

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, Virginia 24504  
Telephone No.: (434) 455-3970  
Fax No.: (434) 845-0711

**Addendum No. 2 for Invitation for Bids**

Data Processing, Printing, Folding, Inserting, Mailing of Specified Bills and Processing Bulk Mail for the  
City of Lynchburg

**2017-018**

Date: 10/18/2016  
From: Tomek Kruszec, Buyer  
RE: Addendum No. 2

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This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Bidder shall indicate receipt of this Addendum and all previously issued Addenda on the Bid Form.

1. **Is the current price paid for these services public information and can it be shared.**
  - a. **The bid forms from the previous bid has been attached to this addendum.**
2. **Would the City of Lynchburg separate the 276,000 Monthly Water bills from the other mailings and services as a separate bid?**
  - a. **No. The City does not want to separate any of the services on separate bids.**
3. **What is the goal of same day metering? Will next day metering be considered as an option? Is next day metering considered having an adverse effect on mail delivery?**
  - a. **The City of Lynchburg would like to have same day metering at this point in time. Next day metering will not be considered.**
4. **Are sample files available for each type of mailing described in the Bid?**
  - a. **Sample files are provided in the link below this addendum.**

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

BID FORM - Routine Services

Item	Type/Form Name	Description	Approx. Qty.	Per Piece Price	Annual Price
1	Daily Bulk Mail	Outgoing mail pick up at: City Hall and Social Services Approximately 700 pieces daily times 253 days.	177100	\$ .415	\$ 73,496. <sup>50</sup>
2	File By Exception Form	Approximately 36,000 pieces annually.	36,000	\$ .518	\$ 18,648. <sup>00</sup>
3	Return of Tangible Personal Property and Machinery Tools Form	Approximately 2,500 pieces annually.	2,500	\$ .518	\$ 1,295. <sup>00</sup>
4	Return of Tangible Business Property, Machinery, Tools and Vehicle License Application	Approximately 2,500 pieces annually.	2,500	\$ .518	\$ 1,295. <sup>00</sup>
5	Personal Property Tax Bills	Approximately 36,000 each in April and October.	72,000	\$ .525	\$ 37,800. <sup>00</sup>
6	Personal Property Tax Supplemental Bills	Approximately 7,500 pieces at 2 mailings per year.	15,000	\$ .525	\$ 7,875. <sup>00</sup>
7	Real Estate Tax Bills:	Approximately 63,000 pieces annually.	63,000	\$ .51	\$ 32,130. <sup>00</sup>
8	Delinquent Real Estate Tax Notice (Dunning Notice)	Approximately 2,700 pieces annually.	2,700	\$ .507	\$ 1,368. <sup>90</sup>
9	Monthly Water Bills	One (1) to four (4) pieces of insert mail (requiring no folding) may be periodically inserted. Approximately 22,804 pieces monthly times 12 months.	273,650	\$ .51	\$ 139,561. <sup>50</sup>
10	Business License	Approximately 4,500 pieces annually.	4,500	\$ .655	\$ 2,947. <sup>50</sup>
11	Monthly Miscellaneous Invoices	Approximately 400 pieces monthly times 12 months.	4,800	\$ .605	\$ 2,904. <sup>00</sup>
12	Annual trash disposal decal renewal notice	Approximately 7,400 pieces annually.	7,400	\$ .518	\$ 3,833. <sup>00</sup>
13	Real Estate Notices	Approximately 25,000 pieces biennially.	25,000	\$ .505	\$ 12,625. <sup>00</sup>
14	Annual trash disposal decals	8-1/2 x 14, peel off full sheet label, tri fold, left third is multi color with City logo in the background on white with black lettering. Approximately 7,350 decals annually.	7,350	\$ .655	\$ 4,814. <sup>25</sup>
15	Meals, Lodging and Amusement Tax Coupon/Payment Books	3 books, 12 pages each, approximately 8-1/2 x 3 -3/4, stapled 3/8" from edge, perforated 1-3/4 from stapled edge, front cover has two (2) windows. Approximately 400 books annually.	400	\$ 2.79	\$ 1116. <sup>00</sup>

Items 1 through 13 shall include formatting, printing, folding, inserting with #9 envelope into a #10 envelope and postage.

