

Addendum #1 – RFP 16-73



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 16-73,
Real Estate and Personal Property Tax Bill Printing

From: Michael Richards, Procurement Analyst

Date: 3/24/2016

Re: Answer questions, extend deadline, and append printing samples

Addendum No. 1 to RFP 16-73

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

The deadline to submit RFP 16-73 has been extended. The deadline to submit proposals has been changed to **Tuesday April 5th, 2016 at 11:00am EST.**

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions and Answers

Who is your current vendor, where are they located, and what is the current pricing structure under the current contract?

BillTrust, Hamilton NJ (see pricing page in Exhibit 1)

Is a test file available so that we may review your input data?

Please see the text file uploaded to Dropbox

https://www.dropbox.com/s/kmf6tf57eos0606/PPQ1_TAXBILL_FILE.txt?dl=0

Are samples of your current billing documents and envelopes available for review?

See Exhibit 2

The specifications on page 8 state that a water bill will be commingled with the other bill customers to maximize postage – can you please clarify? How do you plan on providing the water bills? Will water bills be provided separately already inserted into their own envelopes and sealed, or are you asking the vendor to house household water bills into the same envelopes as the tax billing documents?

Water bills will not be part of this scope of work. Disregard all reference to water billing.

Location of production facility – you prefer a vendor located within the City of Somerville and mailing with 10 miles. Is this an actual requirement or a weighted preference? If it is a weighted preference, what is the weight that will be given; highly advantageous, advantageous, not advantageous, unacceptable, etc.?

Proximity to Somerville is a preference, but not heavily weighted or required

Please clarify the specifications of the #10 envelope. Is this a white envelope with single or double window, and does it have any ink (black or color) printed on the outside of the envelope; if so is the ink on the front and/or back?

(see sample)

Please clarify the specifications of the #9 envelope. Is this white and does it have any ink (black or color) printed on the outside of the envelopes; if so, is the ink on the front and/or back?

(see sample)

Is there any color printed on the bills or is it printed in all black ink?

Bills are color

Is there variable data on the back of the form?

Standard, static language

Are there multiple page bills or only single page bills?

Single page, double-sided

Is the vendor required to front the postage for the mailings?

Yes

Do you require the bills to be dropped at a specific post office?

No

If the contract is commencing on May 1, 2016 when do you expect the first mailing to take

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place?

The first mailing will be sent by July 1, 2016

Quality Requirements – Please clarify the requirement for the vendor to furnish names and addresses of all client municipalities. Do you want this information for every municipal client we currently service in addition to a separate list of tax bill services within the past 2 years? This information differs from the request for 3 references on the reference form.

We will not need name and addresses from all client municipalities, only three samples are needed, preferably MA clients.

Info Flyer Fold: Should this cost also reflect the inserting of the supplied flyer as mentioned earlier in the bid document: “Occasionally, extra inserts may need to be inserted. Moreover, information flyers that require both folding and stuffing could also be needed at certain times during the year.” Please clarify what should be priced for this item.

Per item cost to print separate from cost to stuff.

Section 4.0 Pricing – Can you clarify what the extra stub stuff is? Is this the inserting of an extra sheet (from combining bills with same name and address?)

eg buck-slip insert stuffing.

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Exhibit 1

**SECTION 4.0
PRICING**

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

RFP #15-96 Real Estate and Personal Property Tax Bill Services

The Offeror proposes to furnish and deliver the services specified at the following prices that include delivery, the cost of fuel, the cost of labor and all other charges related to successful completion of trips. Prices are to remain the same for the entire contract period.

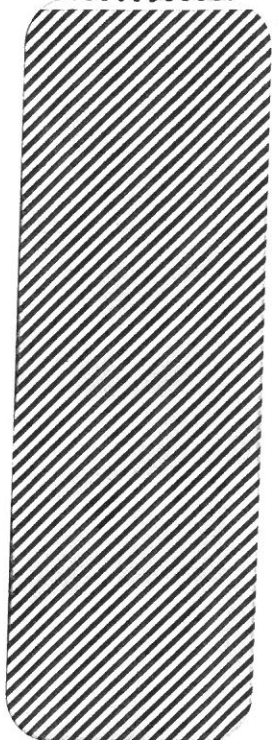
PRICE SUMMARY FORM

DESCRIPTION	UNIT	BID PRICE
Invoice Design	price per Invoice Type	\$0.00
#10 Outbound Envelope	per piece	Included
#9 Inbound Envelope	per piece	Included
Data Processing	per piece	Included
Invoice Print	per piece	\$0.179
Invoice Fold	per piece	Included
Invoice Stuff	per piece	Included
#9 Envelope Stuff	per piece	Included
Extra Stub Stuff	per piece	\$0.01
Info Flyer Fold	per piece	\$0.01
Postal Preparation	per piece	Included
Delivery to Post Office	per piece	Included
Postage Cost (in Massachusetts)	per piece	\$0.381*
Postage Cost (outside of Massachusetts)	per piece	\$0.381*
Other	per piece	
Other	per piece	
*For all qualifying mail pieces. Rates subject to change based on USPS postage cost increases.		
Total per piece:		\$0.56

