

Milwaukee Water Works

Safe, Abundant Drinking Water.

July 22, 2016

OFFICIAL NOTICE NO. 87-1-2016

For Duplex Color Digital Imprinting and Mailing Services for the Milwaukee Water Works

Addendum No. 1

NOTICE TO CONTRACTORS intending to bid on the above noted Official Notice, which appeared in the Daily Reporter on June 28, 2016, with a Bid Opening Date on August 2, 2016 at 10:30 A.M.

Please see the attached for clarifications, responses to questions and changes related to the bid specification.

Also, please see the Bid Items on Bid Express as they have been revised.

The bidder shall acknowledge receipt of this addendum on the acknowledgement page (paper bid)/section (Bid Express).

Very truly yours,



Carrie M. Lewis
Superintendent

CML:sls
Attachments

**CITY OF MILWAUKEE
MIWLAUKEE WATER WORKS**

**ADDENDUM NO. 1
Official Notice 87-1-2016**

ADDENDUM TO REQUEST FOR BIDS

For Duplex Color Digital 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:

Clarification #1: Correction of dates related to the deadline for question submittals and responses.

On page 4, Section VI. "INTERPRETATION OF CONTRACT DOCUMENTS AND MANDATORY PRE-BID CONFERENCE" the section should read as:

"A MANDATORY Pre-Bid Conference has been scheduled for July 11, 2016 at 10:00 A.M. at the Frank P. Zeidler Municipal Building, located at 841 North Broadway, Milwaukee, WI 53202 in the Milwaukee Water Works' Conference Room, Room 412. All questions regarding the Request for Bids and the selection process can be made at the Pre-Bid Conference, otherwise they must be made in writing to the Milwaukee Water Works, 841 North Broadway, Room 409, Milwaukee, WI 53202. Questions may be faxed to (414) 286-2672, Attention Jeffrey Novak, Water Business Operations Manager, or emailed to jeffrey.novak@milwaukee.gov. No questions will be permitted after 5:00 P.M. on July 15, 2016, so that all responses can be prepared and made available to all bidders before the bid submittal deadline. **Only written answers will be binding upon the City.** Bidder may also submit questions in writing or orally at the Pre-Bid Conference. Oral responses will be provided if the information is available at the conference. If the Commissioner identifies inquiries or questions of general interest requiring written answers, these answers will be prepared and circulated after the Pre-Bid Conference to all prospective bidders."

Clarification #2: Section VIII. "Business Days" of the specifications is amended to read as follows:

"Normal Contractor business days are defined as Monday through Friday, 8:00 A.M. to 8:00 P.M. or the latest cut off time for delivery of mail to the Main U.S. Post Office, 345 West St. Paul Avenue, Milwaukee, at the Bulk Acceptance Unit on these days."

The follow are responses to Questions raised at the Pre-Bid Meeting as well as those received directly.

Question: Would Milwaukee Water Works consider allowing item to be mailed from a post office other than Milwaukee if there was not a location shown on the post mark?

Answer: No.

Question: What is the trend in the customers that elect to receive an electronic invoice versus a paper invoice?

Answer: Milwaukee Water Works only issues billing statements in paper form and is not looking for electronic bill presentation services at this time.

Question: What are the volumes of mailing, Quarterly, Monthly, Weekly?

Answer: MWW bills most customers on a quarterly frequency, however, bills are sent out every week (typically on Monday with delivery to the post office on Wednesday). The weekly volume averages approximately 15,900 bills. Holidays that fall on a Monday typically cause the billings to be delayed by one day. MWW bills some percentage of its customers Monthly and these bills are produced near the end of the month and are expected to be delivered to the MWW offices within one day of the file being transmitted to the contractor. The monthly volume averages approximately 1,400 bills.

Question: Will there be one file transmitted or multiple files?

Answer: There will be multiple files.

Question: Further to my question on the 345 West St. Paul Post Office requirement, the State of Wisconsin PSC code we reference for mail delivery is 185.32 and 185.33, linked [here](#). As asked in the meeting, if the City is currently receiving a 48 hour Service Level from the delivery of the PDF, can we provide a same day SLA without the 345 West St. Paul Post Office requirement, to meet the City's billing regulations?

Answer: No, the use of the Milwaukee Post Office at 345 West St Paul is a requirement as stated in the bid specification.

Question: Is the current contractor using Permit Indica or metered mail?

Answer: The postal expenses are a pass through expense, reimbursed by the Milwaukee Water works as needed. The postal account is in the name of the contractor, not the City of Milwaukee.

As per the specification, Postage to be paid by the MWW regardless of whether paid by Permit Indicia or Contractor metering.

Question: What are the periodic special mailings that are referenced in the specification?

Answer: The largest portion of the special mailings referenced are the end of year "Tax Roll" letter which notify customers of the potential of delinquent balances being transferred to the property tax bill.

