



# REQUEST FOR PROPOSALS

**Printing and Mailing of Bills, Statements and Notices**  
**RFP #2010-3167-0211**  
**November 18, 2009**

**City of Newport News, Dept. of Purchasing**  
**2400 Washington Avenue, 4<sup>th</sup> Floor, City Hall**  
**Newport News, VA 23607**

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[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

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## ADDENDUM 2

Vendor questions and City Responses and additional information are listed on the following pages of this addendum.

The City may not address any additional technical questions after publication of this addendum.

This Addendum should be completed and included in your proposal response. Your attention is directed to the revised pricing section.

A Word document of the original solicitation document is posted on the Purchasing website. It is provided as a convenience only to responding offerors, but because it is editable it shall not be considered an official document. The original copy of this solicitation and all addenda to the solicitation maintained in the Purchasing office, in the bid/proposal file folder, shall be considered the official documents.

The submittal deadline is rescheduled as noted below.

**Proposals Due: December 18, 2009, at Close of Business**

**Contract Officer:** \_\_\_\_\_  
Greg Smith, CPPB, Business Analyst; (757) 926-8035

**\*AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL ARE REQUESTED\***

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the services requested and certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email address \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Are actual samples available, and can they be sent to us?

Response: Samples are available for REVIEW in the Purchasing Department Office; however we are unable to distribute them to individual vendors.

2. Is current pricing for the products available for review?

Response: Included in this addendum are copies of invoices for all work done in FY'09 (July 2008 through June 2009).

3. The pricing spreadsheet states current format and 8.5 x 11 format. Is there a specification sheet that list the current format sizes along with the envelope specifications?

Response: The statement "as currently configured" should not have been included; it was a carry-over from five years ago. The forms were reconfigured to 8.5 x 11 under the prior contract. Envelope specifications may be determined by the offeror by reviewing samples available in the Purchasing office.

4. Are all of the inserts 8.5 X 11 trifold and 1/1?

Response: No.

5. Page 24 – what format do we use to provide the additional information or should our price in the Pricing Sheet contain all of these costs?

Response: The revised pricing sheet included in this Addendum should be used to provide pricing. You may supplement your proposal with additional information.

6. I am seeking the current pricing structure for the Printing and Mailing of Bills, Statements and Notices. I understand that this information is available to the public.

Response: Included in this addendum are copies of invoices for all work done in FY'09 (July 2008 through June 2009).

7. Could you send me a sample data set in an excel file as currently configured?

Response: No test data is available; live data can not be provided due to confidentiality requirements of citizen information. Sample format was provided in Addendum #1.

8. Is it possible to get scanned samples of documents and envelopes?

Response: No. Samples are available for REVIEW in the Purchasing Department Office; however we are unable to distribute them to individual vendors.

9. Do you have published specifications for each package, or do you rely on the potential bidders to develop specifications based upon sample review?

Response: We do not have published specifications for each package; samples are available for review in the Purchasing office for offerors to determine the specification of each item.

10. Are the samples available tomorrow for review?

Response: Samples are now available for REVIEW in the Purchasing Department Office.

11. Can you email me the specific specs for printing of these notices? Sizes, types of paper, # of parts per form, # of colors per form, etc.

Response: No. Samples are available for REVIEW in the Purchasing Department Office.

12. We've been looking online for the current contract (2005-45457) pricing or bid tabulation, and we're not finding it. Is it possible for us to get a copy of that information?

Response: As with this solicitation, we are seeking proposals, as opposed to bids, therefore there is no "bid tabulation". Included in this Addendum are all FY'09 invoices related to the current contract. Those invoices show current pricing and quantities for the period.

13. Number 5: Provide a monthly manifest showing details of total number of notices printed and mailed with the total monies charged for postage and services. Is this a historical question, or does it imply will we provide that in the future of doing business?

Response: Included in this Addendum are all FY'09 invoices related to the current contract. Those invoices show current pricing and quantities for the period.

14. Request for samples.

Response: Samples are available for REVIEW in the Purchasing Department Office; however we are unable to distribute them to individual vendors.

15. Pages 22 and 23 requests price based on the current format and 8.5 x 11 format. What is the current format?

Response: The statement "as currently configured" should not have been included; it was a carry-over from five years ago. The forms were reconfigured to 8.5 x 11 under the prior contract.

16. Per pages 22 and 23, when you request per piece pricing for "Offeror's Services", please confirm you want components such as paper, generic #9 and generic #10 security envelopes also included in that price.

Response: This Addendum revises the pricing proposal format (see next page). The pricing proposals should include paper and envelopes and all other associated costs.

17. You request we quote per the samples provided – but with black and white PDF I can't tell if you want them quoted Duplex, or Simplex multi-page, or using highlight color. This is especially important on COR6 as you've provided a total of 12 optional pages.

Most of the COR documents are double sided and use the highlight color blue. COR 6 is a basic form, that has multiple versions of data that populates the same form. It is a double sided form with blue highlight color. Sample is available in the Purchasing office.

