

Request for Proposals Addendum No. 1  
City of Port Orchard  
Utility Bill Print, Insert, and Mail Services

**Date of Issue:** September 2, 2021  
**Response Date:** September 14, 2021

**Notice To All Planholders:**





Addendum No. 1 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) What is the term of agreement?
  - a. The initial term of agreement for Utility Bill Print, Insert, and Mail Services, if awarded, shall be a minimum of three (3) years, commencing on or about November 1, 2021. The term of this agreement may, if mutually agreed upon in writing, be extended in one (1) year increments for a total of five (5) additional years, provided written notice of each extension is given to the proposer at least thirty (30) days prior to the expiration date of such term or extension. In the event funding approval is not obtained by the City, this agreement shall become null and void effective the date of the renewal. During extension periods, all terms and conditions of the agreement shall remain in effect.
- 2) What data system does the City of Port Orchard currently use?
  - a. Tyler Incode 10
- 3) Who currently has the contract?
  - a. The Master's Touch
- 4) Is there issues with the current vendor or is this a periodic request for proposals?
  - a. This is a periodic RFP
- 5) Can the #10 envelopes have two windows, one for the sender as well and the customer rather than only the customer address window?
  - a. No
- 6) Can the perforated billing paper stock have the reverse side of the billing statement pre-printed to avoid duplex printing from the PDF?
  - a. Yes
- 7) What program does the City use to transfer the PDFs from?
  - a. Currently the City uses WeTransfer, but we are flexible with use of other platforms.
- 8) Can the City also provide data instead of PDFs?
  - a. The City prefers to send PDFs rather than sending data.

- 9) Do the past due statements receive a backer?  
 a. No

10) What are the process colors in the city logo?



				
CMYK	Port: 76 C 20 Y	Orchard: 79 C 52 Y	Wave Green: 36 C 7 M 94 Y 1 K	Wave Aqua: 57 C
RGB	Port: 0 R 160 G 219 B	Orchard: 61 R 117 G 186 B	Wave Green: 173 R 195 G 64 B	Wave Aqua: 82 R 202 G 245 B
PANTONE	Port: PMS 2995U	Orchard: PMS 300U	Wave Green: PMS 397U	Wave Aqua: PMS 305U