



ADDENDUM NO. 3

Updated: February 11, 2020

Reference: City of Billings Request for Proposal for Public Works Utility and Miscellaneous Billing Statement Printing and Mailing Services

Closing 2/21/20, 5:00pm Local Time

Prospective bidders have submitted the following question or requests for information. A response to each question and/or documentation providing the requested data is contained or attached herein and is provided for informational purposes only.

Section 3

3.1

Inquiries and Responses:

Question or Data Reference	Response or Documentation
Are the current Public Works Utility bills utilizing a double window envelope with no printing on them?	All bills are currently using a double window envelope. There is no additional printing requested by the City.
Are the current Public Works Utility bills utilizing a single window envelope with 2 color printing on them?	The single window envelope printing is currently all black.
Are there ever multi page utility bills in your current mailings? If so, can you please provide page break counts?	There are no multi-page utility bills in current mailings.
Would the City of Billings consider a re-design layout of the miscellaneous statements (500) and the customized letters (2000) on the letterhead sample used so that these can use the same envelope inventory as the Public Works Utility Bills?	We are not able to redesign the layout of the miscellaneous statements or letters as they are specific style sheets within the software vendors billing system. However, the PDF letter file and miscellaneous bill file header, including logo, can be updated to fit standard materials provided by the winning proposer. Additionally, the return address and date can be covered and/or masked and replaced to fit the #10 envelope windows.
Are you looking to find the most cost effective design layout & envelope(s) solution?	We are not looking to change our design layout.



<p>Paper being a commodity, is there an allowance for Paper Mill imposed cost increases.</p>	<p>No. If you need to adjust costs based on the fluctuation of commodity prices, please provide this in the proposal.</p>
<p>Postage Escrow accounts are customary as USPS is a separate government entity. USPS does not accept mail without funding postage dollars. Would the City of Billings be willing to provide one mailing of postage funding and hold a revolving monthly escrow account? With this postage would always be covered from mailing to mailing.</p>	<p>Yes.</p>
<p>Would the City of Billings be willing to incur interest on postage funding loan from time of mailing to invoice payment if at least a minimum of funding was not held in escrow?</p>	<p>N/A. Please see previous question.</p>