Is there a #9 return envelope inserted into the folded self-mailer before wafer sealing?**  
A11. Line item 1: no return envelope;  
Line item 2 and 3: return envelope included;  
Line item 4 and 5: no return envelope included.
- Q12. Line Items 4, 5, and 7 mention letters but there don't seem to be samples. Could those be provided? Are they single or multiple pages? Are they printed front and back? Are they black only or have color?**  
A12. Please see the attached sample. These shall be printed front and back and shall be printed in black only.
- Q13. Line Item 6 lists its paper stock requirement, but that information is not listed on any other item. Could the paper stock required for the other items be provided?**  
A13. For Line Item # 1, voter notification or precinct cards must be 110# card stock. There are no paper stock requirements for Line Items #2-5.

This addendum should be acknowledged in the space provided on page 5 of the bid documents and returned with your bid. Failure to do so may result in your bid being deemed non-responsive.

Thank you,

*Jake Scarpone*

Jake Scarpone  
Purchasing Associate II

Attachments:

1. BL042-20 Bid Tabulation
2. Return Envelope Sample
3. Line Item #4 and 7 Sample
4. Line Item #5 Sample

**BL042-20**

**Provision of Document Processing Services for Voter Registrations and Elections on an Annual Contract  
Department of Community Services**

April 22, 2024 to April 21, 2025				Envelopes and Forms, Inc. dba SureBill (L)	
ITEM #	DESCRIPTION	APPROX. QTY		UNIT PRICE	TOTAL PRICE
1	Voter Notifications	1,500,000	EA	\$0.10	\$150,000.00
2	National Change of Address (NCOA) Notifications	30,000	EA	\$0.10	\$3,000.00
3	No Contact Notices	40,000	EA	\$0.10	\$4,000.00
4	Regular Confirmation Notices	65,000	EA	\$0.10	\$6,500.00
5	Special Mailings	250,000	EA	\$0.10	\$25,000.00
6	First Class Postage <b>NOT RENEWED</b>	1,885,000	EA	\$0.41	\$772,850.00
<b>TOTAL</b>				<b>\$961,350.00</b>	
Will Vendor Hold Pricing Firm? Renewal Option 1				TBD	
Will Vendor Hold Pricing Firm? Renewal Option 2				TBD	
Will Vendor Hold Pricing Firm? Renewal Option 3				TBD	
Will Vendor Hold Pricing Firm? Renewal Option 4				TBD	

**Recommended Vendor:**

Envelopes and Forms, Inc. dba SureBill

Attn: S. Edward Deedy

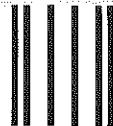
2505 Meadowbrook Pkwy

Duluth, GA 30096

Phone: 770-623-5171

Fax: 770-623-5141

[Edwardd@envelopesandforms.com](mailto:Edwardd@envelopesandforms.com)



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



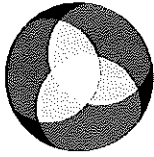
**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 19242 ATLANTA, GA

POSTAGE WILL BE PAID BY ADDRESSEE

HON. BRAD RAFFENSPERGER  
SECRETARY OF STATE  
P.O. BOX 105325  
ATLANTA GA 30348-9562

Gwinnett County





**Gwinnett**

**GWINNETT COUNTY/CONDADO DE GWINNETT  
VOTER REGISTRATIONS AND ELECTIONS DIVISION  
DIVISIÓN DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES**

Beauty P. Baldwin Building  
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046  
O: 678.226.7210 | F: 678.226.7208  
GwinnettCounty.com | GwinnettElections.com

March 23, 2025

Current Resident  
Address Line 1  
Address Line 2  
City, State, Zip

Dear Voter:

Prior to the August 11 General Primary and Nonpartisan Election Runoff, your polling location was temporarily relocated to:

Rhodes Jordan Park Gym  
100 E. Crogan Street  
Lawrenceville, GA 30046

It has now been moved back to the original location for upcoming elections:

Gwinnett County Fairgrounds  
2405 Sugarloaf Parkway  
Lawrenceville, GA 30045

There are alternatives to voting at this location on Election Day. You may vote an Absentee/Advance by Mail ballot or you may vote Advance in Person prior to Election Day at any of the Advance Voting Locations. To obtain more information about either of these options please visit [www.gwinnettelections.com](http://www.gwinnettelections.com) or the Secretary of State's website at [www.sos.ga.gov](http://www.sos.ga.gov).

