

Addendum No. 1 to IFB#19-06



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding IFB#19-06
Title: Printing and Mailing of Water Bills

From: Prajkta Waditwar, Construction Procurement Manager

Date: 7/25/2018

Re: Answers some questions and modifies the bid package and quality requirements.

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Please acknowledge receipt of this Addendum by signing below and including this form in your bid package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions are Answered below:

Q1. One of the Certifications in Section 2.4 states “1. Bidder must provide recommendation from a general mail facility in Massachusetts.” I am trying to understand what you mean by a ‘general mail facility’. Is this an appeal to mail your statements from a post office in Massachusetts?

Answer:

Section 2.4, clause 1. Bidder must provide a recommendation from a general mail facility in Massachusetts.

is changed to

Bidder must provide the documentation which indicates that the bidder is a Certified DMU (Detached mail unit) and / or bidder’s processing is accepted at USPS BMEU (Business Mail Entry Unit).

Q2. Is the back of the printed water bills (text, etc.) the exact same for all of water bills across all districts? Is there any variable data on the back of the water bills?

Answer: The back of the water bills contain the exact information regardless of districts.

Q3. Is the variable data on the water bills in the same location for each district and mailing?

Answer: The variable data is in the same location for all districts.

Q4. Do the mailings go pre-sort standard or pre-sort 1st class?

Answer: Pre-sorted first class.

Q5. Which billing platform is used by the City of Somerville?

Answer: The City of Somerville uses MUNIS billing platform.

Q6. Does the pricing include insert fee?

Answer: Yes. An average of 3 inserts is expected per year.

Q7. Section 2.9 mentions that “Any bills will be printed with an OCR scan line which must be approved by the City of Somerville’s chosen bank for size and replacement during the sampling period. The Scan line must be printed in OCR-B format. There can be no fold in the area reserved for the OCR reading.”

Which is the chosen bank for the City of Somerville?

Answer: Century Bank.

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Modifications to IFB#19-06 are given below:

1. Section 2.4, clause 1. Bidder must provide a recommendation from a general mail facility in Massachusetts.

is changed to

Bidder must provide the documentation which indicates that the bidder is a Certified DMU (Detached mail unit) and / or bidder's processing is accepted at USPS BMEU (Business Mail Entry Unit).

2. Section 2.6 Postage

The City of Somerville will pay for applicable postage based on official USPS forms, which are to be submitted with invoices.

is updated as

The City of Somerville will pay for applicable postage (**pre-sorted first class**) based on official USPS forms, which are to be submitted with invoices.

3. Section 2.10 Envelopes

The vendor will supply the envelopes for mailing out the Water Bills. Envelopes will be window envelopes with the pre-printed return address for the City of Somerville.

is updated as

The vendor will supply the envelopes for mailing out the Water Bills (#10 envelopes). Envelopes will be window envelopes with the pre-printed return address for the City of Somerville and return envelopes (#9 envelopes) will be pre-printed with the information on the front and back – Refer Exhibit A for the samples of the front and backs of the current bills and envelopes.

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Minimum Quality Requirements (No. 1) are updated based on the clarification given for question 1 and the updates in section 2.4 clause 1.

Updated Minimum Quality Requirements are as follows: (Please include the new quality requirement form in your bid package to avoid the bid disqualification.)

Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed bid.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1 through 7, or a failure to respond to any of the following minimum standards, will result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	Can you provide the documentation which indicates that the bidder is a Certified DMU (Detached mail unit) and / or bidder's processing is accepted at USPS BMEU (Business Mail Entry Unit)?		
2.	Can you print and mail water bills within two weeks of receiving data from the Water Department?		
3.	Are you in the business of printing and mailing bills for at least 5 years?		
4.	Have you provided similar services for at least 2 similarly sized municipalities?		
5.	Can you supply all forms and envelopes printed on recycled paper?		
6.	Do you meet all the requirements mentioned in the Scope of Work?		
7.	Do you meet the certifications as detailed in the specifications?		
8.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1 through 7 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

Collector of Taxes
City of Somerville
PO Box 197
Somerville, MA 02143-0197



John Houghton
7414 S Mascotte St
Tampa FL 33616-2826



02143-0197

Exhibit A

RETURN SERVICE
REQUESTED

PRESORTED
FIRST CLASS



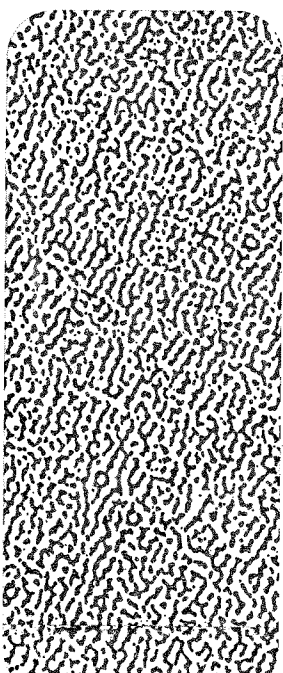
US POSTAGE
\$00.37
JUN 27 2018
ZIP 02865
21 6088867

FROM _____

CHECK HERE IF THIS IS A NEW ADDRESS



POST OFFICE
WILL NOT
DELIVER
WITHOUT
POSTAGE



PLEASE DON'T

1. Fold your check or money order.
2. Staple or paperclip contents.
3. Enclose cash or correspondence.

PLEASE DO

1. Sign your check or money order.
2. Write your account number on your check.
3. Enclose payment and remittance stub.
4. Please be sure that remittance address shows in envelope window.

City of Somerville Water and Sewer Volumetric Rate Charges

FY18 Residential Rate and Tier Structure				
Volumetric Charges (\$/100 cubic feet)				
<i>100 cubic feet = 748 gallons</i>				
Tier	Usage in units of 100 cubic feet	Water	Sewer	Combined
1	0-13	\$4.14	\$7.81	\$11.95
2	14-67	\$5.97	\$9.97	\$15.94
3	68-133	\$6.26	\$10.45	\$16.71
4	134-Over	\$6.50	\$10.82	\$17.32

FY18 Commercial Rate and Tier Structure				
Volumetric Charges (\$/100 cubic feet)				
<i>100 cubic feet = 748 gallons</i>				
Tier	Usage in units of 100 cubic feet	Water	Sewer	Combined
1	0-10	\$4.14	\$7.81	\$11.95
2	11-100	\$5.97	\$9.97	\$15.94
3	101-200	\$6.26	\$10.45	\$16.71
4	Over 200	\$6.50	\$10.82	\$17.32

To access your account information and monitor your water usage the City Somerville has a customer portal. Please visit <https://soma.aquahawk.us>, to create a free user account to use the free Aquahawk portal.

For billing inquiries, address changes and sale of property information please contact us at 617-625-6600 x. 5850 or send us an email to water@somervillema.gov.