18. You request pricing as currently formatted, as well as by using 8.5 x 11. The documents are currently formatted at 8.5 x 11

Response: The statement "as currently configured" should not have been included; it was a carry-over from five years ago. The forms were reconfigured to 8.5 x 11 under the prior contract.

19. Are actual hard copy samples available in the procurement office for all items listed on pages 22 & 23, including envelopes, bill samples and inserts?

Response: Yes, they are available for REVIEW, but cannot be distributed to individual firms.

**Pricing**

Do not provide pricing on the original Pricing Sheet found on pages 22 and 23 of the original RFP document. Instead, review itemized descriptions and quantities from last year's invoices, and respond to each of the following.

Although the RFP process allows for negotiation of all contract terms, your pricing proposal should be competitive so as not to eliminate your proposal from further consideration. Prior to contract award, the City will negotiate final contract pricing, with the expectation that all prices will be firm for the initial term of the contract; and with a pre-determined methodology for determining price adjustments for subsequent contract terms.

1. What price would be charged by you for the December mailing for the Commissioner of Revenue?  
(Reference Invoice 200812119).

\$ \_\_\_\_\_ In the space below, provide a detailed itemization of all charges.

2. What price would be charged by you for the new “COR 7” mailing for the Commissioner of Revenue?

COR 7 – This is a new mailing. The details are not yet finalized but we anticipate this mailing to be once a year, in January. The mailing will be 13 pages (12 forms + 1 insert) and will include 12 return envelopes (same as envelope sample marked “COR 4, 5, 7 Return Envelope”, with the purple bar). We are expecting the package to be mailed in a large envelope, possible a 10 x 13. None of the forms should require folding. Quantity: 10,000.

\$ \_\_\_\_\_ In the space below, provide a detailed itemization of all charges.

3. What price would be charged by you for the April mailing for the Treasurer?  
(Review Invoice #200904031)

\$ \_\_\_\_\_

In the space below, provide a detailed itemization of all charges.

Sample Documents:

Samples are available for REVIEW in the Purchasing Department Office; however we are unable to distribute samples to individual vendors. The estimated quantities and the mail dates are included in the listing below.

Treasurer's Office Samples

1. Personal Property Tax Bills (110,000 – 150,000; April and October)
  - a. Single Vehicle sample
  - b. Multi Vehicle sample (two sheets)
2. NO SAMPLE AVAILABLE – Personal Property Tax Bill supplement (Same as #1 above, but with the word “Supplement” (50 – 2,000; Monthly)
3. Real Estate/Stormwater Management Bills (15,000 – 25,000; April and October)
4. Real Estate Tax Bills (same as #3 above) (10 – 500; as needed)
5. Stormwater Management Fees (2,000 – 5,000; April and October)
6. Delinquent Tax Bills (30,000 – 50,000; June and December)
  - a. “PP” single
  - b. “PP” multi (two sheets)
  - c. “PP” Real Estate
  - d. “PP” Stromwater
7. Outgoing window envelope for Treasurer
8. Return window envelope for Treasurer
9. Large outgoing window envelope for Treasurer
10. Large return window envelope for Treasurer

Other Proposed Forms; samples are not available

1. Animal License Registrations (5,000 – 10,000; October)
2. Delinquent Tax Bills (3<sup>rd</sup> Notice) (20,000 – 40,000; Beginning of July/January)
3. Delinquent Tax Bills (3<sup>rd</sup> notice) (1,000 – 3,000; Monthly)

Commissioner of the Revenue Samples

1. COR 1 Personal Property Returns (140,000 – 170,000; December)
2. COR 2 personal Property Returns Supplemental (2,000 – 5,000; Monthly)
3. COR 3 Tangible Property Returns (5,000 – 20,000; December)
4. COR 4 Tangible Property Returns (two sheets) (5,000 – 20,000; December)
5. COR 5 Tangible Property Returns (two sheets) (500 – 1,000; December)
6. COR 6 Business License Applications (four sheets) (8,000 – 16,000; December)
7. COR 7 Business Related Tax Vouchers (two sheets) (5,000 – 15,000; December)
8. Outgoing window envelope for Commissioner of the Revenue (used for COR 1 through COR 6)
9. Window Return Envelope, yellow bar, for COR 2
10. Printed Return Envelope, yellow bar, for COR 3
11. Printed Return Envelope, purple bar, for COR 4, 5 and 7
12. Printed Return Envelope, green bar, for COR 6

Quantities: Estimated quantities are listed above. Precise quantities that will be required are not known. Nothing herein shall bind the City to contract for specific quantities of work.

Historical Pricing: Pricing for City contracts is public information. Included as an appendix to this addendum are copies of invoices for all work done in FY'09 (July 2008 through June 2009).

**Notice to All Firms:** This solicitation is a Request For Proposals (an “RFP”) as opposed to an Invitation For Bids (an “IFB”). Factors in addition to price, as outlined in the RFP, shall be considered in determining award.

**\*\* End of Addendum #2 \*\***