October 2, 2019

To: All Bidders

Re: **Addendum No. 1**

RFP 2019-004 Utility Statement Printing, Mailing, E-Billing & E-Payment Services

Each bidder shall acknowledge receipt of this Addendum Number One (1) by including in Proposal packet. This addendum will not be counted as part of the maximum page limit.

Addendum Number 1 is issued to provide changes and/or clarifications to the above referenced RFP as per the following:

Question: The RFP states front printing on the utility statement, which leads me to believe this is simplex. I do not see anything regarding a static backer, can you confirm this is one-sided (simplex) or if there is a static backer (duplex)?

Answer: Printing is currently simplex with the exception of the monthly City Profile insert (Attachment A, 3(a))

Question: Are the Cost Proposal (Attachment B) and additional/optional pricing pages excluded from the page count? I did not see this specified in the Proposal Format breakdown.

Answer: Yes.

Question: We intend to bid this as a full-service turnkey solution with no preprinted shells, paperstock, etc. Is this acceptable or is the City requiring preprinted shells?

Answer: This is acceptable provided vendor guarantees they have access to reliable supply sources sufficient to address the needs of the City in the time constraints outlined in the RFP.

All other provisions of the Contract Documents shall remain unchanged. This addendum is hereby made part of the Contract Documents. Each bidder shall acknowledge receipt of this Addendum Number One (1) using the attached acknowledgement page and submit with each copy of the proposal (not included in page count).

Sincerely,

Barbara Pyeatt
Chief Procurement Officer

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. 1

RFP 2019-004 Utility Statement Printing, Mailing, E-Billing & E-Payment Services

Received By: _____

Date Received: _____

Business Name: _____

Name: _____

Signature: _____