

City of Chelsea
IFB 2016-01
Utility Billing
Addendum #1

Notice to all prospective bidders

Addendum #1 released Monday, May 18, 2015

The following are answers to questions received and a Clarification to the bid:

Q1: Can we receive a sample (front and back) of each of your bill document types? Do you, or would you like to, print any colors on the bills?

A1: Attached is a copy of the current bill. One-sided printed bill-blue/white with black print.

Q2: Can we receive a sample of your current #10 and #9 envelopes? Are they custom envelopes with your name and address pre-printed or are they generic envelopes provided by vendor?

A2: Attached and custom printed.

Q3: Do all bills mail on a certain date each month, or do they mail (daily or weekly) throughout the month?

A3: The billing file will go out by the 24th of each month for a bulk mailing.

Q4: Is a sample data file and layout from the Softwrite billing system available for review?

A4: Sample file is included in email.

Q5: Who currently mails your Utility Bills, and what is the cost per bill?

A5: DLM & Associates (\$0.17 per bill).

Q6: You are using Softright Billing Software and say that the bidders must have used this software before. We have not, but assume that it is a text type data file which is a common type of extract. Is this essential?

A6: Must have the ability to receive and produce bills from a Softright extract file". Softright provides a fixed length text file, a file layout, and a PDF of the Softright bills to help the printer match the fields up. The selected vendor will have to prove the ability to print bills from a Softright file, if there is no prior experience.

Q7: Will they require the mail vendor to prepare mail according to full service standards? If so, what proof will they require that the vendor is USPS certified for "full service" processing.

A7: Vendor to attest to CASS certification. Also, Vendor must attest to the ability to conduct NCOA address cleansing services and provide a list of changes addressed for every monthly bill run.

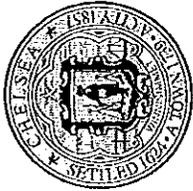
Q8: Is there a return envelope included for the recipients to return payment to you?

A8: Yes, image in attached for reference.

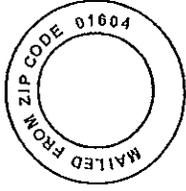
Addendum #1 was prepared in consultation with:
Dylan Cook, Chief Procurement Officer
Robert Boulrice, Treasurer

Bidders are reminded that the Bid Form must acknowledge receipt of any and all addendum.

The City reserves the right to reject any and all bids as determined to be in the best interest of the City and to waive minor informalities.



City of Chelsea
 Office of the Collector of Taxes
 P.O. Box 505646
 Chelsea, MA 02150-0646



PRESORTED
 FIRST-CLASS MAIL
 U.S. POSTAGE PAID
 WORCESTER, MA
 PERMIT 2001

RETURN SERVICE REQUESTED

IA

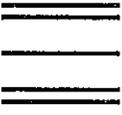
Window

719 0215005646

RETURN TO SENDER
 INSUFFICIENT ADDRESS
 UNABLE TO FORWARD

353 DE 1390 0004/27/15

02150564646



Return Address:

FIRST CLASS MAIL

Postage
 Required
 Post Office will
 not deliver
 without proper
 postage.

CITY OF CHELSEA
 OFFICE OF THE COLLECTOR OF TAXES
 P.O. BOX 505646
 CHELSEA, MA 02150-0646





City of Chelsea
Office of the Collector of Taxes
PO BOX 505646
Chelsea MA 02150-0646
(617) 466 - 4240

PAY ONLINE AT
www.chelseama.gov

CURRENT READING	TYPE	READ DATE
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LAST READING	READ DATE
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CONSUMPTION

READING TYPE	E = ESTIMATE	A = ACTUAL
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SERVICE ADDRESS

844 BROADWAY UNIT#3

BILL DATE	ACCOUNT NUMBER
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03/25/2015

13600103

RETAIN THIS PORTION FOR YOUR RECORDS

qc#4090 ChelseaWtrSgls T18 P1*****AUTO**MIXED AADC 015



FLORENTINO PEDRO
NIRO-FLORENTINO ALLALISA
888 BISCAYNE BLVD #28
MIAMI FL 33132-1550

MONTHLY MESSAGES

Street sweeping will begin on Monday April 6th.2015.
Please read posted street signs for days in your area.
You may call DPW at 617-466-4200 with any questions.

Balance Forward	
Before New Charges	146.23
Payments	0.00
Water Charges	0.00
Sewer Charges	0.00
Trash Charges	23.68
Interest Charges	1.66
Please Pay By	04/22/2015 171.57

CONSUMPTION HISTORY

Water Rates

\$4.26 per 100 for the first 1,000 cu ft per month
\$5.19 per 100 from 1,001 cu ft to 2,500 cu ft per month
\$6.21 per 100 over 2,500 cu ft
Residential Trash Rate \$284.13 Year/Unit

Sewer Rates

\$8.11 per 100 for the first 1,000 cu ft per month
\$8.84 per 100 from 1,001 cu ft to 2,500 cu ft per month
\$10.16 per 100 over 2,500 cu ft
100 (Cubic Feet) = 748 gallons

City of Chelsea

Office of the
Collector of Taxes
PO BOX 505646
Chelsea MA 02150-0646



PAY ONLINE AT
www.chelseama.gov

Please return this portion with your payment
in Enclosed Courtesy Reply Envelope

BILL DATE	ACCOUNT NUMBER
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03/25/2015

13600103

Balance Forward	
Before New Charges	146.23
Payments	0.00
Water Charges	0.00
Sewer Charges	0.00
Trash Charges	23.68
Interest Charges	1.66
Please Pay By	04/22/2015 171.57

Owner of Record: FLORENTINO PEDRO
NIRO-FLORENTINO ALLALISA

Service Address: 844 BROADWAY UNIT#3

Change of Billing Information:

Owner Name (s)
Address
City State Zip
Telephone
Signature

AMOUNT PAID

042215000000001715700136001031

PAYMENT COUPON