



Question Set #2 received from Bidders and Responses on behalf of Morgan County  
Posted 07/06/2020

Morgan County, Colorado  
RFP 2020-0716-001 Property Tax Notice

1. Tax Notices Questions:
  1. What size is the form? 14 x 8 1/2
  2. What material is the form? 24# paper
  3. Where are the perfs located from the bottom? 3 1/2" and 7"
  4. Is the back ink black or color? Black
  5. Can we do a preprinted form and image black? Yes
2. #10 Envelope Questions:
  1. What type of envelope, single window? Yes
  2. What is the material? Paper, not sure what weight
  3. What is the print, ie Black/Black + security tint? Last year was Blue and Red but it is not a requirement
3. #9 Envelope Questions:
  1. What type of envelope, window or non window? Non-window
  2. What is the material? Same as #10 envelope
  3. What is the print, ie Black/Black + security tint? Black
4. General Questions:
  1. What is the SLA? I don't know what that is.
  2. Are there two #9 envelopes included in the package or only one? One
  3. Are we to assume that the remaining 5,000 notices are emailed? No, notices with same name & address are placed in one envelope
    1. Are we to archive all the notices or just the electronic ones? We need a CD/DVD with PDF copies of all notices mailed
    2. How long do they need to be archived for? Probably one year or at least until we verify the validity of the CD/DVD
    3. Do the e-notices include a link back to a posted document or do they have an attached pdf? Not sure of the question.