If you have any questions, you may contact the office at 678.226.7210, Monday through Friday, from 8:00am until 5:00pm, excluding holidays or email [voterregistration@gwinnettcountry.com](mailto:voterregistration@gwinnettcountry.com).

Sincerely,

Deputy Registrar  
Gwinnett County Board of Voter Registrations and Elections

Reverse for Spanish



GWINNETT COUNTY/CONDADO DE GWINNETT  
VOTER REGISTRATIONS AND ELECTIONS DIVISION  
DIVISIÓN DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES

Beauty P. Baldwin Building  
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046  
O: 678.226.7210 | F: 678.226.7208  
GwinnettCounty.com | GwinnettElections.com

20 de Agosto del 2020

Residente Actual  
Address Line 1  
Address Line 2  
City, State, Zip

Estimado Votante:

Antes de la Elección del Desempate de Primaria General y No Partidista del 11 de Agosto, su lugar de votación se trasladó temporalmente a:

Rhodes Jordan Park Gym  
100 E. Crogan Street  
Lawrenceville, GA 30046

Ahora se ha movido de regreso a la ubicación original para las próximas elecciones:

Gwinnett County Fairgrounds  
2405 Sugarloaf Parkway  
Lawrenceville, GA 30045

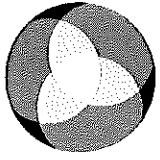
Hay alternativas para votar en este lugar el Día de la Elección. Puede votar Ausente/Boleta Adelantada por Correo o puede votar Adelantado en Persona antes del Día de las Elección en cualquiera de los Lugares de Votación Adelantada. Para obtener más información sobre cualquiera de estas opciones, visite [www.gwinnettelections.com](http://www.gwinnettelections.com) o el sitio web del Secretario de Estado en [www.sos.ga.gov](http://www.sos.ga.gov).

Si tiene alguna pregunta, puede comunicarse con la oficina al 678.226.7210, de Lunes a Viernes, de 8:00am a 5:00pm, Excepto feriados o enviar un correo electrónico a [voterregistration@gwinnettcountry.com](mailto:voterregistration@gwinnettcountry.com).

Sinceramente,

Registrador Adjunto  
Junta de Inscripción de Votantes y Elecciones del Condado de Gwinnett

Reverso para Inglés



Gwinnett

GWINNETT COUNTY/CONDADO DE GWINNETT  
VOTER REGISTRATIONS AND ELECTIONS DIVISION  
DIVISIÓN DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES

# 5

Beauty P. Baldwin Building  
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046  
O: 678.226.7210 | F: 678.226.7208  
GwinnettCounty.com | GwinnettElections.com

August 7, 2024

Registration No.: 00003424



1 VRChallenge\_Cook\_229\_07.08.2024 00003424

JAMES LEWIS ROACH  
3212 MILLGATE CT  
BUFORD GA 30519-7629



The Gwinnett County Board of Voter Registrations and Elections has received a challenge to your voter registration qualifications from Christopher Cook, a registered voter from Gwinnett indicating that you may have moved from your current registered address. A copy of the challenge is enclosed with this letter. A hearing has not been set for this challenge. Instead, the Board of Registrations and Elections has authorized that this letter be sent to you in case you have moved and need to update your address.

Please complete a Voter Registration Application with your current name and address and return it within 30 days.

1. If you have moved to a new address within Gwinnett County, the address on file will be updated and you will be mailed information listing your new polling location and political districts
2. If you have moved outside of Gwinnett County but have remained in the State of Georgia, your voter registration file will be transferred to the county of your new address
3. If you have moved outside of the State of Georgia, complete the enclosed Removal by Request form to have your name removed from the list of electors.

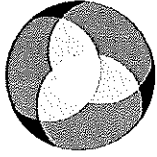
Voter Registration applications are available at  
<https://www.gwinnettcounty.com/departments/elections/registertovote>

If you have any questions, you may contact the Gwinnett County Board of Voter Registrations and Elections by calling 678.226.7210 or by email at [VoterRegistration@Gwinnettcounty.com](mailto:VoterRegistration@Gwinnettcounty.com).

Thank you for your attention to this important matter.

