



**Request for Proposal  
#22-44**

**Utility Bill Print & Mail Services**

**ADDENDUM No. 2**

**July 20, 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.2 is attached and consists of a total of three (3) pages including this cover sheet.

Please contact purchasing at [purchasing@cityofevanston.org](mailto:purchasing@cityofevanston.org) with any further questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist



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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:** How many colors are on each side of the bill?

**Answer:** Black and blue on white paper both sides

2. **Question:** Will the city consider using a window return envelope instead of the non-window return envelope that is currently being used?

**Answer:** No, we have experienced customers not getting the stub the correct way in a window envelope which resulted in the payment being sent back to customer

3. **Question:** Pricing item #9, what are the insert specifications for this? Size, number of colors, one or two sided?

**Answer:** 8 ½ x 11 black and/or blue on white paper both or one sides folded; 6 ¾ x 3 ½ black, color on one or both sides.

4. **Question:** On the backside of the outgoing envelope, is the messaging/artwork printed black ink or full color?

**Answer:** Black ink

5. **Question:** Is there a backer on the past due and shut off notices?

**Answer:** The back is the same as the original bill.



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6. **Question:** How many colors are on each side of the past due and shut off notices?

**Answer:** Two (black and blue on white paper).

7. **Question:** Is a proposal bond required? If so, what are the specifications and requirements?

**Answer:** No proposal bond is required for RFP 22-44.

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