



## RFP #FY23-RFP-24

### Charlotte Water Bill Inserts Printing Services

#### Addendum #2

May 12, 2023

It is necessary to acknowledge receipt of this Addendum on Required Form 2, Addenda Receipt Confirmation, within the Request for Proposals (RFP).

#### Proposal Due Date Change

**The Proposal Due Date and Mailed Sample Inserts Submission Due Date has been extended to Friday, May 19, 2023.** The Proposal Due Date and Mailed Sample Inserts Submission Due Date has been changed from 2:00 p.m. EST on Tuesday, May 16, 2023 to 2:00 p.m. EST on Friday, May 19, 2023.

#### Addendum #1 Correction

A correction is being made to the below response provided in Addendum #1.

RFP REFERENCE	VENDOR QUESTION	CITY RESPONSE
SECTION 3.3.2, OVERRUNS	Any remaining inserts shall be mailed to the respective department. KUBRA charges extra to recycle or return overruns. Would KUBRA bill the individual departments for the returns of overruns, or should we calculate the cost into our proposal?	No overruns should be sent to KUBRA.

The corrected response is below and hereby replaced and incorporated as part of this Addendum #2.

RFP REFERENCE	VENDOR QUESTION	CITY RESPONSE
SECTION 3.3.2, OVERRUNS	Any remaining inserts shall be mailed to the respective department. KUBRA charges extra to recycle or return overruns. Would KUBRA bill the individual departments for the returns of overruns, or should we calculate the cost into our proposal?	Please follow KUBRA's recommendation included in the Overage Section of Exhibit B, Mail House Facility Insert Guidelines, which states "We recommend 3% overage to account for shipping damage, production wastage and possible volume fluctuations." If this 3% is not needed by KUBRA, then KUBRA will recycle the overage. This additional 3% provided to KUBRA to account for shipping damage, production wastage and possible volume fluctuations does not constitute overruns as referenced in Section 3.3.2, Overruns.

Please note the following questions concerning the above-referenced RFP.

<b>RFP REFERENCE</b>	<b>VENDOR QUESTION</b>	<b>CITY RESPONSE</b>
SECTION 3.1, GENERAL SCOPE, AND SECTION 3.3, SPECIFICATIONS	Are any inserts required to be mailed to the various organizations shown in Section 3.2.2, who may request a monthly bill insert, when the inserts are mailed to KUBRA, for instance Charlotte Water, Charlotte-Mecklenburg Storm Water Services, or another City of Charlotte or Mecklenburg County department.	Yes. In addition to the quantity which would be required to be mailed to KUBRA monthly, an additional 100 inserts should be mailed at the same time to each organization who requested a bill insert for that month. 100 additional inserts which that specific organization requested should be mailed to that organization at the same time as the mailing to KUBRA. For example, if Charlotte Water requests 210,000 specific inserts be mailed to KUBRA, 100 additional inserts of the that specifically requested insert should be mailed to Charlotte Water as well. If Charlotte-Mecklenburg Storm Water Services also requests to include 210,000 specific inserts be included in that month's Charlotte Water bill, then 100 additional inserts of the specific insert they requested should be mailed to Charlotte-Mecklenburg Storm Water Services. These organizations' mailing addresses will be provided to the awarded Company when the organization provides the print-ready artwork to the Company on the tenth (10 <sup>th</sup> ) of each month. All mailing addresses should be within Mecklenburg County North Carolina.
SECTION 3.2.2	If additional various organizations shown in Section 3.2.2 request a bill insert for a specific month, will each organization potentially require an estimated 210,000-230,000 inserts for that month to be mailed to KUBRA.	Yes. Charlotte Water bills may include up to three bill inserts total from various organizations, one (1) from Charlotte Water, one (1) from Charlotte-Mecklenburg Storm Water Services, and one (1) guest insert from other City of Charlotte or Mecklenburg County departments as approved by Charlotte Water. Each potential bill insert requested would be for the same estimated quantity of 210,000-230,000. For example, if Charlotte Water, Charlotte-Mecklenburg Storm Water Services, and Mecklenburg County all requested a bill insert for a particular month at a quantity of 210,000 of each insert, then a total quantity of 630,000 inserts will be mailed to KUBRA, which will include 210,000 each of the three different inserts requested.
REQUIRED FORM 5, ENVIRONMENTAL PURCHASING RESPONSE	What specific unit of measurement is required for the section regarding energy consumption? In the Energy Efficiency Section, we may not be Energy Star compliant, but is there a specific statute/section of the US FEMP program that you have in mind? If we are not compliant on these two Sections (Energy Consumption and Energy Efficiency), are we completely non-compliant, and will not be considered for Contract award?	All proposals will be considered for Contract award. For Required Form 5, Environmental Purchasing Response, Charlotte Water is not requiring any specific level of detail. This Form is included for proposers to include any information on how they pursue environmental sustainability related to energy and it is recommended that vendors answer or comment on the Sections to the best of their ability and if applicable. If a Section is not applicable to a proposer or a proposer's proposal then it can be left blank.
EXHIBIT C, PRINT READY FILES – BILL INSERTS	The artwork for package #1 bill insert is fine, but the package #2 bill insert still does not have a proper bleed. Page 1 of the insert has no bleed at all and page 2	Please provide a printed sample for every Paper Stock Option that you are providing a unit price for using only Print Ready Files – Bill Inserts Package 1. Package 2 should now not be used and a sample of the artwork included in Package 2 is not required.

	doesn't have a bleed built on the right side of the document.	
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**End of Addendum #2**