BILL TYPE	VOLUME PER RUN	RUNS PER YEAR	PRICE PER PIECE	TOTAL PER ANNUM
Real Estate Tax	17,000	4	\$ 0.56	\$ 38,080
Real Estate Demands	1,600	1	\$ 0.56	\$ 896
Personal Property Tax	1,400	4	\$ 0.56	\$ 3,136
Personal Property Demands	200	1	\$ 0.56	\$ 112
Non-Criminal Demands	2,500	2	\$ 0.56	\$ 2,800
Non-Criminal Lien Notices	3,000	1	\$ 0.56	\$ 1,680
Total Cost				\$46,704

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Exhibit 2



PLACE
STAMP
HERE



ZIP _____ STATE _____ CITY _____
STREET _____
EVEN _____



City of Somerville
Treasury Department
93 Highland Ave.
Somerville, MA 02143

CITY OF SOMERVILLE
Contribu-
\$25 _____ \$10 _____ \$5 _____
If making a voluntary so
include a separate check
City of Somerville
c/o Collec-
93 Highland Ave.,

per M

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 08650
PERMIT NO. 174



13066 1 AT 0.418 E0276X 10283 D1680350434 P3017511 0001:0002
STENSON STEPHEN
PO BOX 382434
CAMBRIDGE MA 02238-2434



022-1-48 021-4-340

NIXIE 015 FEB 10 40 0003/02/16
RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

BC: 02143174093 *0921-05723-01-24



City of Somerville
Treasury Department
93 Highland Ave.
Somerville, MA 02143

City of Somerville Scholarship Donations

Contribution Amount:
\$25 ___ \$10 ___ \$5 ___ \$1 ___ Other ___

If making a voluntary scholarship donation, please
include a separate check made payable and mail to:
City of Somerville Scholarship Fund
c/o Collector's Office,
93 Highland Ave., Somerville, MA 02143

Collector of Taxes

Peter K. Forcellese, Jr., Collector of Taxes

Office Hours

Monday - Wednesday 8:30 AM - 4:30 PM
Thursday 8:30 AM - 7:30 PM
Friday 8:30 AM - 12:30 PM

DO NOT MAIL CASH Make Check Payable And Mail To:

City of Somerville
Office of the Tax Collector
P.O. Box 197
Somerville, MA 02143-0197

Telephone Numbers:

Collector: (617) 625-6600 Ext. 3500
Assessor: (617) 625-6600 Ext. 3100

Messages:

Make this the last bill you get in the mail
Sign up for Paperless Billing Today!
www.somervillema.gov

NSTAR GAS CO
EVERSOURCE
PROP TAX
PO BOX 270
HARTFORD CT 06141-0270

Based on assessments as of January 1, 2015, your
Personal Property Tax for the fiscal year beginning July
1, 2015 and ending June 30, 2016 on the personal
property described below is as follows:

PROPERTY DESCRIPTION	
SOMERVILLE AVE	
Account	110550PP
Class Code	504
Taxable Value	\$34,261,810
Tax Rate Per \$1,000	
Comm. :	\$20.18 Industrial: \$20.18

Assessed owner as of January 1, 2015:

NSTAR GAS CO
EVERSOURCE
PROP TAX
PO BOX 270
HARTFORD CT 06141-0270

TAXPAYER'S COPY

City of Somerville Fiscal Year 2016 Actual Personal Property Tax Bill

Interest at the rate of 14% per annum will accrue on over-due
payments from the due date until payment is made.

**Abatement applications must be received
by the Assessors no later than 02/01/2016
4:30pm.**

3rd Quarter Receipt

Keep This Portion For Your Receipt

Bill Date	12/31/2015	Bill No.	1011
Total Tax	\$691,403.33		
Preliminary Tax	\$357,856.04		
Preliminary Payments	\$ (357,856.04)		
Less Abatements	\$0.00		
4th Qtr. Tax	\$166,773.64		
Past Due	\$0.00		
Interest	\$0.00		
3rd Qtr. Tax	\$166,773.65		

**AMOUNT DUE \$166,773.65
02/01/2016**

Payment made after 12/24/2015 may not
reflect on this bill.

