TO: All Bidders  
FROM: City of Cambridge  
DATE: August 12, 2019  
RE: File No. 8703 Printing, Inserting, & Mailing Water/Sewer Bills & Letters- Addendum No. 1

This addendum is comprised of:

1. Bidders questions

The following questions were submitted and answered

**Question no. 1**
Please provide sample data.

**Answer no. 1**
Attached

**Question no. 2**
Please provide file layout.

**Answer no. 2**
Attached

**Question no. 3**
Please provide samples of your current bills, #9 return envelope and #10 envelope.

**Answer no. 3**
Attached

**Question no. 4**
Are you currently mailing the water/sewer letters in a #10 regular envelope?

**Answer no. 4**
Yes

**Question no. 5**
Do you prefer/require a local vendor?
Answer no. 5
Responsive Bidders must meet all requirements listed in the Scope of Services. The contract will be awarded to the responsive and responsible bidder offering the lowest total lump sum.

Question no. 6
Is the following statement what you mean by #2 on page 4: The Invoice Cloud implementation manager will work with the printing company to create a web service that will notify the printing company of accounts that will not be printed. A flag will be sent by Invoice Cloud to the printing company to either enable or disable the paper bill.

Answer no. 6
Yes

Question no. 7
Does the Living Wage Ordinance apply to out of state vendors?

Answer no. 7
Yes

Question no. 8
What is a ‘No. 5 Return’?

Answer no. 8
This is not needed for Water/Sewer billings. Disregard, typographical error.

Question no. 9
Will the bill be in color or black in white? If color, how many?

Answer no. 9
Black in white. Estimated number of 62,400 bills.

Question no. 10
What type of envelope will the bill be inserted into? Single window or double window envelope? If single window, how many colors on the envelope?

Answer no. 10
#10 windowed envelope. No color.

Question no. 11
Will there by a #9 reply envelope included with the bills?

Answer no. 11
Yes

Question no. 12
What are the sizes & specs of the additional inserts?

Answer no. 12
Buck Slips, triple fold.

Question no. 13
For the water/sewer letters, what type of outer envelope will be used? If single window, how many colors on the envelope?

Answer no. 13
#10 Envelope, non-windowed. No color.

**Question no. 14**
What do you mean in item 11 (Maintenance of Printed Bill Disabled and Enabled account)?

**Answer no. 14**
The Invoice Cloud implementation manager will work with the printing company to create a web service that will notify the printing company of accounts that will not be printed. A flag will be sent by Invoice Cloud to the printing company to either enable or disable the paper bill.

**Question no. 15**
Could you please tell me who the incumbent is and what was the winning price during the last round of bidding?

**Answer no. 15**
Boston Globe Direct. $33,153.12

**Question no. 16**
Can you provide more detail on the tracking of on-line billing as requested below?

**Answer no. 16**
The Invoice Cloud implementation manager will work with the printing company to create a web service that will notify the printing company of accounts that will not be printed. A flag will be sent by Invoice Cloud to the printing company to either enable or disable the paper bill.

All other details remain the same.

[Signature]

Elizabeth Unger
Purchasing Agent

Addendum No. 1
### SAMPLE BILL

**WATER/SEWER BILL**

**Customer**

**Service Address**

**Meter #**

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Bill Date</th>
<th>Due Date</th>
<th>Account Number</th>
<th>Parcel ID</th>
<th># of Units</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Description**

**Current Read Date**

**Previous Read Date**

**Current Meter Reading**

**Previous Meter Reading**

**Read Code**

**Usage**

**Charge**

**SEWER**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Read Date</th>
<th>Previous Read Date</th>
<th>Current Meter Reading</th>
<th>Previous Meter Reading</th>
<th>Read Code</th>
<th>Usage</th>
<th>Charge</th>
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</table>

**WATER**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Read Date</th>
<th>Previous Read Date</th>
<th>Current Meter Reading</th>
<th>Previous Meter Reading</th>
<th>Read Code</th>
<th>Usage</th>
<th>Charge</th>
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</tbody>
</table>

**Previous Balance**

**Payments**

**Credits & Adjustments**

**Interest**

**Current Charges**

**Total Due**

<table>
<thead>
<tr>
<th>Previous Balance</th>
<th>Payments</th>
<th>Credits &amp; Adjustments</th>
<th>Interest</th>
<th>Current Charges</th>
<th>Total Due</th>
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- **Block 10**: Water 3.2000, Sewer 11.7700
- **Block 100**: Water 3.2400, Sewer 12.4400
- **Block 500**: Water 3.4400, Sewer 13.3600
- **Block 2500**: Water 3.6500, Sewer 14.3900
- **Block 95999**: Water 3.9800, Sewer 15.3000

If payment is not made by the due date, an interest charge of 14% per annum will be assessed on the unpaid balance from the bill date until the payment is received. Charges in CCF, 100 Cubic Foot, Approximately 750 Gallons.

For questions regarding payments contact the Finance Department at (617) 349-4220.

For questions regarding meter readings, charge of address, final bills, and service calls contact the Water Department at (617) 349-4771.

Pay on-line at www.cambridgema.gov

NOTE: PLEASE SEND ON-LINE PA TO FINANCE 795 MASS AVE CAMBRIDGE 02139

WATER BILL IN MEMO. ALSO FOR MNU REPLACEMENT PROGRAM AND
FOR INDOOR AND OUTDOOR WATER CONSERVATION TIPS, PLEASE
SEE OUR WEBSITE AT HTTP://WWW.CAMBRIDGEMA.GOV/WATER

<X> Detach and return the portion below with your payment <X>

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**CAMBRIDGE WATER DEPT.**

250 Fresh Pond Parkway
Cambridge, MA 02138

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**WATER/SEWER BILL**

**REMIT PORTION**

Make checks payable to: City of Cambridge, 795 Mass. Ave., Finance Dept., Cambridge, MA 02138, or use the complimentary PO Box envelope provided. Please write bill # in the memo and enclose this bottom portion of the bill.

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Bill Date</th>
<th>Account Number</th>
<th>Parcel ID</th>
<th>Due Date</th>
<th>Total Due</th>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Amount Paid**

$ [redacted]

NSF Check Charge: $25.00 per account
Bill File Layout

Munis is used for A/R Billing.