

**CITY OF MILWAUKEE
MILWAUKEE WATER WORKS**

**ADDENDUM NO. 6
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) Attached is the revised "STATEMENT PRINTING AND MAILING SCHEDULE C-COST CALCULATION FORM-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. 6
Official Notice No. 54-2015**

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF ADDENDUM NO. 6 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.

ITEM	ESTIMATED ANNUAL QUANTITY	ITEM TYPE	UNIT PRICE PER 1,000	ESTIMATED ANNUAL COST
1 Bill Stock-Perforated 8-1/2" X 14"	790,000	SHEETS		
a. White, 24# MICR Bond		790,000	_____	\$ _____ -
b. Bill Stock-Perforated 8-1/2" X 14" White, 24# MICR Bond THIS "BLANK" STOCK WILL BE DELIVERED TO THE MILWAUKEE WATER WORKS AS NEEDED UPON REQUEST	700,000	SHEETS	700,000 _____	\$ _____ -
c. Bill Stock-Perforated 8-1/2" X 11"	52,000	SHEETS		
1 White-"Past Due Notices" 24# MICR Bond		52,000	_____	\$ _____ -
2 White-"Disconnection Notices" 24# MICR Bond	52,000	SHEETS	52,000 _____	\$ _____ -
(Note: The prices in a and b are valid for 30 days. Price subject to change in the event of fluctuations in paper market)				
2 Pre-Printed Mailing Envelopes				
a. Size #10, White, #24 woven paper with a Milwaukee Water Works Logo, return address and window	790,000	SHEETS	790,000 _____	\$ _____ -
b Size #9, White, #24 woven paper water bill return remittance envelope	790,000	SHEETS	790,000 _____	\$ _____ -
c. Size #9, White, #24 woven paper water bill return remittance envelope with a distinct color ribbon	104,000	ENVELOPES	104,000 _____	\$ _____ -
3 Folding				
a. Folding	790,000	SHEETS	790,000 _____	\$ _____ -
4 Presort and Affix Postage				
a. Presort all statements and notices using zip + 4. Affix appropriate postage on all envelopes to be mailed (Do no include postage in estimated annual cost column)	840,000	STATEMENTS	840,000 _____	\$ _____ -

ITEM	ESTIMATED ANNUAL QUANTITY	ITEM TYPE	UNIT PRICE PER 1,000	ESTIMATED ANNUAL COST
5 Imprinting				
a. White Bill Stock - Print on two sides, Milwaukee Water Works Logo, return address and window.-8-1/2"x14"	770,000	SINGLE PAGE STATEMENTS 770,000		\$ -
	20,000	MULTI-PAGE STATEMENTS 20,000		\$ -
b. White Bill Stock - Print on two sides, Milwaukee Water Works Logo, return address and window.-8-1/2"x11 "Disconnection Notices"	52,000	SINGLE PAGE STATEMENTS 52,000		\$ -
d. White Bill Stock - Print on one side, Milwaukee Water Works Logo, return address and window.-8-1/2"x11 "Past Due Notices"	52,000	SINGLE PAGE STATEMENTS 52,000		\$ -
6 Deliver to Post Office				
a. Deliver to Post Office	840,000	STATEMENTS 840,000		\$ -
7 Inserting				
a. White, single page statements, insert statements and return envelopes	750,000	STATEMENTS 750,000		\$ -
b. White, multi-page statements, insert statements and return envelopes	20,000	STATEMENTS 20,000		\$ -
c. White, single page statements, insert statements with a distinctly identified return envelope	52,000	STATEMENTS 52,000	\$ -	\$ -

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BID FOR IMPRINTING & MAILING SERVICES MUNICIPAL SERVICES BILLS MILWAUKEE WATER WORKS	
TOTAL ANNUAL COST	\$ _____ -
FIVE YEAR PROJECTED COST	\$ _____ -

Additional Charges-Not in 5 Year Cost for BID

The total estimated cost shown above does not include any folding and inserting charge for any additional pieces that may, from time to time, be included with customer bills. Such pieces would be produced at the expense of the City of Milwaukee Water Works and delivered to the contractor's facility. Our charges for these services are as follows:

	Folding	1,000 PIECES	1,000	_____	\$ _____	-
	Insertion with customers bills	1,000 PIECES	1,000	_____	\$ _____	-
	Minimum Charge per 1,000 pieces	1,000 PIECES	1,000	_____	\$ _____	-