

CLAYTON COUNTY WATER AUTHORITY

Request for Bids

BILL PRINT SERVICES

Bid Number: 2018-CA-22

**Bid Opening: Tuesday, November 6, 2018 at 2:00 p.m. local time
1600 Battle Creek Road, Morrow, GA 30260**

**Pre-Bid Conference: Tuesday, October 16, 2018 at 2:00 p.m. local time
1600 Battle Creek Road, Morrow, GA 30260**

A D D E N D U M # 1

Dated: October 9, 2018

Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.**

QUESTIONS:

- 1. You stated "Ability to provide mailing envelope and a return payment envelope. Current sizes are mailing – #10 envelope with one window; #9 envelope with two windows." Did you mean to state the #10 has 2 windows and #9 has a single window? If not, why does the #9 envelope have 2 windows?**

Answer:

The #10 has 2 windows and #9 has single window.

- 2. Based on the scope, I want to confirm the input that we will receive is a PDF file with an index. Or is it a flat file that we need to process, create a PDF file for print and sending back to you for customer presentment?**

Answer:

CCWA will send the vendor the PDF for printing.

- 3. Pricing section, Bill Printing. Should we assume this is for a single physical sheet/page? If not, please confirm the average # of physical pages/sheet per mail piece.**

Answer:

The majority of CCWA bills are single pages, however we do have a small percentage of multiple page bills.

- 4. Please confirm the current fees under your current contract, including any increases since the contract was initially signed.**

Answer:

Current fees are provided on page 3 of this Addendum.

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- 5. Pre-Bid meeting. Will you provide dial-in conference information for vendors attending remotely?**

Answer:

Per the RFB documents, *“Firms interested in the conference call meeting should email our Procurement Department at ccwa_procurement@ccwa.us no later than Monday, October 15, 2018 by noon. The email needs to include the participant’s name and phone number, and CCWA will provide call in instructions.”*

- 6. On page 4-1.1, it states that the successful proposal must be able to accept a file with a pdf of each bill to be printed and that CCWA will store the pdf’s and display information to the customer. In Letter f, it states that the vendor must have the ability to accept a flat file from CCWA’s Cayenta system. Could you please clarify the type of *output* that we would be receiving? Will it be a flat file, or “raw date” or will it be an already composed pdf? Also, is the plan to have CCWA store all pdf’s, as, currently, the CIS provider stores these documents for the purpose of displaying the information to the customer?**

Answer:

The vendor will be sent a file of PDFs and the PDFs will already be composed by Cayenta. The vendor does not have to store PDFs for CCWA.

SIGNATURE

COMPANY NAME

DATE

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ADDENDUM # 1

Below are the fees under current contract for Bill Print Services:

**Attachment C
Orders and Pricing**

Item	Description	Cost per document	Estimated quantity * (per year)	Total Amount
1	BILL PRINT (Multiply Cost per document by Estimated quantity) > a. Bill printing Includes Highlight Color Laser Printing and CCS Mail Manager > b. Return envelope > c. Sorting / stuffing > d. Mailing	<u>\$ 0.0538</u> <u>\$ 0.0112</u> <u>\$ Included in a.</u> <u>\$ Included in a</u>	912,000	<u>\$ 49,065.60</u> <u>\$ 10,214.40</u> <u>\$ Included in a. above</u> <u>\$ Included in a. above</u>
2	Paperless Billing (Multiply Cost per document by Estimated quantity) > a. Creation of the PDF file > b. Monthly storage of PDF file	<u>\$ 0.003</u> <u>\$ No Charge</u>	912,000	<u>\$ 2,736.00</u> <u>\$ No Charge for 12 mos.</u>
3	Setup / implementation costs (one time charge including professional services, hardware, software, etc.) > a. Bill design > b. Web interface > c. Project Management > d. Training > e. Hardware/software			<u>\$ No Charge</u> <u>\$ No Charge.</u> <u>\$ No Charge.</u> <u>\$ No Charge.</u> <u>\$ No Charge.</u>
4	Miscellaneous costs > a. NCOA (Variable Volume)			<u>\$ 0.10 per item.</u>
TOTAL PROPOSED COST				<u>\$ 62,016.00.</u>
5	Hourly cost of on-going support (future modifications, etc.)			<u>\$ 80.00/hr.</u>

* These are estimated quantities only. CCWA does not guarantee minimum or maximum number of documents each month.

Additional Services Available:

CCS Provided Printing of Additional Inserts	Per Custom Quote in New Order
Inserting Up to an Additional 3 Inserts	No Charge/bill
Combined Billing (Householding)	No Additional Charge