



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

UTILITY BILL PRINTING AND MAILING SERVICES RFP, ADDENDUM # 1

Date: March 31, 2020

The purpose of this Addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda shall remain in full force and effect. This Addendum is hereby made an integral part of the original Project Documents. The Proposer shall sign acknowledging they read and understand that this Addendum includes and incorporates the following changes or provides clarifications to questions submitted by potential Proposers.

1. Revised Proposal Submittal Process

NO proposals will be taken in person in response to the COVID-19 virus and efforts to protect City employees and the public. All proposal responses including all items listed in the Submittal Checklist should be submitted as one electronic .pdf copy to the following secure email repository: [**procurement@cityofalbany.net**](mailto:procurement@cityofalbany.net). Proposals will be considered time-stamped and received by the City when they are received in the email inbox listed above. To assure that your Response receives priority treatment, please mark the email subject line with the name of the Project: **Utility Bill Printing and Mailing Services**.

2. In light of the Covid-19 pandemic, is the City still requiring 6 hard copies of proposals? Many of the RFPs we are working on have changed to electronic copy only and we wanted to see if this might be a preference of the City's.

See answer above, Item 1.

3. The RFP calls for recycled paper. Does the City desire a change from standard paper stock to recycled?

This is negotiable.

4. As an alternative to recycled paper, we use paper materials sourced from responsible sources (Sustainable Forestry Initiative certified). Is that acceptable?

Yes.

5. 4.3 Scope of Work states that vendors must "Print, insert and mail all utility bills within twelve (12) hours after successful receipt of the billing data file from the City." Our standard print and mail turnaround time is 24-hours (next business day) from sample approval. Does the City desire a change from its current 24-hour turnaround to same-day delivery?

The current 24-hour turnaround time is acceptable.

6. Is the City planning a bill re-design? If so, is the City planning on re-designing its bill with Tyler Munis or with the successful vendor?

The City would like to retain both options. Munis has not been built out to the point where a decision can be made.

Contractor's Signature

Date

Company Name *(Please print)*