PROPERTY DESCRIPTION	
SOMERVILLE AVE	
Account	110550PP
Class Code	504
Taxable Value	\$34,261,810
Tax Rate Per \$1,000	
Comm. :	\$20.18 Industrial: \$20.18

Assessed owner as of January 1, 2015:

NSTAR GAS CO
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PROP TAX
PO BOX 270
HARTFORD CT 06141-0270

COLLECTOR'S COPY

City of Somerville Fiscal Year 2016 Actual Personal Property Tax Bill

**Abatement applications must be received
by the Assessors no later than 02/01/2016
4:30pm.**

3rd Quarter Payment

Return This Portion With Your Payment

Bill Date	12/31/2015	Bill No.	1011
AMOUNT DUE			
02/01/2016		\$166,773.65	
Account Number		110550PP	

Payment made after 12/24/2015 may not
reflect on this bill.

City of Somerville
Office of the Tax Collector
P.O. Box 197
Somerville, MA 02143-0197

FISCAL YEAR 2016 TAX: This tax bill shows the amount of personal property taxes you owe for fiscal year 2016 (July 1, 2015 - June 30, 2016). The tax shown in this bill is based on assessments as of January 1, 2015.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2015. The first payment was due on August 1, 2015, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2015. However, if preliminary bills were mailed after August 1, 2015, your preliminary tax was due as a single installment on November 1, 2015, or 30 days after the bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax. If tax bills were mailed on or before December 31, 2015, the balance is payable in two equal installments. Your first payment is due on February 1, 2016. Your second payment is due on May 1, 2016. However, if tax bills were mailed after December 31, 2015, the balance is due as a single installment on May 1, 2016, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If tax bills were mailed on or before December 31, 2015, interest will be computed on overdue first payments from February 1, 2016 and on overdue second payments from May 1, 2016 to the date payment is made. If tax bills were mailed after December 31, 2015, interest will be computed on overdue final payments from May 1, 2016, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value or is not assessed fairly in comparison with other properties. If tax bills were mailed on or before December 31, 2015, the filing deadline for an abatement application is February 1, 2016. However, if tax bills were mailed after December 31, 2015, the deadline is May 1, 2016, or 30 days after the date the bills were mailed, whichever is later.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement.

INQUIRIES: If you have questions on your valuation or assessment or on abatements, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

Return with Payment



City of Somerville
Treasury Department
93 Highland Ave.
Somerville, MA 02143

City of Somerville Scholarship Donations

Contribution Amount:
\$25 ___ \$10 ___ \$5 ___ \$1 ___ Other ___

If making a voluntary scholarship donation, please
include a separate check made payable and mail to:
City of Somerville Scholarship Fund
c/o Collector's Office,
93 Highland Ave., Somerville, MA 02143

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

Collector of Taxes

Peter K. Forcellese, Jr., Collector of Taxes

Office Hours

Monday - Wednesday 8:30 AM - 4:30 PM
Thursday 8:30 AM - 7:30 PM
Friday 8:30 AM - 12:30 PM

**DO NOT MAIL CASH
Make Check Payable And Mail To:**

City of Somerville
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Somerville, MA 02143-0197

Telephone Numbers:

Collector: (617) 625-6600 Ext. 3500
Assessor: (617) 625-6600 Ext. 3100

Messages:

Make this the last bill you get in the mail
Sign up for Paperless Billing Today!
www.somervillema.gov

FORCELLESE PETER K & JANICE T
53 HARRINGTON ST
TEATICKET MA 02536-6717

Payment made after 12/24/2015 may not
reflect on this bill.

Based on assessments as of January 1, 2015, your
Real Estate Tax for the fiscal year beginning July 1,
2015 and ending June 30, 2016 on the parcel of real
estate described below is as follows:

PROPERTY DESCRIPTION				
20 CAMBRIA ST				
State Class				104
Land Area				3244 SF
Parcel ID				043-F.00007-000000
Book/Page				12457/286
Assoc. Lot				
Tax Rate Per \$1,000				
Res.	OpenSpace	Comm.		Industrial
\$12.53	\$20.18	\$20.18		\$20.18

Assessed owner as of January 1, 2015:

