Mail Services
Request for Proposals (RFP)
No. ECPA-2026-80141800-RFP

Questions & Answers

and

Addendum No. 1 Revisions to:
Attachment A – Scope of Work
Attachment C – Cost Proposal

Questions and Answers

ECPA has received the following questions, and the ECPA's answers are provided in the table listed below:

No.	Question	Answer
1.	Attachment A requires TRIM and TPP notices to be inserted into envelopes provided by the bidder. Attachment C has no envelope line and states unit rates are inclusive of all costs under Attachment A. Please confirm that the cost of a standard USPS-compliant envelope is to be included in the Folding and Inserting unit rate, and that only a customer-specified non-standard envelope is purchased at cost under Section 6.1.7.	Correct. The cost of a standard USPS-compliant envelope is to be included in the Folding and Inserting unit rate on Attachment C – Cost Proposal, as revised in Addendum 1. Only a customer-specified non-standard envelope is purchased at cost under Section 6.1.7 of Attachment A – Scope of Work. For further clarification, an example of past services, our TRIM notices have been mailed out in envelopes size #10 with standard window and included a return envelope size #10 (without a window) and our Homestead Renewals have been mailed out in a "special" envelope size #10 with a special window, which includes the permit number, and the envelope includes color and additional text. These two separate jobs would be priced differently because of the standard envelopes for the TRIMs versus the special envelopes for the Homestead Renewals. ECPA requests that bidders provide the costs associated with each and if further clarification and/or specifications need to be included by the bidder, please include them in your Attachment C – Cost Proposal, as revised in Addendum 1 (and your Technical Proposal if necessitated).
2.	Who prints the newsletter and the additional insert for selected notices—Evergreen from ECPA artwork, or does ECPA supply printed stock?	Default for newsletters, brochures, and additional inserts for "selected notices": printing will be the responsibility of the vendor; ECPA will provide artwork and layout. However, ECPA may request artwork and layout services from vendor for consideration, so please include those costs in your Attachment C – Cost Proposal, as revised in Addendum 1.
3.	How will "selected notices" for the extra insert be identified in the data (flag, separate file, page break)?	These "selected notices" for the extra insert will be in its own separate file. These will be specified by ECPA with instructions for each mailing job.
4.	Attachment A, Section 6.2, states that standard print production uses plain white 20# bond in either 8½ × 11 or 8½ × 14. Attachment C prices Production Print and Copying as a single per-impression rate and does not distinguish paper size. Please confirm whether that unit rate applies to both 8½ × 11 and 8½ × 14 standard white 20# stock. If 8½ × 14 is priced differently, please identify where that rate should be entered on Attachment C.	The unit rate should be priced differently for 8½ × 11 and 8½ × 14. Please include both sizes' pricings in your Attachment C – Cost Proposal, as revised in Addendum 1.

Addendum No. 1

ECPA hereby amends RFP No. ECPA-2026-80141800-RFP as noted within this Addendum 1. For revisions, underlines represent additions and ~~strikethroughs~~ represent deletions. In the event of a conflict between previously posted information and the information contained herein, the information herein shall control. The information included in this Addendum 1 is hereby made part of this RFP.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any protest concerning ECPA's decision must be timely filed with the ECPA General Counsel. Protests may be filed by courier, hand delivery, or U.S. mail at Escambia County Property Appraiser, Attention: Amanda Snow, General Counsel, 221 Palafox Place, Suite 300, Pensacola, FL 32502. Protests may also be filed by email at asnow@escpa.org. It is the filing party's responsibility to meet all filing deadlines.

Please note: This Addendum 1 **needs** to be returned with the bidder's Proposal.

1. **Attachment A, Scope of Work, Subsection 6.1.9 is hereby amended as follows:**
   Subsection 6.1.9 is stricken in its entirety; and the Subsections following are hereby updated accordingly.

2. **Attachment A, Scope of Work, Section 6.5 is hereby amended as follows:**
   Section 6.5 is stricken in its entirety; and the Section following are hereby updated accordingly.

3. **Attachment C, Cost Proposal, is hereby amended as follows:**

   SEE ATTACHED ATTACHMENT C – COST PROPOSAL (REVISED AS OF ADDENDUM 1)

Attachment C: Cost Proposal (Revised as of Addendum 1)
Mail Services RFP (ECPA-2026-80141800-RFP)

Service Category: Mail Processing

Request for Proposals

INSTRUCTIONS

The Respondent must respond to all of the categories below for Service Category: Mail Processing

For Respondent to be considered for an award in the Service Category, the Respondent is required to complete all of the required fields which are highlighted in yellow. Attachment C, Cost Proposal submitted without all of the *required fields* completed shall not be considered for an award.

This Attachment C, Cost Proposal, establishes pricing for services offered for the Initial Term of the Contract and any Renewal Terms. The Respondent shall not exceed this pricing when providing services under any resulting contract.
Contract Renewal Term: The Contractor shall honor renewal term pricing.
The Mail Processing types listed below are defined in Attachment A, Scope of Work.

Unit Rate prices shall be entered in dollar amounts (e.g. $0.00 or $00.00); amounts cannot include fractions of cents (e.g. $0.005).

Proposed Unit Rates are maximum rates inclusive of any and all costs associated with providing services in accordance with Attachment A, Scope of Work.

Respondent Name:	<Insert Respondent Name>

MAIL PROCESSING		**INITIAL TERM**			**RENEWAL TERM**					
Mail Processing	Unit of Measure	Unit Rate (Same Day Delivery to USPS) [$00.00]	Maximum Unit Rate (Next Day Delivery to USPS) [$00.00]	Maximum Unit Rate (Delayed Delivery to USPS) [$00.00]	Unit Rate (Same Day Delivery to USPS)		Maximum Unit Rate (Next Day Delivery to USPS) [$00.00]		Maximum Unit Rate (Delayed Delivery to USPS) [$00.00]	
					Renewal Term 1	Renewal Term 2	Renewal Term 1	Renewal Term 2	Renewal Term 1	Renewal Term 2
Sorting Letters & Flats	Per Mail Piece				[$00.00]					
Postage & Barcode Services	Per Mail Piece									
Folding and Inserting (up to 15 pages) (include pricing for standard USPS compliant envelopes)	Per Mail Piece									
Production Print (includes Contractor's provision of data processing and standard white paper)	Per Impression ($8_{1/2}$ x 11)									
	Per Impression ($8_{1/2}$ x 14)									
~~Address Updates;~~ Removal of Postal Mail Prior to Transport; and Rejected, Returned and Damaged Mail Services	Per Mail Piece									
Copying - Color and Black and white impressions (includes Contractor's provision of data processing and standard white paper)	Per Impression ($8_{1/2}$ x 11)									
	Per Impression ($8_{1/2}$ x 14)									

OTHER MAIL PROCESSING SERVICES		**INITIAL TERM**			**RENEWAL TERM**					
					Renewal Term 1	Renewal Term 2	Renewal Term 1	Renewal Term 2	Renewal Term 1	Renewal Term 2
Additional cost, if any, for special envelopes	Per Mail Piece									
Newsletter, Brochure, Additional Insert artwork & layout services, if any requested	Per Hour				Renewal Term 1:			Renewal Term 2:		
Document Composition Services	Per Hour				Renewal Term 1:			Renewal Term 2:		

Additional Vendor clarifications, notes and/or specifications: