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ADMINISTRATIVE SERVICES
PURCHASING DIVISION

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REQUEST FOR PROPOSAL

BID NO. 19-029

FOR

LASER PRINTING AND MAILING SERVICES OF UTILITY BILLING, BUSINESS LICENSE RENEWALS
AND DELINQUENT NOTICES FOR THE MUNICIPAL SERVICES DEPARTMENT FINANCE DIVISION

INFORMATIONAL ADDENDUM NO. 1

DATED ISSUED: July 9, 2019

1. **Why are you going out for re-bid? The same bid was awarded to SENDandLINK on 03/26/19?**
RFP 18-044, due to errors, the City of Turlock decided to reject all bids and begin the RFP 19-029.
2. **Would you award to an out of state vendor?**
We award to out of state and non-local vendors, it is at the discretion of our City Council.
3. **Do you require/prefer a local vendor?**
All bids will be reviewed equally.
4. **Please clarify number of copies to be returned. On page 2 it states one original and one copy, but on page 26 it states one original and two copies?**
One original and two copies.
5. **Please provide sample file, mapping documents and file layout.**
Addenda labeled "Billing File"
6. **What is the annual volume for the four sample envelopes (Samples Numbers 8, 9, 10 & 11)?**
Between 200,000 to 500,000 yearly.
7. **The Scope of Work section indicates the City will provide PDF files for processing utility bills. What file type will be provided for processing the business licenses?**
We currently provide .PDF for both business licenses and utilities.
8. **The "Unit Price Printing" columns of the pricing form (RFP page 20) appear to seek pricing based on "Non-Preprinted" forms (Option 1) and "Preprinted" forms (Option2), but also appear to indicate the type of files that will be provided by the City ("Variable Data / Mapping" for Option 1 and " .PDF File Transfer" for Option 2). Is there a relationship between the type of data being provided by the City and whether or not the forms are pre-printed?**
Option 1 is referring to data transfer (non-PDF) and Option 2 is for .PDF. Although we currently transfer both business licenses and utility billing using .PDF, we also have the capability to send a data transfer file.

9. **Should the cost of paper be added to the “Unit Price Printing” columns of the pricing form?**
Yes, and ink.
10. **Can you confirm that the non-window #10 sample for the finance mailings are for the business license renewal mail outs? Or are those just for internal adhoc mailings and you use the custom #10 sample provided?**
Just for other types of mailings and stock. We use the window envelopes for both utility billing and business license renewals.
11. **Would it be possible to see what you are currently paying for utility bill printing and processing and also see what your average postage rate is?**
Printing: \$0.063/each
Meter, seal, weigh, fold, up to 3 inserts, bar-code sort: \$0.0374 Postage 5-digit rate one ounce: \$0.383 Postage AADC rate: \$0.412 Postage mixed AACD rate: \$0.428 Postage single piece rate: \$0.50