Date: April 9, 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. **Who is processing your printing and mailing of the bills now?**

InfoSend.

2. **Do you send all 20,000 bills at the same time and once a month? Or in smaller batches weekly or bi-weekly? How many late notices do you send per month?**

Billings go out in smaller batches, typically weekly. Approximately 1,900-2,000 late notices per month.

3. **Could you include an image of your current bill, late bill and your envelope?**

Image attachments have been provided for the bill and envelope. See items 6 and 7.

4. **How should the Fee Proposal be submitted since it cannot be submitted in a separate envelope?**

Submit a separate pdf file for the technical proposal and a separate pdf for the fee proposal within preferably one email. Additional emails may be sent to provide all required information.

5. **Is there a size limit on the attachments submitted with the email response?**

The total size limit for each email response(s) must be less than 20 MB. Be mindful of the resolution and size of photos or graphics within your submittals.

6. **Does City acknowledge Proposal receipt?**

There will be an automated response generated back to the sender letting them know "Proposal has been received by the City." If you do not receive a notification, contact Diane Murzynski at diane.murzynski@cityofalbany.net.

_____   _____
Contractor's Signature   Date

_____
Company Name *(Please print)*