



# CITY OF CONROE

Est. 1904

City of Conroe  
Purchasing Department  
P.O. Box 3066  
Conroe, Texas 77305  
Tel. (936-522-3830)

ADDENDUM NO.1 RFP 2018-215 Printing and Mailing of Utility Bills  
March 7, 2018

This revision shall be considered part of the contract documents for the above named project and shall be incorporated integrally with the previously issued documents. Wherein provisions of the revision differ from the provisions of the original documents and/or the provisions of previously issued addendum, the provisions of this revision shall govern and take precedence.

**The deadline date is extended to March 22, 2018. Time and location stay the same.**

**The cutoff date for questions for the second addendum is extended to March 16, 2018 at 5:00 pm**

## QUESTIONS & ANSWERS: NO. 01

Below are the questions from three individuals regarding the Utility Billing RFP. Please review the questions and answers.

1. Is there a closing Date for submitting questions?  
A. The closing date for questions is 5:00p.m. March 16, 2018.
2. What is the anticipated award date?  
A. To be determined
3. Is there a current Vendor providing service?  
A. Yes, Source HOV is the current vendor.
4. What is the City currently paying for these services?  
A. See attached Invoices.
5. The RFP mentions Laser printing. Will the City consider high speed ink jet printing?  
A. No



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6. Section 1.3 – What are the expectations of this audit? Will USPS informed visibility satisfy this requirement?
  - A. The City does not desire to have the postal program change addresses to match the post office system. The utility billing department must have a file of current mailing addresses scrubbed 4 times a year by the vendor. The file of addresses that need correcting must be sent back to utility billing for corrections.
  
7. Is a DMU site required on site?
  - A. The printing facility must have a DMU site on property. The DMU site cannot be subcontracted by another vendor.
  
8. Can the deadline date be extended?
  - A. The deadline date has been extended by 7 total days. The new deadline date will be March 22, 2018 @ 2:00PM.

End of Addendum No. 1

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Kristina Colville

11850 Hempstead Hwy, Suite 270  
Houston, TX 77092  
Phone: 713.685.8200

## INVOICE

**Please Remit Payment to:**  
HOV Services, Inc. #9096  
P.O. Box 142589  
Drawer #9096  
Irving, TX 75014-2589

INVOICE	PAGE
INVLIV00686122	1
INVOICE DATE	February 28, 2018
INVOICE TOTAL	\$3,444.48

**SOLD TO:** CITY OF CONROE  
ATTN: KARL BROSCHE  
300 W DAVIS  
CONROE, TX 77301

**SHIP TO:** CITY OF CONROE  
ATTN: KARL BROSCHE  
300 W DAVIS  
CONROE, TX 77301

ORDER NO	ORDER DATE	DUE DATE	CUSTOMER NO	SUPPLIER LOCATION	SALESPERSON	P.O. BLANKET NO	P.O. RELEASE NO	SHIP VIA
2691696-0	02/28/2018	03/30/2018	CICON	34010	HARRY VASQUEZ	REBILL		

QUANTITY	ITEM NO	DESCRIPTION	UNIT PRICE	NET PRICE
1	MATL	Conroe #10 CRE Env. PO BOX (E95748) 52,500 pcs.	1,108.380	\$ 1,108.38
1	MATL	Conroe #10 OWE Env. PO 3066 (E95746 ) 80,000pcs.	1,755.520	\$ 1,755.52
1	MATL	Conroe #9 CRE Env. PO 3066 (E95748) 27,500 pcs.	580.580	\$ 580.58

**COMMENTS:**

Source HOV can help you take control of your AP function, reduce your costs, improve internal customer service and increase your bottom line.  
To find out how, Call 1.800.497.9527  
Net 30 Days

SALES AMOUNT	\$ 3,444.48
FREIGHT	\$ 0.00
SALES TAX	\$ 0.00
TOTAL	\$ 3,444.48
AMOUNT RECEIVED	\$ 0.00
BALANCE DUE	\$ 3,444.48

11850 Hempstead Hwy, Suite 270  
 Houston, TX 77092  
 Phone: 713.685.8200

## INVOICE

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 HOV Services, Inc. #9096  
 P.O. Box 142589  
 Drawer #9096  
 Irving, TX 75014-2589

