

EMERALD COAST UTILITIES AUTHORITY  
BID 2016 03  
RFP UTILITY BILLS & DELINQUENT NOTICE OUTSOURCING  
November 19, 2015

ADDENDUM NUMBER 4

Prospective Bidders:

This addendum is issued to correct the description found within the Bill Processing section of the proposal page.

**1. Correction to proposal page:**

Bill processing

3) Paper Supplies

- |                               |                  |
|-------------------------------|------------------|
| a) Statement paper (126,000)  | \$_____ per unit |
| b) Envelopes (126,000)        | \$_____ per unit |
| c) Return Envelopes (119,000) | \$_____ per unit |

Notes for calculation: Paper supplies use 8.5 X 11" blank #20 paper with perforation 3.67" from bottom, one sided. ~~Envelope is a standard #10 single window envelope with pre-printed return address.~~ Return envelope is a standard #9 single window envelope. Please remember that 7,000 accounts are bank drafted and do not have a return envelope.

**Replace language that has been stricken with the following:**

Envelope is a standard #10 double window envelope.

Regards,

Amy Williamson, CPPB, FCCM  
Senior Purchasing Agent