Sincerely, Deputy

Registrar  
Gwinnett County Board of Registration and Elections



# Gwinnett

GWINNETT COUNTY/CONDADO DE GWINNETT  
VOTER REGISTRATIONS AND ELECTIONS DIVISION  
DIVISIÓN DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES

Beauty P. Baldwin Building  
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046  
O: 678.226.7210 | F: 678.226.7208  
GwinnettCounty.com | GwinnettElections.com

August 7, 2024

Registration No.: 00003424



2 VRChallenge\_Cook\_229\_07.08.2024 00003424

JAMES LEWIS ROACH  
3212 MILLGATE CT  
BUFORD GA 30519-7629

La Junta de Inscripciones y Elecciones del Condado de Gwinnett ha recibido una impugnación de su calificación de inscripción de votante por parte de Christopher Cook, un votante inscrito de Gwinnett, que indica que es posible que se haya mudado de su dirección de inscripción actual. Se adjunta a esta carta una copia de la impugnación. No se ha fijado una audiencia para esta impugnación. En cambio, la Junta de Inscripciones y Elecciones ha autorizado que se le envíe esta carta en caso de que se haya mudado y necesite actualizar su dirección.

Complete una Solicitud de registro de votante con su nombre y dirección actuales y devuélvala dentro de los 30 días.

1. Si se ha mudado a una nueva dirección dentro del condado de Gwinnett, la dirección inscrita se actualizará y se le enviará por correo información con la lista de su nuevo lugar de votación y distritos políticos.
2. Si se mudó fuera del condado de Gwinnett, pero permaneció en el estado de Georgia, su inscripción de votantes se transferirá al condado de su nueva dirección
3. Si se ha mudado fuera del estado de Georgia, complete el formulario de Solicitud de Remoción adjunto para que su nombre sea eliminado de la lista de electores.

Las solicitudes de registro de votantes están disponibles en  
<https://www.gwinnettcounty.com/departments/elections/register tovote>

Si tiene alguna pregunta, puede comunicarse con la Junta de Inscripciones y Elecciones de Votantes del Condado de Gwinnett llamando al 678.226.7210 o por correo electrónico a [VoterRegistration@Gwinnettcounty.com](mailto:VoterRegistration@Gwinnettcounty.com).

Gracias por su atención a este importante asunto.

Atentamente,

Secretario Adjunto  
Junta de Inscripciones y Elecciones del Condado de Gwinnett



GWINNETT COUNTY  
VOTER REGISTRATIONS AND ELECTIONS DIVISION  
DIVISIÓN DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES  
**VOTER REGISTRATION REMOVAL BY REQUEST**  
**ELIMINACIÓN DE INSCRIPCIÓN DE ELECTOR POR PETICIÓN**

I request that my name be removed from the official list of registered voters of Gwinnett County, Georgia. I understand that by completing and signing this form my name will be removed and I will be ineligible to vote in any election until such time that I complete a new voter registration application. I further understand that this request for removal from the voter registration list does not constitute my removal from the Jury Administrator's list of potential jurors.

Solicito que mi nombre sea excluido de la lista oficial de electores inscritos en el Condado de Gwinnett, Georgia. Entiendo que al completar y firmar este formulario mi nombre será excluido y estaré inelegible para votar en cualquier elección hasta que sea el momento de completar una nueva solicitud de inscripción de electores. Además, entiendo que esta solicitud para excluirme de la lista de inscripción de electores no constituye mi remoción de la lista de posibles candidatos a ser jurado por el Administrador de Jurado.

Name as registered/Nombre registrado: \_\_\_\_\_

Current address/Dirección donde vive: \_\_\_\_\_

Mailing Address (if different from above) /Dirección postal (Si es distinta a la dirección anterior):  
\_\_\_\_\_

Date of birth (required)/Fecha de nacimiento (requerido): \_\_\_\_\_

Social Security number (optional)/Número de Seguro Social (opcional): \_\_\_\_\_

Georgia driver's license or ID number (if known) /Número de Licencia de Conducir de Georgia o N.º de Identificación (si lo sabe): \_\_\_\_\_

Registration number (if known) /Número de Inscripción (si lo conoce):  
\_\_\_\_\_

Signature (required)/Firma (obligatorio): \_\_\_\_\_

Date/Fecha: \_\_\_\_\_

*NOTE: A confirmation letter will be mailed, per Georgia Election Code §21-2-232.  
NOTA: Se le enviará una carta de confirmación, según el Código Electoral de Georgia §21-2-232.*

Mail or fax form to/Envíe el formulario por correo o fax a:  
Gwinnett County Board of Registrations and Elections/Junta de Inscripción de Electores y Elecciones  
del Condado de Gwinnett  
455 Grayson Highway, Suite 200  
Lawrenceville, GA 30046  
Fax: 678.226.7208

Or scan and email form to/O puede escanear y enviar el formulario por correo electrónico a:  
[VoterRegistration@GwinnettCounty.com](mailto:VoterRegistration@GwinnettCounty.com)