

**Printing and Mailing of Utility Bills
Utility Billing Department**

Addendum 1

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 6th 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:

Page 30, ITEM 3.1.2 – “The bills shall be laser printed, black only, with a 3000 DPI resolution, one side on blue preprinted, white 24# stock...” Is one of the sides of the form itself blue or does it have blue art work/spot color?

Response:

You can preprint the blue background and lazier in print in black or print full color on demand.

Request for Information 2

Question:

Can you scan and send samples of the utility bills and all envelopes?

Response:

Yes, examples are attached for your reference.

Request for Information 3

Question:

Is it required that the mail be delivered to the Stark County Post office?

Response:

Yes, it is required that the mail be delivered to a Stark County Post Office.

Request for Information 4

Question:

Could you please include your current vendor pricing in the Question/Answer addendum?

Response:

<u>NAME & ADDRESS</u>	<u>PRICE PER PAGE PROCESSED</u>	<u>EST. POSTAGE PER RECORD</u>	<u>SAME ADDRESS BILL MERGING</u>	<u>DIGITAL FILE</u>	<u>TOTAL COST PER MONTH</u>
PPI Graphics Canton, Ohio 1ST CLASS PRE-SORT SUPPLEMENTAL NOTICES - \$.1112 EA ADDITIONAL PAGE PRINT - INCLUDED IN \$.35 EA FORM MODIFICATION - NO CHARGE	0.1112 \$4,003.20	0.3900 \$11,934.00	0.000 \$0.00	\$100.00	\$16,037.20

**Printing and Mailing of Utility Bills
Utility Billing Department**

Request for Information 5

Question:

3.8 Materials

Bidder shall supply all materials as follows (amounts are approximate):

- 468,000 #10 white wove window envelopes with return address or double window.

Is the City open to the use of a large window on the outbound envelope, enabling the delivery & return addresses to show through a single window?

Response:

Yes, we are open to the use of a large window on the outbound envelope.

Request for Information 6

Question:

Are there any perforations on the utility bills?

Response:

Yes

Request for Information 7

Question:

Who is the current vendor?

Response:

PPI Graphics, Inc.



SERVICE ADDRESS	ACCOUNT NUMBER
[REDACTED]	1136-001
BILL DATE	DUE DATE
May 01, 2020	May 19, 2020

Make Checks Payable to
Canton City Utilities

Please write your Account Number
1136-001 on your check.

Please Pay This Amount

\$144.93

Amount Enclosed: \$ _____

000113600100000000000144933

AUTO PAY OPTION AVAILABLE

IF YOU ARE AN AUTO-PAY CUSTOMER YOUR ACCOUNT
WILL BE DEBITED ON OR ABOUT MAY 18, 2020

*****SCH 5-DIGIT 44720 7993 1 AV 0.389

To ensure proper credit, detach and return the upper portion in the enclosed envelope. Retain the lower portion for your records.



CANTON CITY UTILITIES
306 2nd St SE
CANTON, OH 44702
330-649-8100
www.cantonutilities.com

SERVICE ADDRESS		ACCOUNT NUMBER
[REDACTED]		1136-001
BILL DATE	DUE DATE	PAY THIS AMOUNT
May 01, 2020	May 19, 2020	\$144.93

Office Hours:
Monday thru Friday
8:30am -5:00pm
(Lobby doors lock at 5:00pm)

Drop Box:
6:00am to 6:00pm

Meter Readings (100 cu. ft.)

Period	Read Date	Type	Reading	Consumption
Current	04/20/2020	AMR	190	2
Previous	03/20/2020	AMR	188	

ACCOUNT DETAIL

Credits and Charges

Unpaid Balance	\$108.59	
Payment - Thank You	\$0.00	
Total Unpaid Balance		\$108.59
Beginning Credit Balance		\$0.00
Current Charges		
Water	\$5.38	
Sewer	\$7.78	
Sanitation Services	\$21.48	
Meter Replacement Surcharge	\$1.70	
Total Current Charges		\$36.34
PAY THIS AMOUNT →		\$144.93

PLEASE NOTE:

Past Due balances are subject to turn off. In the event a service man is sent to the property for delinquency, a \$25.00 charge will be assessed.

We welcome the Opportunity to assist you. If you have a question about your bill or service, please call us at 330-649-8100

If you have a water EMERGENCY, please call our 24/7 service line at 330-489-3315

The next billing cycle will be June 1, 2020. There will be NO delinquent bill mailed. If your account is delinquent, this bill includes a late fee of \$5.00 or 10% of the delinquent water balance, whichever is greater. Any delinquent amount is subject for turn off with additional fees.

IF YOU ARE AN AUTO-PAY CUSTOMER YOUR ACCOUNT WILL BE DEBITED ON OR ABOUT MAY 18, 2020

If there has been any plumbing change on your premise you are required to fill out and return the Cross Connection Control Survey here: <https://cantonohio.gov/water/pdf/cccsurvey.pdf>

For more information about Cross Connections and Backflow Prevention Devices visit: <http://cantonohio.gov/water/?pg=backflow>

Please report suspected cross-connections to the Backflow Office at (330) 489-3310

Canton City Utilities
P.O. Box 9955
Canton, Ohio 44711

RETURN SERVICE REQUESTED

VTF

44711>0955

CANTON CITY UTILITIES
PO BOX 9955
CANTON OH 44711-0955

PRESORTED
FIRST CLASS



US POSTAGE
\$00.38
MAY 14 2020
P 44331
P 500967
P 0009555



PLACE
STAMP
HERE