Item 14 shall include formatting, printing, folding and postage (city will provide label stock).

Item 15 shall include formatting, printing, cutting to size, assembly, stapling, inserting into envelope and postage.

**BID FORM - As Needed Services**

Item	Type/Form Name	Description	Price Break Quote		
			1-500	501-1000	1001+
1	Special Mailings	Letter size: Printing, folding, inserting	\$65. <sup>00</sup> /min	\$85. <sup>00</sup> /min	\$125. <sup>00</sup> /min
2	Special Mailings	Letter size: Postage	\$ .39	\$ .39	\$ .39
3	Special Mailings	Postcards	\$50. <sup>00</sup> /min	\$50. <sup>00</sup> /min	\$35. <sup>50</sup> /min
4	Daily Presort	Pick up mail at 2 locations	NC	NC	NC
5	Daily Presort	Postage affixed (Letters - 1 ounce)	\$ .39	\$ .39	\$ .39
6	Daily Presort	Meter Letters	\$ .01	\$ .01	\$ .01
7	Daily Presort	Letters, Processing (Sort & Barcode)	\$ .015	\$ .015	\$ .015
8	Daily Presort	Pay up for rejected mail	\$ .05	\$ .05	\$ .05
9	Daily Presort	Meter Flats (Actual postage)	\$ .08	\$ .08	\$ .08
10	Daily Presort	Process certified mail	\$1. <sup>00</sup>	\$ .50	\$ .25
11	Daily Presort	Process registered mail	\$1. <sup>00</sup>	\$ .50	\$ .25
12	Daily Presort	Sort and Barcode	\$ .015	\$ .015	\$ .015
13	Daily Presort	Postage (1oz)	\$ .39	\$ .39	\$ .39
14	Letter shop Services	Format file for inkjet	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M
15	Letter shop Services	Presort	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M
16	Letter shop Services	CASS Certify	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M	\$25. <sup>00</sup> /M
17	Letter shop Services	Data Conversion	\$15. <sup>00</sup>	\$15. <sup>00</sup>	\$15. <sup>00</sup>
18	Letter shop Services	Inkjet, Sort and Tray	\$50. <sup>00</sup>	\$50. <sup>00</sup>	\$40. <sup>00</sup> /M
19	Letter shop Services	Job Setup	\$25. <sup>00</sup>	\$25. <sup>00</sup>	\$25. <sup>00</sup>
20	Letter shop Services	USPS Delivery	\$15. <sup>00</sup>	\$15. <sup>00</sup>	\$15. <sup>00</sup>
21	Letter shop Services	Folding (Hand) 8.5 x 11	\$50. <sup>00</sup> /min	\$50. <sup>00</sup> /min	\$45. <sup>00</sup> /M OR \$50. <sup>00</sup> /min
22	Letter shop Services	Folding (machine) 8.5 x 11	\$25. <sup>00</sup> /min	\$25. <sup>00</sup> /min	\$10. <sup>00</sup> /M OR \$25. <sup>00</sup> /min
23	Letter shop Services	Sealing Only (#10)	\$25. <sup>00</sup> /min	\$25. <sup>00</sup> /min	\$5. <sup>00</sup> /M OR \$25. <sup>00</sup> /min
24	Letter shop Services	Inserting (Hand) 1 piece	\$50. <sup>00</sup> /min	\$50. <sup>00</sup> /min	\$45. <sup>00</sup> /M OR \$50. <sup>00</sup> /min
25	Letter shop Services	Each additional piece	\$20. <sup>00</sup> /min	\$20. <sup>00</sup> /min	\$20. <sup>00</sup> /M
26	Letter shop Services	Inserting (Machine) 1 piece	\$25. <sup>00</sup> /min	\$25. <sup>00</sup> /min	\$15. <sup>00</sup> /M OR \$25. <sup>00</sup> /min
27	Letter shop Services	Each additional piece	\$5. <sup>00</sup> /M	\$5. <sup>00</sup> /M	\$5. <sup>00</sup> /M
28	Letter shop Services	Collating	\$75. <sup>00</sup> /min	\$75. <sup>00</sup> /min	\$45. <sup>00</sup> /M OR \$75. <sup>00</sup> /min
29	Letter shop Services	Bursting	\$25. <sup>00</sup> /min	\$25. <sup>00</sup> /min	\$10. <sup>00</sup> /M OR \$25. <sup>00</sup> /min
30	Letter shop Services	Hand labeling	\$50. <sup>00</sup> /min	\$50. <sup>00</sup> /min	\$30. <sup>00</sup> /M OR \$50. <sup>00</sup> /min
31	Letter shop Services	Metering	\$25. <sup>00</sup> /min	\$25. <sup>00</sup> /min	\$15. <sup>00</sup> /M OR \$25. <sup>00</sup> /min
32	Letter shop Services	Inventory Storage - per skid	NC	NC	NC
33	Letter shop Services	Perforated Paper (case)	\$33.50	\$33.50	\$33.50
34	Letter shop Services	Double window #10 envelopes	\$ .019	\$ .019	\$ .019
35	Letter shop Services	Single window #9 envelopes	\$ .017	\$ .017	\$ .017
36	Letter shop Services	Copy per image B&W	\$ .05	\$ .045	\$ .04

