

ADDENDUM NO. 1

R #: 158215

BID #: 304838

DATE BID DUE: 8/15/17

TIME: 2:00 p.m., e.s.t.

DEPARTMENT: Finance

BID NAME: SEWER BILL PRINTING, FOLDING, STUFFING, MAILING; AND
SHUT-OFF NOTICE HANG TAG PRINTING

QUESTIONS AND ANSWERS

The answers to all questions received are attached.

(SIGNED)

COMPANY:

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE
PURCHASING DEPARTMENT WITH YOUR BID.

(dmkeylon@chattanooga.gov or fax to 423-643-7244 or mail to Purchasing, Attn:
D.Keylon, 101 E. 11th Street, Chattanooga, TN, 37402).

RETAIN A COPY FOR YOUR FILES.

Q&A for R#158215/Bid#304838 – Sewer Bill Printing/Hang Tag Printing

Q: Please confirm the postmark does not have to identify a mailing location?

A: The postmark can show “Chattanooga” or it should not show a location at all. It cannot identify another mailing location.

Q: Can envelopes be purchased from an outside vendor as long as we manage the inventory levels?

A: Yes, as long as there is no additional cost to the City. We expect our return address to be on the envelope, as well as the City’s Presort First Class US postage paid permit number.

Q: Can 20# HB paper be substituted on the #10 envelope if the cost savings are passed on to the City? Would the city be open to using a double-window envelope.

A: Not sure of the difference in quality of those envelopes. No, on the double window as it does not work on our current bill print layout.

Q: Would the city be open to four-color variable printing (all colors variable) on a high quality inkjet printer?

A: Since we are unaware of the difference from the quality the City receives now, we cannot be definitive yes or no. I would say, as long as the quality is not diminished.

Q: Who is the City’s current vendor?

A: Diversified Companies was awarded the last printing bid that included this job.

Q: Who is the current vendor and what is the current cost for items 1-4?

A: As above, Diversified Companies was awarded the last printing bid that included this job. The current cost for items 1-4 cannot be answered for purposes of this bid.

Q: May we quote only the bill print portion excluding the door hangers.

A: No. This bid is all or none. The City must also have a supply of the printed door hangers.

Q: Should the quantity for Sewer Bill be quoted as 65,000 per month?

A: Your quote should be based on the variable amount described as “quantity estimated at 65,000 per month in batches of as low as 8,000 per week to as high as 20,000 per week.” Your quote should cover your costs in the range from the low to high

estimated weekly volumes as well as the estimated monthly volume. We do not guarantee these quantities but realize that you must have a basis for your calculation.

Q: Is Bulk Mail Rate 1st Class Presort Postage Rate or Presort Standard Postage Rate?

A: Presort First Class US postage

Q: Are all Envelopes: Mailing and Return Envelope printed in Black Ink?

A: Yes

Q: Will the vendor be allowed to use its Presort Indicia with a non-identifiable postmark (e.g..First Class Mail Presorted US Postage Paid TPCC) - and mail from their Post Office?

A: The City requires Presort First Class US postage paid 'Chattanooga TN' Permit No. (city permit)

Q: Is there a preference for local vendors?

A: No.

Q: Will you consider out of state vendors?

A: We will.

Q: Can you please define further what you mean by bulk mail? Are you meaning 5 digit rate?

A:The term "bulk mail" refers to larger quantities of mail prepared for mailing at reduced postage. We require Presorted First Class US postage utilizing BMEU with maximum postage discounts available.

Q: Will you accept bill design concepts in the proposal?

A: We will review bill design concepts if it does not increase the rate, but we cannot guarantee that they will be chosen. Your quote should be based on the current bill design, however we will consider a review of bill design concepts if they could be produced at the same or lower rate. Please keep in mind that our perforated portion of the bill goes directly to a payment processing lockbox and must meet our bank requirements.

Q: Regarding: Vendor must be able to group multiple notices in the same envelope... Is there a code in the data to allow extraction of addresses that receive multiple notices ?

A: No, vendor would need to pull those with the same address.

Q: Regarding: Vendor must also have capabilities to produce barcodes for internal City use... -What type of barcode needs to be produced and how is it to be used internally? Please clarify ?

A: Invoice needs barcode so that when an individual pays the bill, we can use a scanner and it will display on our system. The info for the barcode is in the file provided to vendor.

Q: Regarding: Vendor must have the capability to produce a QR code for notices... Does this apply? There do not appear to be any QR codes on the statement sample enclosed?

A: Billing software is being upgraded and future bills may have this included.

Q: Regarding: Vendor must be able to proof and process and deliver notices to the USPS in a 24hr turn around time. City must be able to approve proofs prior to mailing to bill recipients...Is this a literal turn around time. It is my understanding one would receive data weekly. Does this mean that data received at 9:00 AM on Tuesday would need to be set, proofed, printed , folded, inserted and delivered to USPS by 9:00 AM Wednesday? If the city is approving a proof weekly, half a day could be lost in that process. Do you require a hard copy or a digital proof

A: Yes, it is a literal turn around. City needs to review **digital proof** of at least 250 bills prior to vendor printing/stuffing/mailing.

Q: Regarding: Punched out hole for door hangers...Typical door hangers are die cut making the knockout easy to remove but slightly attached. Does this mean that the die cut must leave a completely punched out or empty space?

A: Die cut , with hole completely punched out

END