



**Request for Proposal
#22-44**

Utility Bill Print & Mail Services

ADDENDUM No. 1

June 27, 2022

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date to all who are known to have received a complete Request for Proposal. Each respondent must acknowledge receipt of any addenda by indicating in its submission. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submission to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No.1 is attached and consists of a total of two (2) pages including this cover sheet.

Please contact purchasing at purchasing@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist



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#22-44**

Utility Bill Print & Mail Services

ADDENDUM No. 1

June 27, 2022

This addendum forms a part of the Bid Documents for RFP #22-44 and modifies these documents. This addendum consists of the following:

1. **Question:** Why is the City going out for RFP?

Answer: The City of Evanston outsources its utility bill print and mail services. The existing contract expires December 31, 2022.

2. **Question:** If outsourced previously, who was the prior vendor?

Answer: Sebis Direct, Inc.

3. **Question:** Is the City open to managing postage via an escrow account with the vendor, rather than reimbursement after the fact?

Answer: Yes

4. **Question:** In the Cost Forms, what does "Print E-billing statement" mean? Does this mean providing a PDF back to the City or sending an email to the customer?

Answer: A pdf copy of each e-bill back to the City for upload into our payment vendor. The pdf would be an exact duplicate if the bill were to be mailed out.

Note: Acknowledgment of this Addendum is required in the Submittal.