

CITY OF MILWAUKEE
MILWAUKEE WATER WORKS

ADDENDUM NO. 3
Official Notice No. 54-2015

ADDENDUM TO REQUEST FOR BIDS
for Imprinting and Mailing Services for the Milwaukee Water Works

This addendum is being composed to answer certain questions posed by prospective bidders. Please note the questions and answers outlined below:

1. Question: Why is it a requirement that all imprinting and mailing projects be delivered CASS certified to the Milwaukee post office?

Answer: CASS Certified allows the Milwaukee Water Works to get the best rate possible. USPS will only guarantee delivery times that will fit the statute limits set for late fees if mailed from Main Post Office located at 345 West St. Paul Avenue.

Question: You referenced a statute that had mandatory invoice receipt dates. Can you provide the statute or its number so we can read the requirements?

Answer: State of Wisconsin PSC code 185.32 & .33

2. Question: What is the delivery time in terms of days from when Milwaukee Water Works sends the data to be printed and when the printer mails the bill to the payer?

Answer: Milwaukee Water Works will deliver the PDF file to the vendor two (2) days before the vendor is expected to work on making delivery to the post office. Upon receipt of PDF file the vendor will have two days to complete the printing and make delivery to the main post office in Milwaukee.

Question: If these bills are mailed from another post office and meet the delivery time requirement does these bills have to be mailed from the Milwaukee post office?

Answer: See Specifications for this answer.

3. Question: Does your system have the capability to generate a data file to be sent to the printer?

Answer: The Milwaukee Water Works will transmit a PDF file in accordance with conditions outlined in the Specifications document.

ADDENDUM NO.3
March 12, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

EACH PROPOSER SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM
ON THE ATTACHED ACKNOWLEDGEMENT FORM AND INCLUDE
THIS FORM IN THE PROPOSAL


CARRIE M. LEWIS
Carrie M. Lewis, Superintendent
Milwaukee Water Works

ADDENDUM NO.3
March 12, 2015
Specifications for Imprinting and Mailing Services
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**ACKNOWLEDGMENT OF
ADDENDUM NO. 3
Official Notice No. 54-2015**

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF ADDENDUM NO. 3 ISSUED MARCH 12, 2015 TO THE CITY OF MILWAUKEE'S REQUEST FOR BID TO LOCK BOX, AUTOMATED CLEARING HOUSE (ACH), WEB-BASED PAYMENT AND INTERACTIVE VOICE RESPONSE (IVR) COLLECTION SERVICES TO THE MILWAUKEE WATER WORKS FOR THE PROCESSING OF WATER, SEWER AND OTHER MUNICIPAL SERVICE CHARGES AND FEES COLLECTED BY THE MILWAUKEE WATER WORKS AND THE BID SUBMITTED HERewith IS IN ACCORDANCE WITH THE INFORMATION, INSTRUCTIONS AND STIPULATIONS SET FORTH THEREIN.

Name of Proposer

Signature of Proposer

Title of Proposer

Date: _____

**NOTE: EACH PROPOSER IS REQUIRED TO RETURN THIS SHEET WITH
THEIR PROPOSAL**