

Request for Proposals Addendum No. 2
City of Port Orchard
Utility Bill Print, Insert, and Mail Services

Date of Issue: September 8

Response Date: September 14, 2021

Notice To All Planholders:

Addendum No. 2 contains the following answers to questions pertaining to the Request for Proposal (RFP) for Utility Bill Print, Insert, and Mail Services. It shall be attached to the RFP and shall be taken into consideration by the Bidders in submitting their bids. All conditions and provisions not affected by this addendum shall remain unchanged. Failure to do so may subject the Bidder to disqualification of their bid.

- 1) Does the vendor need to be in the state of Washington?
 - a. The city has no local preference requirement. Preference will be given to vendors who can meet the expectation of delivery to customers within 1-2 days. This preference is based on the time sensitivity of delinquent notices.
- 2) Can you confirm if custom envelopes are a requirement?
 - a. At this time the City is requiring the #10 envelope to have one window and be custom printed.
- 3) The form for submitting pricing "Attachment B- Pricing Schedule" has been revised to correct an error, all bidders must submit on the updated submittal form (see attached).