This addendum is comprised of:

1. Bidders questions

The following questions were submitted and answered.

**Question No. 1**
Who is the current vendor providing these services and at what cost(s) is the City currently paying for these services?

**Answer No. 1**
Globe Direct, LLC, $33,153.12 for 1 year.

**Question No. 2**
Price Proposal: Can you please clarify the following:

a. Print Permit on #10 – is this in addition to the production of the #10 envelopes? Can the permit be printed at the time of the #10 envelope production?

b. Envelopes #10 and #9 return – are you looking for a total cost for the 3 different envelopes (#10 with window, #10 without window and #9)? The cost will most likely be different for a #10 with window and #10 without a window (volumes and spec are different). Can we separate these items out on the price sheet?

c. Maintenance of Printed Bill Disabled and Enabled account – please clarify what this entails.

**Answer No. 2**

a. This is in tandem with the production of the #10 envelopes. The permit belongs to the current vendor and when printed on the envelopes it alerts the post office that the mail is to be sent first class.

b. Yes, this would be the total cost of three different envelopes. Yes, you can separate the items on the price sheet.

c. Customers are allowed to opt out of receiving a paper bill in the mail and elect to receive an emailed notification/bill. The current vendor has the ability to maintain this list of customers, disable their accounts from receiving paper bills, and enable them to receive the emailed notification.
**Question No. 3**
The Bid document states the vendor must be responsible for proper placement of the MICR line on the bill. MICR code is typically used by the banking industry for checks. Is this accurate?

**Answer No. 3**
Yes, the MICR is like a bar code. When bills are returned with a check, both the bill and the check are scanned. The scanner, either the ones we use in our office or the ones at our lockbox processing center, needs to be able to read this MICR accurately to place the payment with the correct bill.

**Question No. 4**
How much did the City pay for postage in its latest utility statement mailing? How many envelopes did that include?

**Answer No. 4**
$1,706.68 for postage on the last bill. The printing included two cycles with a total of 1,247 invoices/envelopes respectively.

**Question No. 5**
Is the incumbent vendor eligible to bid on this contract again?

**Answer No. 5**
Yes

**Question No. 6**
Which area does the City have the greatest price concern: postage or printing?

**Answer No. 6**
One award will be made to the responsive and responsible bidder providing the lowest bid.

All other details remain the same.

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Elizabeth Unger
Purchasing Agent

Addendum No. 1