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ADMINISTRATIVE SERVICES
PURCHASING DIVISION

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REQUEST FOR PROPOSAL

BID NO. 18-044

FOR

**LASER PRINTING AND MAILING SERVICES OF UTILITY BILLING, BUSINESS LICENSE RENEWALS
AND DELINQUENT NOTICES FOR THE MUNICIPAL SERVICES DEPARTMENT FINANCE DIVISION**

INFORMATIONAL ADDENDUM NO. 3

DATED ISSUED: February 5, 2019

- 1. When the City of Turlock last went to bid for this work in 2015, the City provided all the envelopes for the work as they were a separate bid process. Can you confirm whether or not that is still the case?**
We provide the envelopes and they are by awarded bid.
- 2. On the same topic, can you clarify exactly what is to be included in the ‘monthly rate’ on the bid sheet on page 18 of the RFP? Are responding vendors providing pricing for all data processing, printing, paper, and both outgoing and remit envelopes? Or just the processing, printing, and paper?**
I would be most interested in pricing for printing, paper, stuffing, mailing and costs associated with additional inserts. Since we do a separate bid for printing our envelope stock you can give it if you like but it is not necessary for this bid.
- 3. You also list the City Newsletter as one of the 3 inserts for each mailing. Is this newsletter to be provided to the vendor, or SUPPLIED by the vendor?**
We provide the insert/newsletter by awarded bid.
- 4. Again, on the same topic, in the City of Turlock’s last RFP for this work in 2015, the vendor was expected to pick up the inserts from the City location at no cost to the City. Is this still the case?**
We now ship inserts directly to the chosen vendor. Specific on-site insurance would be required to those who want to pick up here at City Hall, so we’ve gotten out of that practice.
- 5. The RFP, on page 18, asks if the responding vendor has a City of Turlock business license. Local business licenses can be obtained by a winning vendor after winning your business, but there really is no reason for the vendor to have this license unless they are your current vendor. Is it necessary to hold a Business License in order to RESPOND to this RFP? Is the selection of the winning vendor affected at all by whether or not the responder has a current license?**
The winner of this bid will be required to obtain their business license, no preference will be given to those who have a license since it is not required to have one at the time of this bid.

6. Is this a mandated RFP due to your previous contract expiring?

Our previous contract expires at the end of March and therefore we require a new bid process to begin a new contract.