



**Lisa Quiroga**  
PURCHASING COORDINATOR  
equiroga@turlock.ca.us

**ADMINISTRATIVE SERVICES**  
**PURCHASING DIVISION**

---

156 S. BROADWAY, SUITE 270 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5402 | FAX 209-668-5695

**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. 2**

**DATED ISSUED: July 10, 2019**

- 1. In section 1.5 under POSTAGE it mentions that “The cost for postage shall not be included” and then gives a requirement on how to achieve the best rate which is fine but under the cost sheet of Page 21 it asks for a postage price?**  
Actually, Mail Dist. US Post Ofc. Is for any sorting fees and or handling fees other than postage.
- 2. On the cost request pages of 20 and 21 it has separate lines for backers (backside printing). On the forms with the backer we might print that backer inline at the press so there would be no cost associated with the backer. Will it be ok for us to list those instances as “included” if that backer is included with the face printing?**  
Please list them as separate costs. You may include the cost savings as additional information if they can be combined during the print processing. The thought behind this separation is for stock purposes.
- 3. On Sample #1 it appears that all variable data is black with the exception of the amount “Due Immediately”. Can this be in black or is red required?**  
The print cost for black is less than half the cost of adding it in red so I want to make sure. We can do either. Red is required for those with carry over balances.
- 4. On the business license renewal and delinquent notices. Do those have any variable data printing on the front and back or do they all print the same but are hand filled out by the end user?**  
I’m assuming they do but the sample was blank so I’d like to confirm. We handle the printing the same as we do for the Utility Billing which is a .PDF. However, we are asking for pricing on both .PDF and variable data. The form itself would look just as the sample. The variable mapping would be for the “mailing address, business location, all date fields and business license number” fields. The rest of the form is to be filled out by the customer.
  - a. The Utility Bill Delinquency is more obvious that it does on the face but is static on the backer. All our backers are static at this time.
- 5. On envelopes #8 is it safe to assume that the monthly quantity on these is around 19,000?**  
It is a safe assumption, we usually round up to 20,000 for stock her at City Hall.

**6. What is the estimated monthly volume for the #9 and #10 finance envelopes and where are they inserted?**

They are not usually inserted or folded, they are the envelopes we stuff into and we run 200,000 – 500,000 yearly. On the #11 Business License return envelopes, the quantity on those will be about 5000 semi-annually as in the licenses. This is also a safe assumption.

**7. Which envelopes are the outgoing for the #11 business licenses?**

Sample #9

**8. Are you supplying the City Newsletter mention in 1.6 b) or are we to print those?**

We typically supply the newsletter. These are generally full color ink or black ink with colored paper on #24 paper stock, machine folded and ready for insert.

Administrative Services Purchasing Division, City Hall  
156 S. Broadway, Suite 270  
Turlock, CA 95380-5454  
(209) 668-5402 • Fax (209) 668-5695  
Email: [equiroga@turlock.ca.us](mailto:equiroga@turlock.ca.us)