



July 24, 2020

ADDENDUM #5
RFP 20-87-3340

For: **Printing and Mailing of Utility Bills (Water & Sewer)**

This addendum supersedes and supplements all portions of the bidding documents and becomes part of the contract documents for the above-referenced project.

Where any item called for in the specifications or indicated on the drawings is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided or superseded hereby, the provision of such item not so specifically amended, voided or superseded shall remain in effect.

Response to questions received: *(response in italics)*

1. Page 2 of the RFP states that our proposal is to be unbound. Would a removable binder clip be preferred over an irremovable binding to hold the pages together, or would the County prefer no form of attachment at all? *A removable binder slip is acceptable.*
2. Addendum 1 notes that bills will be standard paper weight and 8.5 x 11 in size, by standard paper weight do you mean 24#? *24# is acceptable.*
3. Addendum 1 states that inserts may be standard or gloss stock, but it does not specify size or gloss weight for inserts. Is 80# acceptable for gloss paper, are inserts always 8.5 x 11 or are there exceptions? *80# gloss is acceptable, inserts are not always 8.5 x 11, at times the inserts are "half sheets".*
4. Addendum 3 there appears to be a working link to the County's Quality Reports imbedded in the sample PDF provided as well as on the County's website homepage. Will imbedded links be expected in the PDF's we create for you? How does this work with your current vendor, or does your digital payments vendor imbed these links within your billing PDFs? *Our payment vendor has a process to make the links work on viewed pdfs. We will require the success firm to work with the payment vendor to insure he links will be functional as required.*

5. In Addendum 3, the County states that there is no way to determine/guarantee the maximum number of pages that may need to go to one address (householding). Up to 6 sheets of folded 24# 8.5 x 11 paper and one 24# return envelope can fit into a single standard #10 envelope. Would the County like vendors to add a quote for any necessary flat envelopes that may be required for mail that includes more than 6 sheets of paper? *Yes.*
6. From information provided in Addendum 1 and in Addendum 4, we see that the #10 envelopes have both double windows as well as preprinted full color logos. Would you provide a scan of this for clarity? Would you accept double window #10 envelopes on which the County's logo is seen through the window rather than printed on the face? *Addendum #4, Question #1 responds to this; currently the #10 envelope has one window and a full color return address. This is a request for proposal, firms can make proposals that they believe would be beneficial or best practice.*
7. Would the County be open to short descriptions of added value services not explicitly request in the RFP if we adhere to the 45-page limit to our proposal? *Yes, this is a proposal it is acceptable.*
8. Tab #4 says proposal agreement, please explain what you would like to see? *If there are any exceptions to the Agreement provided with the RFP, please provide that information under this Tab.*

END OF ADDENDUM #5