

ADDENDUM No. 1

ITB No. 4627

PRINTING, STUFFING AND MAILING OF UTILITY BILLS AND NEWSLETTERS

Bids Due: May 12, 2020 at 2:00 P.M. (Local Time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes nine (9) pages.**

Bidder is to acknowledge receipt of this Addendum No. 1, including all attachments (if any) in its Bid by so indicating on Page 7 of the Invitation to Bid Form. Bids submitted without acknowledgment of receipt of this addendum may be considered nonconforming.

The following forms provided within the ITB document should be included in submitted bids:

- Vendor Conflict of Interest Disclosure Form
- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance

Bids that fail to provide these forms listed above upon bid opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the Bid document which are outlined below are referenced to a page or Section in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Pages 11-12

As provided in ITB No. 4627 Bid Document:
Bid Form

As updated herein:
Bid Form

Comment: The intent with this change is to simply add "Bidders are welcome to provide supplemental pricing for related items or services not explicitly outlined above on extra pages as necessary." to allow bidders to provide pricing for alternatives to the specifications requested in the ITB Document.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the ITB. Bidders are directed to take note in their review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Under Specifications – Item 2-B; it is my understanding that we will be receiving water bill/solid waste bill files weekly for processing. For the Multiple Page Water Bills – will combining multiple bills be something that is done weekly as well?

Answer 1: The multiple page bills generally only occur in one quarter of the year but yes there will be a portion of water bills with multiple pages weekly for that one quarter.

Question 2: Under Specifications – Item 4-B; seeking clarification/confirmation that the specs for the 1,000 additional inserts would be the Full Color 4/4 Newsletters on 60# Stock.

Answer 2: No, the full color Newsletter is Item 3. Item 4B is asking for the cost if we wanted to do any additional ad-hoc inserts.

Question 3: Is this a new ITB or a re-compete? If a re-compete who is the incumbent, the contract number and total contract value?

Answer 3: ITB# 4627 is a re-issue/compete of ITB# 4374 issued in April 2015, awarded to SSS Printing with a \$20,000 purchase order. We have attached the bid form from ITB# 4374.

Question 4: The RFP mentions pre printed shells for the statements. With improvements to digital inkjet printing, it allows us to print the entire statements in real time. This allows any form changes to be made whenever the city sees fit, as opposed to having to either pay to recycle pre printed forms or wait until all backstock is used. Is the city open to not using preprinted forms?

Answer 4: Yes, however we still need preprinted forms for bills the City prints in-house. Please include all costs for digital inkjet printing as part of the Imaging costs in Items 2A and 2B on the bid form but also include any costs for the pre-printed forms on supplemental pricing sheets in a form of your choosing.

Question 5: Is the city open to a full window on the outbound envelopes? This would allow the delivery and return address to show through a single window, and be a less expensive option than your standard window envelope with a return address printed on it.

Answer 5: We would like to keep the standard window envelope with a return address printed on it.

Question 6: On the postage are we able to get postage before mailing or have a postage deposit on hand?

Answer 6: Yes

Question 7: Our paper is certified to the standards of the program for the Endorsement of Forest Certification (PEFC)*, and the Forest Stewardship Council (FSC)**. This ensures that the paper we use only comes from Sustainably Managed Forests. Sustainable Management means that forests are maintained in such a way that new trees are always planted after mature trees are harvested. The trees that are used for generating paper are often trees that could not be used for lumber and would have been used for wood chips or just left in the forest to decompose. This type of paper is less expensive than a specific percentage of post-consumer waste. Is this paper acceptable?

Answer 7: We would like to keep the 30% PCW as listed in the ITB Document.

Question 8: Can we get a scan or a physical example of your custom envelope?

Answer 8: Scans of 3 envelopes we use are included in Addendum 1.

Question 9: For your water and waste invoices you currently use custom stock. We have the ability to print color on demand with our inkjet printers which would reduce the price of this quote. We can create custom stock with our Xerox printers as well. Please let us know if you would like us to quote both options.

Answer 9: Yes, you can submit separate bid forms for each option if you would like. Please include all costs for on demand digital inkjet printing as part of the Imaging costs in Items 2A and 2B on the bid form without custom stock for those bills. However, since the City will still need custom stock for bills we print in-house please include any costs for that stock on supplemental pricing sheets in a form of your choosing.

Question 10: We would like to create a sample for you with both options. Would you be able to provide us with the Ann Arbor logo and water mark for these documents?

Answer 10: Thank you, we will request samples later as part of the selection process.

Question 11: Can you provide samples of your envelopes?

Answer 11: Yes, we have attached samples of 3 custom envelopes we use.

Question 12: Can we see the Current Bid Award in place today?

Answer 12: Yes, we have attached the awarded Bid Form from ITB# 4374.

Question 13: The specifications for the forms & envelopes call for 30% post-consumer waste fiber. Does paper from an SFI (Sustainable Forestry Initiative) certified paper mill suffice?

Answer 13: We would like to keep the 30% PCW as listed in the ITB Document.

Question 14: Is 24# Bond acceptable rather than 60# text?

Answer 14: We would like to keep the 60# text as listed in in the ITB Document.

Question 15: City of Ann Arbor Customer Service Center envelopes. Are these window envelopes?

Answer 15: No, Item IF Customer Service Center envelopes are not window envelopes.