Type/Form Name

Description

Price Break Quote

**BID FORM - As Needed Services**

Item	Type/Form Name	Description	Price Break Quote		
			1-500	501-1000	1001+
37	Letter shop Services	Copy per image Color	1-500	501-1000	1001+
38	Letter shop Services	20 lb pastel paper	1-500	501-1000	1001+
39	Letter shop Services	24 lb white paper			
40	Letter shop Services	Cutting	\$ .0112	\$ .0105	\$ .010
41	Bill and Notice Generation	Initial setup (per bill or notice)	\$ 25 <sup>th</sup> min	\$ 25 <sup>th</sup> min	\$ 25 <sup>th</sup> min
42	Bill and Notice Generation	Data processing to include presorting, formatting, laser printing (simplex), inserting, metering.	\$ 250 <sup>th</sup> min	\$ 250 <sup>th</sup> min	\$ 250 <sup>th</sup> min
43	Bill and Notice Generation	Print back side of form	\$ .105	\$ .105	\$ .105
44	Bill and Notice Generation	Additional cost for single highlight color per image	\$ .015	\$ .015	\$ .015
45	Bill and Notice Generation	Additional images (multi-page, including paper)	\$ .01	\$ .01	\$ .01
46	Bill and Notice Generation	Forms pricing to include (#10 DLW, 1c/black, #9 SRW regular 1 c/black, blank 8-1/2 x 11 perforated stock)	\$ .065	\$ .065	\$ .065
47	Bill and Notice Generation	Inserts	\$ .045	\$ .045	\$ .045
48	Bill and Notice Generation	Create PDF files	\$ .02695	\$ .02695	\$ .02695
49	Bill and Notice Generation	Selective insert setup	\$ 65. <sup>th</sup>	\$ 65. <sup>th</sup>	\$ 65. <sup>th</sup>
50	Bill and Notice Generation	NCOA/LACS updating	\$ 50. <sup>th</sup>	\$ 50. <sup>th</sup>	\$ 50. <sup>th</sup>
<b>TOTAL</b>			\$ .20	\$ .20	\$ .20

State the number of days lead time required to complete as needed jobs

2	2	3
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**Service Level Requirements:**

**High Level Issues: Resolution required in no more than four (4) hours (Hourly status updates are required until all issues are resolved)**

- Correction of printed bills that do not pass quality control review.
- Failure of automated processes to complete in the normal specified time.
- Turn around of address correction files.
- New forms that do not have hard coded values in them except of pure text.

**Medium Level Issues: Resolution required in the time agreed upon by the City and Vendor**

- New form request are scheduled for development and delivered with the highest degree of quality assurance testing.
- New forms have automated processes developed as needed.
- Change request to existing forms are scheduled for development and delivered.