



**Last Updated: November 18, 2015**

**CLARK COUNTY**

TO: Holders of Specifications Relating to: RFP #705  
Ballot Envelope Design, Layout, Printing, Storage and Shipping

RELEASE DATE: November 11, 2015  
FROM: Mike Westerman, CPPO

**SUBJECT: Additional Information/Clarifications to Specifications**

**Question 1)** I have a question regarding invoicing. Currently, when we produce 500,000 or 600,000 of each envelope we invoice the county when the orders are completed and placed into our warehouse for storage. If we run enough envelopes for 2 elections and then place them in our warehouse, could we invoice you for all envelope once completed and placed in our warehouse or could we only invoice you as product is shipped to your mail house or elections office?

**Answer 1)** We would expect to be invoiced once the envelopes are completed and placed into storage.

**Question 2)** In Part 1 Section 1B #2 - It states that you require storage of 3 of the envelopes. Will you guarantee buying the envelopes in storage at the end of the contract?

**Question 2)** Yes, we would expect to pay for envelopes once they are completed and placed into storage not when they are shipped. If the contract is about to end and you still had envelopes in storage we would request them to be shipped prior to the contract ending.