Bidders are responsible for any conclusions that they may draw from the information contained in the Addendum.

BID FORM

VENDOR NAME: _____

Section 1 – Schedule of Prices

Base Bid: The Bidder must provide a complete base bid, comprised of the services specified in the attached spreadsheet.

Item	Description (Est. Quantity)	Cost per thousand	Cost per max amount
1A	Print Water Bill Stock (125,000)		
1B	Print Solid Waste Bill Stock (5,000)		
1C	Outgoing Envelopes (130,000)		
1D	Return Envelopes (Water/Solid Waste - 130,000)		
1E	Return Envelopes Airport (2000)		
1F	Non-Billing Envelopes (2000)		
1	Total Printing Costs		
Item	Description (Est. Quantity)	Cost per page	Cost per max amount
2A	Imaging and Mailing single page bills (85,000)		
2B	Imaging and Mailing multiple page bills (3000)		
2	Total Imaging and Mailing (pdf) Cost (Add 2A max amount + 2B max amount)		
Item	Description (Est. Quantity)	Cost per qtr (21,000)	Cost per max amount
3	Printing and Folding and Inserting of Newsletter (85,000)		
Total Yearly Bid (pdf) (Items 1+2+3)			

Item	Miscellaneous Expenses	Cost
4A	Cost per delivery/pickup	
4B	Cost per additional 1000 inserts	
5A	Postage Pre-Sort rate (cents/ounce)	
5B	Postage First Class rate (cents/ounce)	

Bidders are welcome to provide supplemental pricing for related items or services not explicitly outlined above on extra pages as necessary.

BID FORM

Section 2 – Subcontractors

For purposes of this contract, a subcontractor is anyone (other than the Contractor) who performs work (other than or in addition to the furnishing of materials, plans or equipment) at or about the construction site, directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor), but shall not include any individual who furnishes merely the individual's own personal labor or services.

For the work outlined in these documents the Bidder expects to engage the following major subcontractors to perform the work identified.

Subcontractor (Name and Address)

Work Amount

If the Bidder does not expect to engage any major subcontractors, the Bidder should complete the following statement:

For the work outlined in this request for bid, the bidder does NOT expect to engage any major subcontractor to perform work under the contract.

Signature of Authorized Representative of Bidder

REFERENCES: Please list at least three (3) entities for which you have done similar work:

Organization

Address

Contact Person

Telephone

1. _____

2. _____

3. _____

ITB# 4374 Bid Form for Answer 3 and 12

BID FORM

Section 1 – Schedule of Prices

Base Bid: The Bidder must provide a complete base bid, comprised of the services specified in the attached spreadsheet.

Item	Description	Cost per thousand	Cost per max amount
1A	Print Water Bill Stock (150,000)	\$ 27.75	\$ 4,162.50
1B	Print Solid Waste Bill Stock (5,000)	\$ 51.00	\$ 255.00
1C	Outgoing Envelopes (155,000)	\$ 19.44	\$ 2,916.00
1D	Return Envelopes (Water/Solid Waste - 155,000)	\$ 15.48	\$ 2,322.00
1E	Return Envelopes Airport (2000)	\$ 45.50	\$ 91.00
1F	Non-Billing Envelopes (2000)	\$ 60.00	\$ 120.00
1	Total Printing Costs		\$ 9,866.50
Item	Description	Cost per page	Cost per max amount
2A	Imaging and Mailing single page bills (pdf) (110,000)	.042	\$ 4,620.00
2B	Imaging and Mailing multiple page bills (pdf) (3000)	.042	\$ 126.00
2AB	Total Imaging and Mailing (pdf) Cost (Add 2A max amount + 2B max amount)		\$ 4,746.00
2C	Imaging and Mailing single page bills (data only) (105,000) (110,000)	.042	\$ 4,620.00
2D	Imaging and Mailing multiple page bills (data only) (3000)	.042	\$ 126.00
2CD	Total Imaging and Mailing (data only) Cost (Add 2C max amount + 2D max amount)		\$ 4,746.00
Item	Description	Cost per qtr (26,000)	Cost per max amount
3A	Printing and Folding of Newsletter (105,000)	\$ 704.62	\$ 2,818.50
	Total Yearly Bid (pdf) (Items 1+2AB+3A)		\$ 17,431.00
	Total Yearly Bid (data only) (Items 1+2CD+3A)		\$ 17,431.00

Item	Miscellaneous Expenses	Cost
4A	Cost per delivery/pickup	UPS rates
4B	Cost per additional 1000 inserts	\$ 29.35
5A	Postage Pre-Sort rate (cents/ounce)	\$.381 - .435 *
5B	Postage First Class rate (cents/ounce)	\$.48

* CASS certified: amount per piece depends on address file



PLACE
STAMP
HERE

**CITY OF ANN ARBOR
CUSTOMER SERVICE CENTER
PO BOX 8647
ANN ARBOR MI 48107-8647**





Postage
Required
Post Office will
not deliver
without proper
postage.



**ATTN: DEPT 77610
CITY OF ANN ARBOR TREASURER
PO BOX 77000
DETROIT MI 48277-0610**





City of Ann Arbor Customer Service
301 E. Huron St
P.O. Box 8647
Ann Arbor, MI 48107-8647

ADDRESS SERVICE REQUESTED

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE

PAID

CITY OF ANN ARBOR
CUSTOMER SERVICE

