



OFFICE OF THE PURCHASING DIRECTOR
1443 N. ROBBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON
PRESIDING COMMISSIONER

RUSTY MACLACHLAN
COMMISSIONER, 1ST DISTRICT

JOHN C. RUSSELL
COMMISSIONER, 2ND DISTRICT

ADDENDUM #1 TO REQUEST FOR PROPOSAL #25-11119

RFP NO: 25-11119
TITLE: Ballot Printing Services
ISSUE DATE: 11/21/2025

CONTACT: Leah Avers
PHONE: (417) 868-4003
E-MAIL: Lavers@greenecountymmo.gov

RFP OPENING DATE REMAINS: 2:00 P.M., CST, on December 4, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH PROPOSAL RESPONSE BY THE RFP OPENING DATE LISTED ABOVE TO:

**GREENE COUNTY PURCHASING DEPARTMENT
1443 N ROBBERSON AVE., 10TH FLOOR
SPRINGFIELD, MISSOURI 65802**

This addendum forms a part of the RFP document for the services identified above. All remaining portions of the RFP document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

Statement

1. Reference page 1 of the RFP document, 1.0 Title/Signature Page, Contract Term. Contract Term has been removed and has been revised as listed below:

*1.0 Title/Signature Page **REVISED Contract Term***

***Revised Contract Term:** This contract shall be awarded for a one (1) year term, with options to renew at both parties' discretion, up to **three (3)** additional one (1) year renewal terms.*

2. Reference page 9 of the RFP document, Section 4. Contract Renewal Option 4.18 is being added as listed below:

***4.18 Addition-Contract Renewal Option:** The County reserves the right to renew this contract for **three (3)** additional one-year renewal terms.*

Adjustments in cost at the beginning of each renewal period must be agreed to by both parties. All requested increases must be accompanied by justification acceptable to the County to establish allowable renewal term pricing.

If the Service Provider requests an increase in compensation for any renewal period, the Service Provider shall notify the Purchasing Director no less than sixty (60) days prior to the end of the contract period and shall provide evidence to the satisfaction of the County of increased costs incurred by the Service Provider for any element of the contract for which an increase is requested.

The Contract Specialist conducting the renewal shall notify the Service Provider in writing of the intent to exercise the renewal option. However, failure to notify the Service Provider does not waive the County's right to exercise the renewal option.

3. Reference page 24 of the RFP document, Section 17 Sample Contract, Fundamental Terms #3 has been removed and has been revised as listed below:

17.0 Sample Contract: Revised

PART A – FUNDAMENTAL TERMS

3. Revised Term: *The term of this Contract shall be for a one (1) year period from _____ through _____. The County may at its option renew the Contract up to **three (3)** additional one-year terms by giving written notice to the Service Provider. Any increase in cost at the beginning of each renewal period will be limited to that allowed per RFP 25-11119; Section **4.18**; Contract Renewal Option. All pricing identified on the pricing page shall be in effect for the stated contract term.*

4. Reference page 19 of the RFP document, Section 13 Form No 6A: Pricing Schedule. The Pricing Schedule has been removed and has been revised. Reference page 4, for revised pricing schedule.

Questions/Answers

1. Do any of the ballot types require scoring or folding?
No
2. What is the expected award date?
Approximately 2-6 weeks after RFP opening
3. What is the expected date of production?
6-8 weeks prior to Elections
4. Who was your previous vendor?
Election Systems & Software (ES&S)
5. May we have a copy of current vendor prices?
The current contract does not allow this information to be disclosed.
6. Can I request 2025 ballot printing invoices?
The current contract does not allow this information to be disclosed.
7. Have there been any performance issues or other areas of concern with the current vendor that the County is looking to improve upon?
No
8. How do I submit the paperwork for E-Verify? Do I go to a government website?
Please see the link to the following website to obtain the E-Verify Memorandum of Understanding: <https://www.e-verify.gov/faq/how-do-i-get-a-copy-of-the-memorandum-of-understanding-mou>
9. How do I obtain the State of Missouri Charter Number?
Refer to the following website to obtain a State of Missouri Charter Number: <https://www.sos.mo.gov/> This is also referenced in the RFP in Section 4.17.1 and 4.17.2

- 10.** On the bottom of the Price Schedule are blank areas for Total and Project Total. Which values are added to fill those blank slots?

Please reference page 4 for revised Pricing Schedule.

- 11.** Could the County please clarify what ballot sizes (8.5" x 14", 8.5" x 17", or 8.5" x 19") and what ballot quantities should be used to calculate the total and project total on 13.0 FORM NO. 6A: PRICING SCHEDULE?

Please reference page 4 for revised Pricing Schedule.

13.0 FORM NO. 6A:
REVISED PRICING SCHEDULE

Pursuant to and in accordance with the above stated Request for Proposal, the undersigned hereby declares that they have examined the proposal documents and scope of services for the item(s) and/or service(s) listed below. The undersigned proposes and agrees, if their proposal is accepted to furnish the item(s) and/or service(s) submitted below, including delivery to Greene County, Missouri in accordance with the delivery schedule and according to the prices, products/services information submitted.

Use the provided pricing schedule format to itemize all proposed costs and services not explicitly listed in other sections of this RFP.

Item #	Description	Size	One (1) Sided Cost including processing/shipping (per piece)	Two (2) Sided Cost including processing/shipping (per piece)
1.	Ballot	8.5" x 14"	\$ _____	\$ _____
2.	Ballot	8.5" x 17"	\$ _____	\$ _____
3.	Ballot	8.5" x 19"	\$ _____	\$ _____
4.				
5.				
6.				
7.				
8.				
9.				
10.				

The pricing quoted above will be effective until contract execution or at least 120 days.

Additional Purchases by Other Public Agencies:

If awarded a contract via this solicitation, will you or your company agree to extend the utilization of said contract and its pricing to other public entities?

_____ Yes _____ No

Bidder's Name _____

Company _____

Each bidder shall acknowledge receipt of this Addendum #1 of Request for Proposal #25-11119 titled Ballot Printing Services with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.

Addendum #1 acknowledged by:

Bidder Name

Title

Company Name

Date