

UTILITY BILL PRINTING & MAIL SERVICES

RFP # 2019-670



Addendum #1

May 23, 2019

NOTICE TO RESPONDENTS

The following corrections, revisions, additions, and/or information for the above referenced project and shall be incorporated into the Plans, Specifications, and/or Contract Documents for the project as described below. The corrections, revisions, additions, and/or information shall henceforth be regarded as an integral part of the project, carrying the same weight and force as original sections of the plans, specifications, and/or contract documents.

Ensure that you indicate receipt of this Addendum on your Proposal.

Response to questions received as of May 23, 2019:

1. Please provide sample file, mapping documents and file layout.

Please refer to attached sample

2. Do you require/prefer a local vendor?

No. However, we prefer that our customers receive statements within a day or two after delivery to the USPO for distribution.

3. Is the #9 you provided in your samples correct? The window is on the left but the return address is on the right.

Exhibit E - #9 White Remittance Envelope is included with this addendum.

4. On page 9, #10, can the oral presentation be done remotely or does it have to be onsite?

The Evaluation Committee will make a determination if oral presentations will be required. If so, we would consider alternative methods to in-person presentations.

5. Do you need to approve the bills prior to mailing?

For the Initial or first mailing following the contract start-up - yes. It is a good option, but not required.

6. Please clarify what you mean on page 20, #15, 'Responded shall provide dual runs prior to mailing out statements...'.

This would be on your first billing statement process for the City of Aztec. The City would also run billing statements to compare and verify statements to our satisfaction.

7. Do you want data retained for you? If so, for how long (e.g. purged after 3 months, 6 months, etc.)?

Our preference would be 3 month retention.

8. On page 20, #18, what is the monthly Mail Master List?

Customer Master Mailing List with addresses from current statements.

This addendum includes Sample File (question #1) and Sample #9 from RFP 2019-696 (question #3)

End of Addendum #1

Issued by:

Kathy Lamb
Finance Director
May 23, 2019

EXHIBIT E: CUSTOM PRINTED #9 WHITE-REMITTANCE ENVELOPES