INVOICE	PAGE
INVLIV00685788	1
INVOICE DATE	
February 28, 2018	
INVOICE TOTAL	
\$1,971.90	

**SOLD TO:** CITY OF CONROE  
 ATTN: KARL BROSCH  
 300 W DAVIS  
 CONROE, TX 77301

**SHIP TO:** CITY OF CONROE  
 ATTN: KARL BROSCH  
 300 W DAVIS  
 CONROE, TX 77301

ORDER NO	ORDER DATE	DUE DATE	CUSTOMER NO	SUPPLIER LOCATION	SALESPERSON	P.O. BLANKET NO	P.O. RELEASE NO	SHIP VIA
2678351-0	02/28/2018	03/30/2018	CICON	34010	HARRY VASQUEZ	UTILITY BILLS		

QUANTITY	ITEM NO	DESCRIPTION	UNIT PRICE	NET PRICE
18,429	64792	UTILITY BILL	0.107000	\$ 1,971.90

**COMMENTS:**

Source HOV can help you take control of your AP function, reduce your costs, improve internal customer service and increase your bottom line.  
 To find out how, Call 1.800.497.9527  
 Net 30 Days

SALES AMOUNT	\$ 1,971.90
FREIGHT	\$ 0.00
SALES TAX	\$ 0.00
TOTAL	\$ 1,971.90
AMOUNT RECEIVED	\$ 0.00
BALANCE DUE	\$ 1,971.90

**Please Remit Payment to:**  
 HOV Services, Inc. #9096  
 P.O. Box 142589  
 Drawer #9096  
 Irving, TX 75014-2589

## INVOICE

11850 Hempstead Hwy, Suite 270  
 Houston, TX 77092  
 Phone: 713.685.8200

INVOICE	PAGE
NVLIV00685787	1
INVOICE DATE	
February 28, 2018	
INVOICE TOTAL	
\$363.27	

**SOLD TO:** CITY OF CONROE  
 ATTN: KARL BROSCH  
 300 W DAVIS  
 CONROE, TX 77301

**SHIP TO:** CITY OF CONROE  
 ATTN: KARL BROSCH  
 300 W DAVIS  
 CONROE, TX 77301

ORDER NO	ORDER DATE	DUE DATE	CUSTOMER NO	SUPPLIER LOCATION	SALESPERSON	P.O. BLANKET NO	P.O. RELEASE NO	SHIP VIA
2685058-0	02/28/2018	03/30/2018	CICON	34010	HARRY VASQUEZ	DELINQUENT BILLS		

QUANTITY	ITEM NO	DESCRIPTION	UNIT PRICE	NET PRICE
3,395	64793	DELINQUENT BILLS	0.107000	\$ 363.27

**COMMENTS:**

Source HOV can help you take control of your AP function, reduce your costs, improve internal customer service and increase your bottom line.  
 To find out how, Call 1.800.497.9527  
 Net 30 Days

SALES AMOUNT	\$ 363.27
FREIGHT	\$ 0.00
SALES TAX	\$ 0.00
TOTAL	\$ 363.27
AMOUNT RECEIVED	\$ 0.00
BALANCE DUE	\$ 363.27



PEOPLE | KNOWLEDGE | INNOVATION

11850 Hempstead Hwy, Suite 270  
Houston, TX 77092  
Phone: 713.685.8200

**INVOICE**

<b>Please Remit Payment to:</b>	
HOV Services, Inc. #9096	
P.O. Box 142589	
Drawer #9096	
Irving, TX 75014-2589	
INVOICE	PAGE
INV LIV00685786	1
INVOICE DATE	
February 28, 2018	
INVOICE TOTAL	
\$24.29	

**SOLD TO:** CITY OF CONROE  
ATTN: KARL BROSCH  
300 W DAVIS  
CONROE, TX 77301

**SHIP TO:** CITY OF CONROE  
ATTN: KARL BROSCH  
300 W DAVIS  
CONROE, TX 77301

ORDER NO	ORDER DATE	DUE DATE	CUSTOMER NO	SUPPLIER LOCATION	SALESPERSON	P.O. BLANKET NO	P.O. RELEASE NO	SHIP VIA
2664787-0	02/28/2018	03/30/2018	CICON	34010	HARRY VASQUEZ	ANNEXATION LETTER		

QUANTITY	ITEM NO	DESCRIPTION	UNIT PRICE	NET PRICE
227	64792	UTILITY BILL ANNEXATION LETTER JOB	0.107000	\$ 24.29

<b>COMMENTS:</b>  Source HOV can help you take control of your AP function, reduce your costs, improve internal customer service and increase your bottom line. To find out how, Call 1.800.497.9527 Net 30 Days	SALES AMOUNT	\$ 24.29
	FREIGHT	\$ 0.00
	SALES TAX	\$ 0.00
	TOTAL	\$ 24.29
	AMOUNT RECEIVED	\$ 0.00
	BALANCE DUE	\$ 24.29