

Printing and Mailing of Utility Bills

Utility Billing Department

Addendum 1

City of Canton, Ohio

Purchasing Department

218 Cleveland Ave. SW, 4th floor

Canton, Ohio 44702

Printing and Mailing of Utility Bills

Item/Project

Utility Billing Department

Responsible Department

Tuesday, May 14, 2024 on or before 2:00 PM local time

Bids Due

Bid Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

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Notice to Bidders:

Please be advised that the Section VI: Proposal and Signature Pages portion of the original Invitation to Bid for the Printing and Mailing of Utility Bills has been revised. The new Proposal and Signature Pages section attached below will replace the Proposal and Signature Pages contained in the original Invitation to Bid. Please use the section attached below when preparing your bid pricing proposal and include it when you submit your bid packet to the Canton Purchasing Department. The original Proposal and Signature Pages section will not be accepted.

Thank you.

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Section VI: Proposal and Signature Pages

Proposal Pages

Printing and Mailing of Utility Bills

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Utility Bills:

1. Price per page processed on one side only _____ each x 47,500/month= _____ per month

2. Bidder must check this box to acknowledge that the lowest possible postage rate will be applied for all mailings throughout the life of the resulting contract. The postage rate shall be a passthrough of the actual postage charged by USPS unless a discount is offered below.

Postage Rate Discount for the Duration of the Contract - _____%

3. Same Address Bill Merging _____ each individual document merged x (approximately 8,500 documents/month) = _____ per month

Optional Charges As Needed:

4. Supplemental Letters/Forms _____ each

5. Form modification charges _____

**Charges for form modifications shall be a flat rate. No dollar amount ranges will be accepted. Must be a set dollar amount.

Payment Terms:

Payment Terms: _____% Net _____ Days

Startup time from award of contract _____

Recommended encryption product _____

Addenda Acknowledgement

I hereby acknowledge the following official addenda (leave blank if no addenda) were issued

Addenda Number(s) _____

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Signature Page

Printing and Mailing of Utility Bills

To the Director of Public Service of the City of Canton:

The undersigned, having carefully examined the complete invitation to bid, herewith proposes to furnish all of the goods and/or services contained within the bid for **Printing and Mailing of Utility Bills** in accordance with all specifications on file to the satisfaction of the Director of Public Service of said City.

The bidder hereby agrees that the Director of Public Service has the right to reject any and all bids and to accept the bid(s) deemed most beneficial to the City of Canton.

The bidder herewith encloses a _____ **(Bid Bond, Certified/Cashier's Check)** in the sum of \$ _____ dollars made payable to the CITY OF CANTON as a guaranty that if awarded the contract _____ will enter into contract therefore, within the prescribed time of ten (10) days from the date of service of notice of award, otherwise such bond or checks shall become the property of said City.

The bidder acknowledges receipt of Addenda Numbers: _____

SIGNATURE OF BIDDER: _____

NOTE: If bidder is a corporation, set forth the legal name of the corporation, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Please have this page Notarized.