Question: Why is there a requirement of 4 color printing when it looks like only one color is used?

Answer: Bid requirements will not be changed.

Question: Can we please have a list of all of the planholders for this bid?

Answer: Yes - Planholders List for Duplex Color Imprinting and Mailing Service, Official Notice 87-1-2016

Company	Contact Name
Wells Fargo	Thomas Harkless
The Mail Haus	Gordon Runnoe
Microdynamics Group	Chris Gannon
KUBRA	Nathan Wiech
AB Data	Katherine Versteege

Question: In the bid folder online at <http://mpw.milwaukee.gov/bids/docs/87-2016>, there is a folder named "Plans and Specifications." This folder is empty. Is that intentional?

Answer: Yes

Question: All questions are due by 5PM July 16, 2016. July 16th is a Saturday. Are questions due to the City by July 15th or July 18th? (Answered in the pre-bid meeting – questions due 7/15, responses by 7/22)

Answer: See Clarification #1 Above

Question: Do the bills have to be imprinted digitally in color? If yes, can you please explain why they need to be imprinted digitally in color as opposed to using preprinted letterhead shells and imprinting in black laser?

Answer: Yes, MWW has decided to transition away from the use of the pre-printed shells.

Question: Does the City understand that they are responsible for the final bill design since the data will be presented as PDFs? With the exception of address hygiene, move update, and postal barcoding; the print and mail vendor will not manipulate the design or layout in any way. Is this correct?

Answer: Yes

Question: Does the City understand they will be responsible for the design of the statements with regard to your bank's specifications, including making sure there is no printing where the bank will be scanning? In other words, does the City of Milwaukee understand that the print and mail vendor will not manipulate the placement of your scanline or other elements of design on your bills?

Answer: Yes

Question: Can you increase the height of the window on the outer envelope. This will allow enough room for the IMb (USPS Intelligent Mail barcode) to be printed in the address block (pre-production presort) on the bill rather than sprayed on the outside of the envelope (post-production presort).

Answer: Yes, the Specification for the envelope has been modified. See Exhibit "A"

Question: Will you make sure all PDFs are designed so that your address block and the IMb (if printed on the bill) will show through the window of the outer envelope with proper clearance according to USPS requirements for discounted mail?

Answer: Yes, however, since the folding of the statement can affect the location of the address relative to the window, MWW views this requirement as a joint effort to ensure compliance.

Question: How many multiple SHEET statements does the city estimate will mail each week? (Multiple sheet statements are defined as statements with two or more sheets that are collated, folded and inserted into the same envelope.)

- a. Master/Sub Meter Account Statements #___?
- b. Master Satellite Account Statements #___?
- c. Quarterly #___?
- d. Compound meter #___?

Answer: Currently there are on average 2,400 multi-page statements each month. This quantity is distributed between the above requested categories and the distribution can vary widely each month, therefore to break it out according to the above categories would be misleading. To further clarify the handling of the multi-page statements, all multi-page statements are to be returned to MWW. It is also anticipated that this number will change as the format of the billing statement has changed.

Question: Can you please provide a grid or diagram that illustrates which statement backs go with which statement fronts for each statement type?

Answer: The backs will be included in the PDF file for each bill.

Question: Is there a back for the disconnect statement?

Answer: Yes, it will be provided in the PDF file for each disconnection statement.

Question: Can the OCR line be moved to the right? The examples within the bid are in the middle of the coupon area. We would recommend moving it to the right to keep it out of the window and to allow for the proper IMb clear space required by the USPS.

Answer: Yes.

Question: Can we ask MWW to include the tax roll breakout count?

Answer: These counts vary each year based on the number of delinquent accounts. On average there are approximately 30,000 to 40,000 letters mailed for the tax roll season.

Question: On one tax roll letter sample (801), the copy would overlap with the perf on one version. Should the print and mail provider supply non-perforated stock?

Answer: The tax roll letters are to be printed on non-perforated stock. The specification for this paper stock item can be found in Exhibit "B" and is included in the amended Cost Calculation Form.

Question: Stock is not included in the price sheet for the tax roll letters. Can you add it? We would need a quantity and other paper specifications in order to properly price the material.

Answer: See amended Cost Calculation Form.

Question: Will the tax roll letters be supplied as flat data files (Excel, CSV, txt) and not PDFs like the regular bills?

Answer: The merge data for the tax letters will be supplied as flat files (Excel, CSV, txt). The contractor will need to merge this data with the form letter supplied to produce the actual printable letter.

Question: We do not believe the counts are correct for the BRE and outer envelopes. ACH customers do not receive a BRE and the multi-tenant and monthly bills do not mail from (they are shipped back to MWW for disposition) so they do not require an outer envelope during production.

Answer: The Cost Calculation Form has been updated with revised estimated quantities.

