

ADDENDUM # 1

From: Lena Butler, Purchasing Supervisor
To: All Proposers
Project: Bill Printing, Insertion, and Mailing Services
Date: October 17, 2018

This addendum is issued regarding questions received in response to the County’s Request for Proposals “Bill Printing, Insertion, and Mailing Services” and is hereby made a part of said Request for Proposals to the same extent as though it were originally therein.

1. Under 3.12 Specifications (paragraph 3)

___ Statements must be laser printed with options of multiple colors in order to color highlight key data and information as specified by the County [i.e., amount due]. (See Optional Additional Services/Capabilities.)

Is Inkjet printing an acceptable process for printing? **Prefer laser due to possible water damage in mail boxes.**

2. Under 3.13 – SERVICE/PRODUCT (paragraph 6)

Scanning of Abstracts

___ Receive, scan and submit all business and personal property abstracts that are mailed.

What is the key information utilized when scanning abstracts? **The entire document must be scanned and submitted back to us. The documents must be organized by account information for indexing. Images and envelopes must be retained by the company for a period of time and the company must be able to monitor postmarked items.**

If vendor is unable to provide scanning of abstracts does that disqualify them from submitting a Proposal? **A proposal may be submitted but it is a service we require to award the bid.**

3. How frequently do you need the vendor to conduct mailings? **Several times a year. Some years more than others.**

4. When will work begin under this contract? **Jan. 2019**

5. Who is your current vendor? **OSG SouthData**

6. Why are you going out for RFP? Has your existing contract expired, or are you outsourcing operations after printing and mailing in-house? **Current contract is up for renewal.**

7. What did you pay for postage in your latest mailing? How many envelopes did that include?
about 0.33 100,483
8. Would like to offer both paper and paperless statements to your customers? **No, just paper.**
9. Do you desire lower postage costs or lower printing costs? Or do you hope to reduce costs in both areas? **We are looking for the best pricing combined with the best service available.**
10. Do you seek the lowest price or the most qualified vendor? **We are seeking the most qualified vendor with the best price that can provide the best service.**
11. Is there a service not being provided to the you by your current vendor that you would like? If so, what would that service be? **Not at this time.**
12. Do you have a preference for local vendors? **No preference.**
13. If you prefer local vendors, why is that the case? **N/A**
14. Can you provide current pricing or pricing that won the previous contract? **0.1550 per/ includes 2 sheets front and back printing with multiple color options including return envelopes and perforated sheets. 0.35 per/ includes 2 sheets front and back printing with multiple color options including return envelopes for large/multiples and perforated sheets.**
15. Have you had problems previously with a vendor dispatching a mailing late? **No.**