



MANATEE COUNTY FLORIDA

August 6, 2009

TO: All Proposers

SUBJECT:

Request For Proposal (RFP) #09-2176FL
Generation and Mailing of Utility Bills and Notices

ADDENDUM #1

The following items are issued to add to, modify and clarify the Request For Proposal document. Proposals are to be submitted on the specified time and date due, in conformance with the additions and revision listed herein.

1. Responses to the following questions:

- a. Are the #10 window envelopes standard size?

A scan copy of the standard #10 envelope was provided in the RFP. Additionally, the County will consider other proposed envelopes as proposed.

- b. The paper used for your statements ... is this 20 bond?

The current paper used for the statement is 24 lb. MOCR laser bond paper for our in-house processing. Proposers should be making their recommendations for processing.

- c. Will out of state Proposer's be considered based on the additional days required for mailings back to Manatee County?

Yes.

- d. Is it possible to get a small sample of the data in the format that it will be presented to the vendor?

No, we currently do not send data to a third party. The data file format will be discussed during negotiations with the selected proposed.

Financial Management Department – Purchasing Division
1112 Manatee Avenue West, Bradenton, FL 34205
PHONE: 941.749.3042 FAX: 941.749.3034
www.mymanatee.org

e. Is the window on the #10 and #9 a standard position window?

A scan copy of the standard #10 envelope was provided in the RFP. There is no #9 window envelope.

f. Various utility ads that will be printed on the back of the #10 windows, do they change monthly/quarterly?

Utility ads are changed as new envelopes are printed.

g. Is the printing currently performed in-house?

Yes.

h. Are you running composition software to generate the bills?

Group 1 DOC1 Software

i. What CIS platform is running today?

Banner Indus 3.02.

j. Will Manatee County be providing any stock for printing bills?

No.

k. Do you provide the insert stock?

No.

l. You are sending out 106,000 monthly water utility bills but only 8,000 BRE (return envelopes) is that correct?

No. Should be 80,000 per month

m. Is there an initiative for EBPP would it be in the scope of services for this RFP?

There are no estimates available at this time.

n. On page 13 under Materials please explain the second to last sentence regarding E-Statement presentation?

Vendor will need to provide bill images to County for County to present to customer via E-Statement.

o. Can you please define which type of watermark you require?

Watermark is printed on the bill at the time the paper is printed.

- p. Page 14, "The reverse side of the envelope will contain various artworks and advertising pertaining to the Utilities Department". Is there more than one version?

The Utilities Department has the ability to change the artwork and information provided to the public, based information the Department feels is necessary. There is only one current version. Department would submit artwork and notify vendor of artwork changes, as they arise. Artwork would only be changed when additional envelopes were printed.

- q. Please verify quantities for monthly and annual amounts on Sample A and C?

Sample A is correct. Sample C should be 80,000 estimated per month.

- r. RFP states "CD Rom Archival & Retrieval shall be required as part of the E Statement presentation. This should include two copies of the CD. Are you looking for PDF's of bill statements for the entire month on CD's? Two copies?

Yes, two complete copies of the bill statement on CD.

- s. Will the Sample B envelopes advertising on the back change or remain the same for one year? If it will change, how often?

See item p.

- t. What type of outer envelope will be used for Construction notices?

#10 window envelopes.

- u. Do all outer single window envelopes have the same location of the window? Same size? What is the size?

Yes. Yes. See RFP sample.

- v. Page 12 under Scope of Service, the quantity for the #9 return envelopes for the utility bill states 8,000 is this correct?

No, should read 80,000.

- w. Item N, 2009 Insert? Message Schedule, will the County be providing the inserts and we just include them with the bills and notices,

Inserts will be required on an as required basis throughout the year.

- x. Page 13, Materials it states that CD-Rom Archival & Retrieval shall be required as part of the E-Statement presentation. This should include 2 copies of the CD?

Two copies of the E-Statement file will be required.

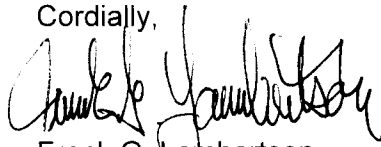
y. May the Notary Requirement be met by an out of state Notary?

Yes.

2. No additional questions will be considered after the issuance of this Addendum.

Proposals are to be prepared as instructed in this Request For Proposals and shall be received at Manatee County Purchasing Office, 1112 Manatee Avenue West, Bradenton, Florida, FL 34205 until **4:00 P.M., Tuesday, August 18, 2009.**

Cordially,

A handwritten signature in black ink, appearing to read "Frank G. Lambertson". The signature is written in a cursive, somewhat stylized script.

Frank G. Lambertson
Contracts Negotiator