Question: Would MWW please include a price breakout line for print only pieces such as: multi-tenant and monthly bills (no-mails)?

Answer: The current Cost Calculation Form has adjusted quantities to reflect the imprinting of the "print only" bills.

Question: Are the compound meter bills the same as multi tenant bills?

Answer: Compound meter bills are similar to the regular bill. The difference is the type of meter which in turn will cause the bill to contain addition information. With the current bill format, many if not most of these type of statements were produced as two pages, however, with the proposed format, most of these will be a single page.

Question: Are the multis and multi-page statement the same thing? Or, are the multis defined as multiple tenants within one building, and multi-page statements are defined as two or more sheets of paper folded and inserted into the outer envelope? On page 14, you note that multi-page bills must be printed and delivered to the City within 1 day. Do you really mean the multi-tenant bills here?

Answer: Yes, the multis and multi-page statements are the same, referencing multiple page bills, and these must be returned to MWW within one day of the contractor receiving the file. We have nothing that is referenced as multiple tenant bills.

Question: For delivery of multi-tenant bills to the City by next day, do you mean we will need to deliver on Saturday for bill files that might arrive on Friday?

Answer: No. The billing statements being delivered back to the City are Monthly and Multi Page Billing Statements and Saturday delivery is not expected. Weekends and City Observed Holidays are not counted in the delivery timeframe.

Question: Please note that the USPS does not accept mail on Saturday for processing without special appointments. This is not SOP for the USPS, however. The City states Saturday is considered a business day. Does that mean you will want to make special appointments for Saturday mail processing with the USPS?

Answer: No. See Clarification #2 above.

Question: Duplex digital color printing on average takes more than twice the time to print than monochrome printing. More resources are required for faster turnaround time which will increase the price point for bill printing services. Will the City consider 72 hour turnaround for bill printing rather than 48 hours?

Answer: No, the turnaround time is as per specifications.

Question: If a vendor is unable to turn this volume of color bills around in 2 DAYS, will they have to "NO BID"?

Answer: Yes

Question: Are tax roll letters imprinted in monochrome (600dpi black only) or in color digital like the regular bills?

Answer: The tax roll letters are to be printed in Monochrome (600dpi Black).

Question: There is no place in the pricing sheet for paper, printing or mailing services for the tax roll. Can you add it?

Answer: See amended Cost Calculation Form.

Question: Can you include a price line item for the Delivery of the weekly “multi pagers” and “monthly” no mails?

Answer: See amended Cost Calculation Form.

Question: Can you please add a price line item for additional inserts that MWW may provide from time to time? There is an additional cost for additional inserts. This price would not cover any third party inserts, which would be quoted separately directly with that third party.

Answer: See amended Cost Calculation Form.

Question: Will the City please provide sample data for all bill types for review during the BID process?

Answer: Sample data will be provided to the awarded contractor as soon as possible after the contract is executed.

Question: Does the City or your systems provider have any special requirements for file transfer? If so, can you please detail them?

Answer: See Section IV (D) “Print Files and Transmission” in the specifications.

Question: When typically, is data sent out for quarterly, monthly and weekly mailings?

Answer: Mailings within the quarter are split up into weekly mailings, there isn’t just one large quarterly run. The weekly bill files are typically sent to the contractor on Monday. Monthly billings are typically sent out during the last week of each month.

Question: Current time to mail from data receipt is two days, is a Monday data receipt mean mail is delivered to the Milwaukee USPS on Wednesday?

Answer: Yes that is correct, normally data is sent out every Monday and submitted to the Milwaukee USPS on Wednesday. Only difference being the multi page and monthly statements that are delivered back to MWW on Tuesday.

Question: Does the SLA include Saturday’s or Holiday’s?

Answer: No MWW does not count weekends or City Observed Holidays days, the schedule is pushed by an additional day if a Holiday falls during the cycle.

Question: Any need for E-Statements or EIPP services?

Answer: No, MWW has no current need.

Question: Special mailings in csv or excel formats, how often do those come in?

Answer: This is in reference to the Tax Roll Letters which are mailed weekly from August to November annually. They may be occasional other special mailings that MWW will need and will request pricing for on an as needed basis.

Question: Is MWW currently using their own USPS caps account for postage?

Answer: MWW is being invoiced for postage but it is a direct pass through of actual postage costs from the current provider. They are currently using permit indicia on the envelopes.

Question: Does MWW provide any sort of postage deposit to the current provider or are all postage costs paid for after MWW is invoiced for them?

Answer: The vendor holds an account with a balance for the postage costs and the account is replenished when a minimum dollar level is reached.

Question: How do the multi page statements get delivered on Tuesday, can those be FedEx' d to MWW or does a driver hand deliver them?

Answer: The Multi page statements are currently hand delivered. The method of delivery can be determined by the vendor, as long as the delivery to MWW is within the 1 day as specified. MWW defines 1 day to be 24 hours. Delivery must be to Room 406 of the municipal building located at 841 North Broadway.

