



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Lauren Rowley, Purchasing Manager
DATE: **March 3, 2025**
SUBJECT: **Addendum #02** – P25000518: Printing, Sorting & Mailing of Tax/Water Bills

This addendum has been issued to address the following Q&A:

Q1.) Can we provide mailing services from our out of town location?

A1.) Yes

Q2.) Does the vendor need to provide postage and then be reimbursed by the City?

A2.) No, we will send postage funds quarterly.

Q3.) What is the anticipated Notice of Award date for this proposal?

A3.) Based on the need for review and council approval, between April and May.

Q4.) What is the anticipated date of first production/when services will be needed?

A4.) July 1, 2025

Q5.) What utility software is being used?

A5.) BS&A

Q6.) Who is the current provider for these services, and when does their contract expire?

A6.) Lasercom is currently contracted until June 30, 2025.

Q7.) Does the city currently issue electronic billing notices?

A7.) The City currently issues paper and paperless. Paperless is issued via Invoice Cloud.

Q8.) The RFP states an electronic and hard copy proposal to be submitted. Can vendors do one or the other?

A8.) For your proposal to be fully compliant and qualifying, you must submit BOTH the electronic copy (to the email address provided in the RFP) as well as submit the hard copies via hand delivery or postal mail as specified in the RFP guidelines.

Q9.) Are insurance and bonds required for this proposal?

A9.) Bonds are not required for the specific proposal, but we do need your company's Certificate of Insurance provided, as well as the related work/references being requested in the RFP.

Q10.) Are billing files PDF?

A10.) (shutoff notices) are PDF files.

Q11.) Is the city open to alternative options for their formatting/sizing of documents?

A11.) Yes, but examples with specified dimensions/colors/typesetting would need to be provided for reference and approved by the City prior to production.

Q12.) For Tax Bills, are these printed in black ink on white stock? If not, what are the specs.

A12.) Tax bills are printed on white paper but the fonts are printed in a full page color with black text. The backs are not colored and are in black text.



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Q13.) For the tax bill envelopes, do you have samples/specs that can be provided?

A13.) Currently, they are mailed in #10 windowed envelopes with Customer Service's return address and "IMPORTANT TAX BILL ENCLOSED" on the front of the envelope. We do not include return envelopes.

Q14.) For the Water Bill Postcards, Are these printed in color ink on white paper?

A14.) Water bills are printed in green and black ink for Residential accounts, and blue and black ink for Commercial accounts. They are all printed on white postcard paper.

Q15.) For the Shutoff Notices, are these printed on black ink, one-sided on white stock?

A15.) Shutoff notices are one-sided, printed on white paper, in black and red ink. (Envelopes are #10 windowed with Customer Service's Return Address on them)

Q16.) What is the approximate specification of the perforation?

A16.) Winter Tax bill is approx. 3.66" from the bottom. The Water Bill perf. Is approx.. 1.75" from the bottom. The Summer Bill perf. Is approx. 3.66" from the bottom left side, and the right is at 3.66" ANMD 7.33" splitting the page into thirds. (Please see previously provided sample referenced in Addendum #01)

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Purchasing Manager, Lauren Rowley, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you,

Lauren Rowley, Purchasing Manager