

EMERALD COAST UTILITIES AUTHORITY
BID 2016 03
RFP UTILITY BILLS & DELINQUENT NOTICE OUTSOURCING
November 17, 2015

ADDENDUM NUMBER 3

Prospective Bidders:

This addendum is issued to clarify questions received about this request for proposal and impart final information regarding the close of the question and answer period.

1. Is there anything that goes on the back of the page? If so, is it pre-printed and you can you provide a color scanned copy of the back, if applicable?

Response: With this addendum, a copy of the back of the utility bill will be attached as a separate item.

2. Does the Customer Newsletter change on a monthly or quarterly basis?

Response: It changes monthly with the bills that we mail monthly. It changes quarterly on the sanitation bills that we mail quarterly.

3. The Envelopes (OME and BRE), is the ECUA printed in color or black and white?

Response: There is no printing on the envelopes. They are strictly window envelopes and all information is printed on the bill in color and that is what shows thru the windows.

4. We want to confirm that we should quote the print as follows:

1. Print on plain white paper with perf - no pre-printed stock
2. Print on both sides of a page (front and back)
3. Print with color

Response: That is correct.

5. Based on reading the RFP and addendums, it appears your current provider uses pre-printed paper (front and back) and prints B/W on the front only but you want to change to the process in bullet #3, correct?

Response: The current vendor prints color on the front and B/W on the back. This is what we still want.

Note: Close of business November 20, 2015 will signal the end of the question and answer session for this bid.

Regards,

Amy Williamson, CPPB, FCCM
Senior Purchasing Agent