

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

October 14, 2014

BID NUMBER: T5QG8410
TITLE: Disaster Recovery Insurance for Mailing Services
DEPARTMENT: REVENUE DEPARTMENT-WATER REVENUE COLLECTIONS DIVISION
DATE TO OPEN: October 15, 2014 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Please see the following questions received from prospective bidders and the responses from Procurement:

- 1. Is the per day request for pick up 5 days or 7 days per week, if picked up on Friday, is Saturday the next day or the following Monday the next day? Where would BTC pick up from the city?**

Answer – The Revenue Department is a six days a week operating facility, Monday – Saturday. Pick up will be on the Purchase Order. In the event that the Revenue Department is not operational, the Disaster Recovery Vendor may have to pick up materials (Bills/Notices) from the Office of Innovation and Technology Print Rooms at 1234 Market Street and the Municipal Services Building Basement. Envelope stock may have to be delivered by envelope vendor to the Disaster Recovery Vendor.

- 2. All items are supplied printed, metered, and BTC folds and stuffs?**

Answer – If the Mail Center is unable to operate, the vendor would have to fold, perforate, insert and meter the Water Bills, Tax Bill, and L & I Code Enforcement Violation Notices (daily). Other mailings such as the DA's Office Notices, Finance Bills & Notices and Parking Violation Notices need to be folded and inserted and metered (daily).

- 3. Are the outside envelopes, the envelope everything goes into, #10 window envelopes?**

Answer – “Primary or Outside” envelopes are Size #10 envelopes. “Secondary or Return Envelopes” are Size #9.

- 4. The bills are supplied printed, do they come on pre-perforated stock or is BTC responsible for perforating?**

Answer - Currently all bills need to be perforated.

5. **Postal delivery should go to a main SCF post office, is this correct?**

Answer – Postal Delivery should be made to the 7500 Lindberg Blvd. Processing Facility.

6. **Is there a general count on the average number of "stuffers" in the envelopes, not counting the bill, and return envelopes?**

Answer – The count can vary. Some bills can have 2 to 3 inserts/stuffers and a return or secondary envelope.

7. **To quote the unit price of each item, is that asking for a per 100 count price, it is a bit confusing?**

Answer – The City is requesting a price per 100.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.


L. C. Henderson, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LCH/bws