



Lisa Quiroga
PURCHASING COORDINATOR
equiroga@turlock.ca.us

ADMINISTRATIVE SERVICES
PURCHASING DIVISION

156 S. BROADWAY, SUITE 270 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5402 | FAX 209-668-5695

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. 5

DATED ISSUED: February 8, 2019

1. Under the scope of work, would you provide PDF samples of all forms and envelopes?

We send the file (or upload) in PDF form as shown in the Addendums.

2. Is any of the variable data to be printed in color?

Since we send the file in PDF format, there is no variable data. The forms are in color.

3. Please provide a sample of the data file, data file layout, and mapping document for the three forms: business license, bills, and delinquency notices.

We send the file in PDF format so there is not data file to format for mapping and they are attached to one of the addendums for the RFP.

4. Please provide the specifications for the barcodes that are printed on the forms.

The barcodes are transmitted along with the PDF file, so again, no mapping or coordinating.

5. Are permit imprint envelopes acceptable?

I'm not aware of what a permit imprint envelope is. However, our envelopes are provided by us through its own bid process.

6. On page 6, under pickup and delivery costs, does this indicate that you require a local vendor? What items are picked up/delivered?

We have had vendors who are not local and we deliver any necessary documents/inserts/envelopes to you, unless you are local and have a charge for picking them up.

7. Will the inserts be produced by the contractor?

Inserts are delivered and provided by us through its own bid process.

8. Who is the current contractor?

Presort of Stockton (see also the addendum with 2015 bid results).

9. Are out of state contractors required to obtain any local or state business licenses?

Awarded vendor will be required to start and maintain a business license upon acceptance of the contract with the City of Turlock.

Administrative Services Purchasing Division, City Hall
156 S. Broadway, Suite 270
Turlock, CA 95380-5454
(209) 668-5402 • Fax (209) 668-5695
Email: equiroga@turlock.ca.us