



KITSAP COUNTY
Request for Proposal 2022-126

Addendum No. 1

Purchasing Department
619 Division St., 4th Floor
Port Orchard, WA 98366
Phone: 360.337.4788
Email:
purchasing@co.kitsap.wa.us

TO: All Respondents

FROM: Glen McNeill

CLOSING DATE: **June 16, 2022, at 2:00PM**

REF NO.: 2022-123

DATE: May 25, 2022

The purpose of this addendum is to modify the Contract Documents for the referenced project. This addendum shall become a part of these Contract Documents. Bidder shall acknowledge receipt on the Bid Form (page 7).

Questions:

1: What is the due date for this? The RFP just states June TBD.

A: June 16, 2022, at 2:00 PM

2: Can I see a sample of your current statement?

A: Attached to this addendum

3: Who is the current vendor for this work?

A: Peregrine Services Inc.

4: What is the current pricing for this contract?


A: Current service includes the bi-monthly billing option. We are invoiced about \$7,400 for a two-month cycle (\$3,700 per month). There is a variance because of the changing number of bills that they send out.

5: Can we see a sample of the bill for reference?

A: Attached to this addendum

6: The pricing page is asking for an 'estimate for 128,074 copies. Could you please clarify what that means, and provide a breakdown of what that number is inclusive of? 13,600 monthly mail pieces x 12 = 163,200 mail pieces/year. Not sure if we're missing something?

A: I am not sure where that number is from, we do have customers that are not billed, which is why we need a pdf file of the invoices. I would use 163200 mail pieces as your estimate

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number. Please ignore the 128,074 copies

7: Once a vendor is selected, is there an expected go live date?

A: This will depend on final contract negotiations but as soon as possible.

8: What necessitated going out to RFP for these services? Is this a mandated process or are you experiencing

service issues with your current solution?

A: This is a mandated process.

9: Can the bottom tear-off stub be 3.5" high instead of the 3.25" in your spec? This is a stock size form we inventory for many customers and will reduce costs vs a custom form. The OCR line on this 3.5" x 8.5" stub will be compatible with your in-house scanners or lockbox vendor, if being used

A: We would have to check the measurements and see if 3.5" would work, current layout of the printing is set for 3.25"

10: Can we print this job BW only on a custom "shell" stock, if we wish, where the shells would have your logo and other static form elements pre-printed on the paper? Since only the logo is in color, printing BW on shells could be less expensive.

A: I do not see this being a problem, except would that effect the PDF's file returned to us with customers invoices for upload?

11: The #9 payment envelope indicates it's a double window. Can you provide a sample (PDF scan) of this envelope?

A: Our green return envelope does not have a window.

12: Regarding the data, does it come from a custom application at the County or is this from a utility billing vendor like Munis, NorthStar, Springbrook, etc.? Will this data be in a delimited structure (tab, comma, pipe, etc.) or XML format?

A: Our Utility Billing System is NorthStar, that is what our bills are generated through.

13: Do you push your PDF bill images to an online presentment service like Invoice Cloud or Paymentus?

A: Our PDFs are uploaded to Paydici for customer viewing.



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SAMPLE BILL