



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Request for Proposal

June 7, 2024

TO: Interested Bidders
FROM: Colorado Legislative Council Staff, bluebook.ga@coleg.gov, 303-866-3521
SUBJECT: Request for Bids for Printing and Mailing Colorado's 2024 State Ballot Information Booklet

Legislative Council Staff is soliciting bids for the printing and mailing of the 2024 ballot information booklet, commonly referred to as the Blue Book. The booklet must be mailed to every active registered voter household in Colorado. This bid is subject to Section 1-40-124.5 (2), C.R.S., covering the printing and distribution of the ballot information booklet.

Bids must be received via email to bluebook.ga@coleg.gov by Friday, June 14, 2024. The successful bidder will be notified on Monday, June 17, 2024.

Bid Process

Bid inclusions. Bids must include the following costs involved in production of the booklet:

- all printing and bindery costs;
- data processing of two sets of active registered voter address files;
- all shipping and delivery costs;
- mailing costs for the booklets, including inkjet addressing, presorting, and mailing of the booklets, SCF entry delivery for certain zip codes, BMC for the rest, and tabbing of pieces that do not qualify for enhanced carrier route processing;
- an allowance for up to 20 page changes to the proofs prior to printing;
- delivery of an office supply of booklets to the Legislative Council Staff offices as requested; and
- boxing and returning extra copies of the booklet to the Legislative Council Staff offices at the conclusion of the mailings, or recycling these copies.

Bids must also include an estimate of paper and postage prepayments and relevant due date(s), if applicable.

Bid exclusions. Bids should not include USPS postage costs or any additional shipping costs incurred due to specific requests from client, such as shipping boxes of books to county clerks.

Evaluation. Bids will be evaluated by Legislative Council Staff.



Vendor qualifications. Legislative Council Staff reserves the right to inspect the successful bidder's production and mailing facilities to verify that the vendor will be able to meet the quality and delivery requirements. The bidder may subcontract the printing, mailing, and other services, but any bidder using a separate firm for any of these activities will be responsible for the actions of the sub firm(s) in conducting the activities required by the contract. The Legislative Council reserves the right to withhold payment to the bidder in the event the printing and mailing of the booklets do not occur within specified deadlines.

Printing Specifications

Quantity:	2,125,000 total
Finish trim size:	8.25" x 10.875"
Booklet versions:	There will be 7 versions of the booklet to include approximately 20 pages of region-specific judicial information. Of these, five are English-only booklets and two are Bilingual booklets
Cover Paper:	30% cyan 60# offset (perfect bound only)
Text Paper:	32# HB or 40# SCA ++
Booklet specifications:	Bidders are asked to price out two booklet types with variable page counts and will be notified of the chosen option on Monday, July 15, 2024. English-only Booklet Stitch & Trim binding 1,640,000 copies / 5 regions <ul style="list-style-type: none">- 112 pages- 128 pages Bilingual Booklet Perfect Bind 485,000 copies / 2 regions <ul style="list-style-type: none">- 208 pages + cover, 212 pages total- 224 pages + cover, 228 pages total- 256 pages + cover, 260 pages total

Data Processing Instructions

The Secretary of State's office will prepare a file of voter registration data on Thursday, August 1, 2024, and again on Tuesday, September 3, 2024 (referred to as the courtesy batch). These files are typically delivered to the successful bidder via FTP. The bidder is required to meet with



representatives from the SOS to review data. Legislative Council Staff must be allowed to review a sample of data files.

General Mailing Instructions

The booklets must be mailed to the first set of active voter registration address files no earlier than Monday, September 23, 2024. Booklets can be mailed no later than Friday, October 4, 2024, for the August files and Friday, October 11, 2024, for the courtesy batch.

Booklets must be inkjet addressed, presorted, and prepared for mailing via Standard A Enhanced Carrier Route Line of Travel or high-density flat rate for greatest depth of sortation. Any tabbing of non-carrier-route qualified pieces must be included in the bid.

The bidder or the bidder's mailing firm must have a Standard Class mailing permit. The postage permit and the Legislative Council address will be included in the hard copy of the document on the back cover. Postage permit may not include vendor's business name. The bid is to reflect the price for all mailings.

The vendor will:

- mail one booklet per household to the attention of "All Registered Voters"; and
- perform any additional processing necessary to minimize postage rates.

Key Dates

Proposals due:	Friday, June 14, 2024
Bid awarded:	Monday, June 17, 2024
Booklet size notification:	Monday, July 15, 2024
First data file available for processing:	Thursday, August 1, 2024
Second data file available for processing:	Tuesday, September 3, 2024
Artwork to printer:	Wednesday, September 11, 2024
Final approval (on-site):	Thursday, September 12, 2024
Constitutional mailing deadline:	Friday, October 4, 2024
Second courtesy mailing deadline:	Friday, October 11, 2024



RESPONSE SHEET

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RETURN BIDS VIA E-MAIL TO: bluebook.ga@coleg.gov

BID DUE DATE: Friday, June 14, 2024

BID FOR: Printing and Mailing the 2024 State Ballot Information Booklet

VENDOR _____

ADDRESS _____

PHONE NO. _____ **EMAIL** _____

VENDOR SIGNATURE _____ **DATE** _____

NAME (Please Print) _____ **TITLE** _____

(If a separate firm will be responsible for the mailing, please provide the name, address, and telephone number of that firm.)

NAME OF MAILING FIRM _____

ADDRESS _____

PHONE NO. _____



RESPONSE SHEET

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English-only Booklet

Stitch & Trim binding
1,640,000 copies / 5 Regions

112 pages

\$ _____

128 pages

\$ _____

Bilingual Booklet

Perfect Bind
485,000 copies / 2 Regions
208 pages + cover, 212 pages total

\$ _____

224 pages + cover, 228 pages total

\$ _____

256 pages + cover, 260 pages total

\$ _____

Material Pre-Payment, if applicable

\$ _____

Due Date: _____