

Finance Department  
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## Utility Billing- Printing and Mailing Services Addendum #1

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**TO:** Prospective Respondents and Other Interested Parties

**FROM:** The Village of Buffalo Grove Finance Department

**ISSUE DATE:** May 8, 2019

**SUBJECT:** ADDENDUM #1

Note: This Addendum is hereby declared a part of the original RFP documents and in case of conflict, the provisions in the following Addendum shall govern.

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The following changes and clarifications shall be made to the RFP Documents for Utility Billing- Printing and Mailing Services.

Q1. The RFP says that the proposer must provide 3 Illinois customer references, but only one customer in Illinois. Are we then disqualified and unable to bid?

A1. Please provide local government references from other states. The Village prefers Illinois local government references.

Q2. Who is the current service provider?

A2. Third Millennium Assoc. Inc.

Q3. What are the current rates paid by the Village?

A3. The rate is \$0.19 per water bill and \$0.19 per past due notice.

Q4. What type of envelopes do you require?

A4. Letter size #10 outgoing with a single window and the Village logo and return address, #9 return envelope.

Q5. Is a Village business license required of the awarded vendor?

A5. No

Q6. Are there any other permits or licenses that you anticipate will be required?

A6. Any and all licenses or permits required by state and federal law.

Q7. Can you please provide a sample of the 4 color 1 page sheet of supplemental documents? Pricing depends on whether the document is printed simplex or duplex, so having that distinction is important. Given the volume listed, we are assuming that customers receive these documents one per year - correct?

A7. Sample of most recent supplemental document is attached. Documents are simplex. The supplemental documents are added on an as needed basis.

PROSPECTIVE RESPONDENTS ARE TO ACKNOWLEDGE RECEIPT OF  
ADDENDUM #1. PLEASE INCLUDE AND NOTE THIS ADDENDUM IN YOUR  
RESPONSE.

RESPONDENT: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE : \_\_\_\_\_

# The Village of Buffalo Grove

# Lake Cook Corridor

# Market Study and Plan



The Lake Cook Corridor is an important corridor for the Village of Buffalo Grove and the region. It encompasses approximately 472 acres of land and includes over one million square feet of commercial/office space, residential dwellings, and the municipal campus and golf course.

To guide the Corridor's future, Buffalo Grove is developing the Lake Cook Corridor Market Study and Plan. The goal of this project is to determine the best use for the Corridor so to optimize its growth potential. With the support of the community, a vision for the area will be developed that enhances the Village's identity, vitality, and fiscal sustainability.

To learn more, visit the project website at [www.vbg.org/LCC](http://www.vbg.org/LCC). The webpage will be routinely updated to announce public participation meetings, project updates, and other related news.

For additional information contact:  
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Visit the Lake Cook Corridor Market Study and Plan Website:  
[www.vbg.org/LCC](http://www.vbg.org/LCC)