FORCELLESE PETER K & JANICE T
53 HARRINGTON ST
TEATICKET MA 02536-6717

TAXPAYER'S COPY City of Somerville Fiscal Year 2016 Actual Real Estate Tax Bill

SPECIAL ASSESSMENTS			
Type	Amount	Type	Interest
Land Value	\$273,700		
Building Value	\$261,600		
Res. Exemption	\$0		
Total Taxable Value	\$535,300		
CPA	\$81.81		
TAX RES	\$6,707.31		

3rd Quarter Receipt Keep this portion as your receipt

Bill Date	12/31/2015	Bill No.	2779
Total Real Estate Tax			\$6,707.31
Total CPA			\$81.81
Special Assessments			\$0.00
Less Abatements			\$0.00
Total Tax/Assessments			\$6,789.12
Preliminary Tax			\$3,335.68
Preliminary Payments			\$ (3,335.68)
4th Qtr. Tax			\$1,726.72
Past Due			\$0.00
Interest			\$0.00
3rd Qtr. Tax			\$1,726.72
AMOUNT DUE			
02/01/2016			\$1,726.72

Interest at the rate of 14% per annum will accrue
on over-due payments from the due date until
payment is made.

Abatement applications must be received by the
Assessors no later than 02/01/2016 4:30pm.

City of Somerville Fiscal Year 2016 Actual Real Estate Tax Bill

PROPERTY DESCRIPTION	
20 CAMBRIA ST	
Parcel ID	043-F.00007-000000

Assessed owner as of January 1, 2015:

FORCELLESE PETER K & JANICE T
53 HARRINGTON ST
TEATICKET MA 02536-6717

COLLECTOR'S COPY

Address Changes must be submitted in writing to the
Assessor's office at 93 Highland Ave.

Abatement applications must be
received by the Assessors no later
than 02/01/2016 4:30pm.

3rd Quarter Payment Return This Portion With Your Payment

Bill Date	12/31/2015	Bill No.	2779
AMOUNT DUE			
02/01/2016			\$1,726.72

Payment made after 12/24/2015
may not reflect on this bill.

City of Somerville
Office of the Tax Collector
P.O. Box 197
Somerville, MA 02143-0197

FISCAL YEAR 2016 TAX: This tax bill shows the amount of real estate taxes you owe for fiscal year 2016 (July 1, 2015 - June 30, 2016). The tax shown in this bill is based on assessments as of January 1, 2015. The bill also shows betterments, special assessments and other charges.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2015. The first payment was due on August 1, 2015, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2015. However, if preliminary bills were mailed after August 1, 2015, your preliminary tax was due as a single installment on November 1, 2015, or 30 days after the bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax, including betterments, special assessments and other charges. If tax bills were mailed on or before December 31, 2015, the balance is payable in two equal installments. Your first payment is due on February 1, 2016. Your second payment is due on May 1, 2016. However, if tax bills were mailed after December 31, 2015, the balance is due as a single installment on May 1, 2016, or 30 days after the bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If tax bills were mailed on or before December 31, 2015, interest will be computed on overdue first payments from February 1, 2016 and on overdue second payments from May 1, 2016 to the date payment is made. If tax bills were mailed after December 31, 2015, interest will be computed on overdue final payments from May 1, 2016, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT/EXEMPTION APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value, is not assessed fairly in comparison with other properties, or if a classified tax system is used locally, is not properly classified. If tax bills were mailed on or before December 31, 2015, the filing deadline for an abatement application is February 1, 2016. However, if tax bills were mailed after December 31, 2015, the deadline is May 1, 2016, or 30 days after the date the bills were mailed, whichever is later.

You may be eligible for an exemption from or deferral of all or some of your tax. In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the assessors. The filing deadline for an exemption under Mass. G.L. Ch. 59, §5, Cl. (17, 17C, 17C½, 17D), 18, 22, 22A, 22B, 22C, 22D, 22E, 22F, (37, 37A), (41, 41B, 41C, 41C½), 42, 43, (or if locally adopted, 52, 53, 56 or 57) or a deferral under Cl. 18A or 41A is 3 months after the date tax bills were mailed. The filing deadline for all other exemptions under Ch. 59, §5 is February 1, 2016 if tax bills were mailed on or before December 31, 2015, or May 1, 2016, or 30 days after the date tax bills were mailed, whichever is later, if the bills were mailed after December 31, 2015. The filing deadline for a residential exemption under Ch. 59, §5C, or a small commercial exemption under Ch. 59 §5I, if locally adopted and not shown on your bill, is 3 months after the date tax bills were mailed.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement or exemption.

INQUIRIES: If you have questions on your valuation or assessment or on abatements or exemptions, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

Return with Payment