

Addendum 2

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

Wednesday, June 3, 2020 at 2:00 PM local time

Bids Due

Bid Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Printing and Mailing of Utility Bills
Utility Billing Department

Request for Information 1

Question:

Are all utility bills a single sheet, or are some multiples?

Response:

We may have a few industrial accounts with multiple meters that sometimes require a second sheet.

Request for Information 2

Question:

Instead of pre-printed shells, may we print the variable data in line with the shell? We have a continuous roll inkjet and would be able to print your blue as well as the variables at the same time and fast.

Response:

The stock that is kept at Utility Billing has to be pre-printed. There is not a problem with printing the blue at the same time that the Utility Bills are being printed.

Request for Information 3

Question:

Regarding the requirement that the mail be delivered to a Stark County Post Office, does that mean that you would like a local vendor that will deliver the printed and inserted bills to the Stark County Post Office directly from their production facility?

Answer:

To better explain our situation, the Canton Water Department is under the auspices of Canton City Government and Ohio Revised Code. We are not an independent company. We have one billing office, which is located in Canton, Ohio. The bills are highly time sensitive and need to be mailed out as soon as possible after mailing which is the reason for the Stark County Post Office requirement.