



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

UTILITY BILL PRINTING AND MAILING SERVICES RFP, ADDENDUM # 2

Date: April 6, 2020

The purpose of this Addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda shall remain in full force and effect. This Addendum is hereby made an integral part of the original Project Documents. The Proposer shall sign acknowledging they read and understand that this Addendum includes and incorporates the following changes or provides clarifications to questions submitted by potential Proposers.

- 1. Can you please provide a sample copy of the billing notice or provide specs of the bill (one or two-sided, number of colors on each side, etc.)? And if there is a late/final notice, specs for that as well?**

We are amid implementing a new utility billing system. The City does not yet have specs for the final bill.

- 2. Do we need to provide a sample of our contract to go along with yours? Is there a general preference to use the City's over the vendor's?**

The City's contract is required. Proposer's contract will be considered when not in conflict with the City's contract.

- 3. Is providing our internal employees hourly rates of pay a "must provide" requirement of this RFP?**

This is not a firm requirement but is highly recommended.

- 4. What time does the City upload and approve your files?**

Varies throughout the day dependent upon workload.

- 5. Customer to receive bill no later than 2 days after receipt of bill data file. Is this a firm time frame?**

No later than 72 hours.

Contractor's Signature

Date

Company Name *(Please print)*