

ADDENDUM NO.1

DATE: October 27, 2021
RFP: 22-15/AP Printing, Postage, and Mailing Services
Dated: Tuesday, October 12, 2021
RFP Due: Tuesday, November 09, 2021 @ 10:00 AM ET
Subject: Provide Answers to Questions from Bidders
Ladies/Gentlemen:
The purpose of this addendum is to provide answers to questions from vendors. Three (3) pages total

QUESTIONS & ANSWERS

Question 1: If the vendor does not have the capability for an Internet-based tracking application is this a disqualifiable requirement? (Page 5)

ANSWER: An Internet-based tracking system that allows the City to upload billing files, input mail dates, record counts (to ensure vendor and City match once files are processed), additional details regarding the “job,” review samples etc. is preferred. The City is open to other solutions however they must be user friendly. Transmission of files via an FTP site is not a preferred method as files are transmitted directly by Treasure’s Office staff and FTP sites can often be cumbersome to set up and use.

Question 2: Is there any leeway in regards to the 1-2 day processing? Would a 3-5 day window be acceptable? (Page 6)

ANSWER: The City mails the semi-annual bills on the last Friday in April and October. Typically for these jobs, the files are passed on the Monday of the previous week. Once samples are provided they are reviewed by staff. Normally within two days approval is granted and the vendor can move forward with processing on their end. However, there may be times during the sample review process that the City determines a new file needs to be passed or an update needs to be made to a form etc. resulting in the cancelation of the job. We would prefer a vendor that could accommodate a quick turnaround time (after sample approval is provided by the City) in the event a new file or update to a form is required. For example, the City provides the files on October 18, 2021 with a requested mail date of October 29, 2021. Samples are provided to the City on October 19, 2021. The samples for two of the three jobs are approved the afternoon of October 21, 2021 however it is determined the third file contains “bad” data so the job is canceled. A new files is uploaded on October 22, 2021 and samples for that job are approved on October 25, 2021. Would the vendor still be able to mail the bills for all three jobs on October 29, 2021?

Question 3: Will printing be allowed on paper larger than an 8.5x 11 sheet? (Page 6)

ANSWER: No, only 8.5 x 11 paper is acceptable.

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Question 4: Will “Drop Out” background placement be the same on each form or will it move with the variable data? (Page 6)

ANSWER: The “Drop Out” background placement and color is consistent per bill or notice type and does not move with the variable data.

Question 5: If “Drop Out” backgrounds are static and will not move, can base forms be printed by conventional offset printing with variable added later?

ANSWER: Yes as long as vendor understands that the City will not pay for overflow.

Question 6: Is there a job site and equipment provided for this assignment?

ANSWER: No, vendor must provide applicable equipment and job site.

Question 7: How long is the contract for?

ANSWER: The contract is for 1 year with 4 option renewal years.

Question 8: When will be the desired date to start this assignment?

ANSWER: Estimated start time would be January 2022.

Question 9: Would I need a business license to do business in Hampton prior to applying for the contract.

ANSWER: No.

Question 10: In reference to the SWAM portion of the RFP, is this participation required or optional? Additionally, will the RFP only be awarded to a SWAM vendor?

ANSWER: No, it is not required. Page 27 of the RFP reads as follows: “Please note: this requirement should not be construed as authorizing or directing the exclusion of non-SWAM owned businesses; rather, the purpose is to include as many qualified businesses as possible”. As for how the RFP will be awarded, please reference page 11, Letter I -Award.

Question 11: Will you provide attachments F-J?

ANSWER: These attachments were included as additional attachments on the City of Hampton Procurement website www.hampton.gov/bids and eVa www.eva.virginia.gov .

Question 12: Under the Samples Section on page 6, the RFP mentions that the City will “favor a vendor who could demonstrate the ability to accumulate totals, aggregate on field value change, and control format based on field contents and types.” Is the City asking for aggregations and accumulations of totals for dollar amounts in the bills themselves (accounting services)? If not, what aggregations/accumulations does the City mean here?

ANSWER: Billing files may contain multiple lines of data for the same account. While the data can be printed as is, the City would prefer a vendor that is able to group and display the data based on certain criteria such as tax year, item number, item type etc.

Question 13: On page 8 under Section III. point A., the sentence cuts off at the end. What is the remainder of this sentence?

ANSWER: Page 8, Section III, letter A should read as follows: “Direct contact with City staff, representatives, and/or agents other than the Consolidated Procurement Division staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent or designated representative”.

Question 14: 4.Point x. on page 10 requests a copy of our license to do business in Hampton, VA. We don’t have operations within the City. Does this disqualify our firm from responding?

ANSWER: No. Submit a copy of your business license issued by your local government.

Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation to Bid or your Bid may not be considered.

All other terms and conditions remain the same.

For the City of Hampton,

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