

DATE: April 17, 2014

BID #: WS 40-14

ADDENDUM NO. 2

TO THE BID DOCUMENTS:

Utility Bill Printing, inserting, Mailing & Customer Bill Design Services
Okaloosa County Water and Sewer System
Okaloosa County, Florida

To All Document Holders:

The following changes, additions, and or deletions are hereby made a part of the Bidding Documents for the **Utility Bill Printing, Inserting, Mailing & Customer Bill Design Services, BID #: WS 40-14** as fully and completely as if the same were fully set forth therein:

BID DOCUMENTS

- 1) BID DATE CHANGE
 - a. Page 2. At 3:00 p.m. (local time), ~~April 23, 2014~~, April 30, 2014, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and "**Bid on Utility Bill Printing, Inserting, Mailing & Custom Bill Design Services** to be opened at 3:00 p.m., ~~April 23, 2014~~ April 30, 2014". The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.
- 2) INSERTS PRINTED BY VENDOR CHANGE
 - a. Page 5. From time to time, the vendor will be sent a digital form to be printed either as an 8 ½ x 11 duplex or an 8 ½ x 11 simplex in black and white, fold, insert into an envelope with the statement and mail. The bid sheet has been updated to reflect the insert change.
- 3) PDF RENDER/CREATE AND STORAGE CLARIFICATION
 - a. Page 5 & 29. OCWS would like a cost for the rendering/creating a PDF image of the statements. Additional clarification has been added to the bid sheet.
 - b. Page 5 & 29. OCWS would like the cost for the vendor storing the PDF images of the statements for a minimum of (90) days. Additional clarification has been added to the bid sheet.
- 4) PRINT RESOLUTION CHANGE
 - a. Page 6. Print billing statements on paper stock with minimum ~~600 x 600~~ 300 x 300 dpi resolution.
- 5) POSTAGE REIMBURSEMENT CLARIFICATION
 - a. Page 6. OCWS shall reimburse the vendor the exact amount of postage that is paid to the USPS each month. The vendor shall attach the USPS receipt each month to the monthly bill for reimbursement.

- 6) BID BOND DELETION
 - a. Page 17. No Bid Bond will be required for this service.
- 7) AUTOMOTIVE INSURANCE DELETION
 - a. Page 23. The section on Business Automobile and Public Liability Insurance is stricken from the bid.
- 8) STATEMENTS PREPRINTED OR NOT ADDITION
 - a. The front of the utility statements can have canned data fields preprinted in blue onto the paper before the data from the (13) spool files is added or the canned data can be printed in blue on the paper at the same time as the (13) spool files data is being printed. Please notate which method you are using.
- 9) VARIABLE COLOR RED ADDITION
 - a. The statements will need predefined field to be able to print in black or red, such as amount due.
- 10) POSTAGE ESCROW ADDITION
 - a. OCWS will provide the vendor with a \$25,000 postage escrow amount for the term of the contract. Upon termination of the contract, the postage escrow will be refunded to OCWS. The postage escrow amount of \$25,000 has been reflected on the bid sheet.
- 11) GENERATOR ADDITION
 - a. Please list if you have a backup generator in order to print the bills and the size of the generator. Also state if the generator is of a sufficient size to perform the functions needed to print the bills.

All potential vendors shall acknowledge receipt and acceptance of Addendum No. 1 in the Proposal or by submitting the executed Addendum to Okaloosa County Water & Sewer prior to Proposal Submittal.

Okaloosa County Water & Sewer

//Signed//
Valerie Broxson

Receipt acknowledged and conditions agreed to this

_____ day of _____, 2014

BIDDER

By

END OF ADDENDUM NO. 2