

**CITY OF MILWAUKEE
MILWAUKEE WATER WORKS**

**ADDENDUM NO. 4
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) Is the City considering electronic billing channels as well?
Ans: The Milwaukee Water Works is not considering electronic billing channels at this time.
- 2) Is postage considered a part of the bid bond?
Ans: Postage is a pass through cost not to be included in the bid calculations.
- 3) Any chance of seeing a sample file before bid deadline?
Ans: The file format will be presented to the winning vendor.
- 4) Will the PDF's come in text format? Not image format?
Ans: The Milwaukee Water Works software vendor has informed us that the PDF format includes text and images.
- 5) Are the disconnect notices and past due notices really on pink and yellow paper, or are they are on white? And if white must be MICR or offset?
Ans: All printing will be one white 24# bond paper. The "Statement Printing and Mailing Schedule – Cost Calculation Form-2015-AD5" has been amended to reflect this. For part 2, see next answer.
- 6) Is 60# offset and equivalent substitute for 24# MICR bond?
Ans: The specifications call for 24# MICR Bond, and for the purpose of this bid we will use this specification.

ADDENDUM NO.4

March 25, 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

**ACKNOWLEDGMENT OF
ADDENDUM NO. 4
Official Notice No. 54-2015**

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF ADDENDUM NO. 4 ISSUED MARCH 25, 2015 TO THE CITY OF MILWAUKEE'S REQUEST FOR BID TO PROVIDE IMPRINTING AND MAILING SERVICES TO 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.