

## **Addendum No.1, IFB 15-17**



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

**To:** Prospective bidders IFB 15-17, Real Estate and Personal Property Tax Bill Services

**From:** Alex Nosnik, Assistant Director, Purchasing

**Date:** September 25, 2014

**Re:** Questions & Answers

### **Addendum No. 1 to IFB 15-17**

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The City is issuing this addendum to IFB 15-17, Real Estate and Personal Property Tax Bill Services to provide additional information:

**\*\*PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM BELOW \*\***

**1. Reminder of Bid Due Date:**

- **Wednesday, 10/06/2014 at 11am**

**2. Questions and Answers:**

**Q. *Who is the city currently using to print its real estate and personal property tax bills?***

**A.** Factor Systems, Inc. dba Billtrust (which is the company that purchased the original vendor, Mark Altman & Associates).

**Q. *How much is the city currently paying per bill for its real estate and personal property tax bill printing services?***

**A.** Current pricing is attached as Attachment 1.

**Q. *Out of what post office are the city's real estate and personal property tax bills currently being mailed?***

**A.** Trenton NJ mail facility.

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**Q.**     *What is the expected turn-around time the city expects from the time the city transmits the file to its selected vendor to the time the bills must be in the mail?*

**A.**     2 days.

**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.**

**X**

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Name of Authorized Signatory

Title of Authorized Signatory

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**Attachment 1**

**Current Real Estate and Personal Property Tax Bill Services Pricing**

**PRICE PROPOSAL PAGE**

Please include this document in a separate envelope clearly marked “Pricing Information” and referencing RFP # 12-34 Real Estate and Personal Property Tax Billing Services.

\*\*\*Including this document in the NON COST proposal will result in IMMEDIATE DISQUALIFICATION.\*\*\*

DESCRIPTION	UNIT	BID PRICE
Invoice Design	Price Invoice Type	\$0
#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		\$0.01
Postal Preparation		Included
Delivery to Post Office		Included
Postage Cost (in Massachusetts)		\$0.34*
Postage Cost (outside of Massachusetts)		\$0.34*
Other		
Other		
*For all qualifying pieces. Rates subject to change based on USPS postage cost increases.		
<b>Total per piece:</b>	without inserts	\$0.519

BILL TYPE	VOLUME PER RUN	# OF RUNS PER YEAR	PRICE PER PIECE	= TOTAL PER ANNUUM
Real Estate Tax	15,700	4	\$0.519	\$32,593.20
Personal Property Tax	1,100	4	\$0.519	\$2,283.60
Demands	1,000	1	\$0.519	\$519.00
			<b>TOTAL COST</b>	\$35,395.80

The Contract will commence as soon as possible after evaluation and award and will run for three (3) years billing subject to annual appropriation. All prices must be firm for the full contract period. The contractor is expected to take all necessary steps to prepare for commencement of printing services upon awarding of contract.

Vendors are forewarned to include all costs including postage in the pricing schedule as only those listed will be honored and remunerated.

Using the above schedule, please price out the cost to invoice the above-stated volume of bill types using a #10 outbound envelope, a #9 inbound envelope, a single invoice, and a delinquent tax stub.

Company Name: Mark Altman & Associates, Inc.

Signature of Person Submitting Bid: 

Address: 428 Main Street, Hudson, MA 01749

Tel #: 978-568-0660 Fax #: 978-568-0661

E-Mail: mark@markaltman.com Date: 12/01/2011

ADDENDA #1 ☒ #2 ☐ #3 ☐ #4 ☐ ACKNOWLEDGED  
Failure to acknowledge receipt of addenda may result in your proposal being rejected.