



# City of Cambridge

## PURCHASING DEPARTMENT

**Elizabeth Unger**  
Purchasing Agent

**COLEEN CASELLA**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

**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**

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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 be 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.

  
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Elizabeth Unger  
Purchasing Agent

Addendum No. 1



**City of Cambridge**  
 David J. Kale, Treasure  
 Finance Department  
 795 Massachusetts Ave  
 Cambridge, MA 02139

# SAMPLE BILL

Answer #3

Answer #9

## WATER/SEWER BILL

Customer Copy  
 Keep this portion for your records

IS DUE 30 DAYS FROM BILL DATE

Customer			Service Address				Meter #		
Bill Number	Bill Date	Due Date	Account Number		Parcel ID	# of Units			
Description			Current Read Date	Previous Read Date	Current Meter Reading	Previous Meter Reading	Read Code*	Usage	Charge
SEWER WATER									
Previous Balance		Payments, Credits & Adjusts		Interest	Current Charges		Total Due		

Block	Water	Sewer
10	3.0200	11.7700
100	3.2400	12.4400
500	3.4400	13.3600
2500	3.6500	14.3900
99999	3.9600	15.3000

\* READ CODE:  
 A ACTUAL READ  
 E ESTIMATED READ  
 F FINAL READ  
 M MANUAL READ

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, change of address, final bills, and service calls contact the Water Department at (617) 349-4771.

Pay on-line at [www.cambridgema.gov](http://www.cambridgema.gov)

NOTE: PLEASE SEND ON-LINE PA TO FINANCE 795 MASS AVE CAMBRIDGE 02139  
 W/ACCT # IN MEMO. ALSO FOR MTU REPLACEMENT PROGRAM AND  
 FOR INDOOR AND OUTDOOR WATER CONSERVATION TIPS, PLEASE  
 SEE OUR WEBSITE AT [HTTP://WWW.CAMBRIDGEMA.GOV/WATER](http://WWW.CAMBRIDGEMA.GOV/WATER)

✂ Detach and return the portion below with your payment ✂

**CAMBRIDGE WATER DEPT.**  
 250 Fresh Pond Parkway  
 Cambridge, MA 02138

## WATER/SEWER BILL REMIT PORTION

Make checks payable to: City of Cambridge, 795 Mass. Ave., Finance Dept., Cambridge, MA 02139, or use the complimentary PO Box envelope provided. Please write bill # in the memo and enclose this bottom portion of the bill.

Bill Number	Bill Date	Account Number	Parcel ID	Due Date
Customer			Service Address	
				Total Due
				\$0.00
				Amount Paid
				\$

NSF Check Charge: \$25.00 per account

#10 Envelope

CAMBRIDGE WATER DEPT.  
250 Fresh Pond Parkway  
Cambridge, MA 02138

#10 Envelope



Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_



Postage  
Required  
Post Office will  
not deliver  
without proper  
postage.

TAX COLLECTOR  
CITY OF CAMBRIDGE  
PO BOX 399142  
CAMBRIDGE MA 02139-9142

#9 Envelope



#9 Envelope

#10 Envelope (without windows) for letter

City of Cambridge Finance Department  
City Hall  
795 Massachusetts Avenue  
Cambridge, MA 02139

? #10 + 4  
no windows  
no #10  
used for address

#10 ENV, without  
windows,  
used for w/s  
letter

```
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      <UTIL_ADDR2></UTIL_ADDR2>
      <UTIL_CTYSTZ>CAMBRIDGE, MA 02139</UTIL_CTYSTZ>
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      <CUST_ADDR2></CUST_ADDR2>
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      <CUST_ST>MA</CUST_ST>
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      <DUE_DATE_FMT>Jul 24, 2019</DUE_DATE_FMT>
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    </HEADER>
  </BILL>
</MUNIS_BILL_PRINT_EXPORT>
```

## Bill File Layout

Munis is used for A/R Billing.