Question: Are the PDF data files we receive print ready files, meaning are they in full color already with all logo's that can be printed on white stock?

Answer: The files are print ready PDFs.

Question: Does MWW have any restrictions on where we can place our barcodes on the pieces?

Answer: MWW does not agree to have additional barcoding placed on the front our billing statements, however, MWW may be agreeable to negotiate a location on the back of the bill if the awarded contractor were to make such a request.

Question: How soon does MWW plan to award the bid after 8/2, want to confirm that the target go live date is 9/1/2016?

Answer: The intent is to award the contract as soon as practical in order to achieve a contract start date of 9/1.

Question: Is there a plan for testing files in August to meet the 9/1 go live? Does MWW require any UAT testing and approvals during this period?

Answer: MWW will provide bill files for testing and review the results with the vendor. This will occur as soon as possible after the contract is signed. The testing will include verification of the data, format of the printed statement, folding, insertion and confirmation of the address visibility in the window of the envelope.

Question: One of my concerns is that if an award is given even in early August and the target go live is less than a month away on 9/1 that turn time to get envelopes and BRE's produced to specification is a very tight window, is that something that has been dealt with before or do you have any input on the quick turn schedule?

Answer: MWW has no input in this matter.

Question: Please provide the current contract that was awarded.

Answer: See Exhibit "C"

Exhibit "A"

I. #10 Window Envelope

Specifications -

- Size #10 Envelope with clear Window 1-3/8" x 4" located at 0.875 inches from the left fold and 0.750 inch from the bottom fold.
- Stock: Standard White Wove 24# with 10% recycled content.
- The wording: "**Current Occupant Or:**" shall be printing in PMS308C Color directly above the window, aligned with the left edge of the window. Font is 12pt Calibri Bold.
- One Color Design, no bleed; City Hall Logo shall be located at the upper left corner, 0.375 inch from the top fold and 0.375 inch from the left fold. Total height of the logo shall be .625 inch. Color shall be PMS308C.
- Return address shall be located to the right of the City Hall Logo with the bottom row of the address aligned with the bottom of the logo. The font shall be 7pt Calibri.
- The return address is: 841 N. Broadway, Room 409
Milwaukee, WI 53202-3867
- Logo artwork available as jpg, eps

City Hall Logo Example



841 N. Broadway, Room 409
Milwaukee WI 53202-3867

Exhibit "B"

IV. Tax Roll Letter Paper and Logo Specifications

- Tax Roll Letter Stock: White, 24#, 8-1/2" x 11" no perforation.
- MWW will provide the logo as either of the following file types: jpg, eps. The logo shall be placed in the upper right corner of the page, 0.750 inch from top and 0.750 inch from the right edge. The logo shall be 1.00 inches in height. Logo shall be black, no bleed.

**Milwaukee
Water Works**

Milwaukee Water Works Logo Example

Safe, Abundant Drinking Water.

Exhibit "C"

Current Contract for providing Imprinting and Mailing Services to the Milwaukee Water Works.

Please following pages.

which contract documents are hereby made a part of this contract as though set forth in full herein.

CONTRACTOR ACKNOWLEDGES TO BE FULLY AWARE OF THE CITY'S SBE PROVISIONS, THE RESIDENCE PREFERENCE PROVISIONS, AND THE APPRENTICESHIP PROVISIONS AS SET FORTH IN THE BID PROPOSAL PACKET.

CONTRACTOR ACKNOWLEDGES TO BE FULLY AWARE OF THE REQUIREMENT TO MAINTAIN COMPLETE AND ACCURATE PERSONNEL RECORDS AS REQUIRED UNDER THE SBE, RESIDENCE PREFERENCE, AND APPRENTICESHIP PROVISIONS.

CONTRACTOR ACKNOWLEDGES RESPONSIBILITY FOR ASSURING SUBCONTRACTOR COMPLIANCE WITH CITY INSURANCE REQUIREMENTS ON THIS CONTRACT AND AGREES TO PERMIT RANDOM CHECKS OF OFFICE RECORDS BY CITY STAFF TO SUBSTANTIATE SUCH COMPLIANCE. WHERE A DETERMINATION IS MADE THAT A SUBCONTRACTOR DOES NOT HAVE THE REQUIRED INSURANCE COVERAGE, THE PRIME CONTRACTOR MAY BE CONSIDERED IN BREACH AND/OR MAY BE CONSIDERED AS NOT BEING A RESPONSIBLE BIDDER ON FUTURE PROJECTS.

THE CONTRACTOR/LESSEE AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990, 42 U.S.C. 12101, et seq.

SEE ATTACHED PAGES FOR BREAKDOWN.

TOTAL CONTRACT PRICE: FIVE HUNDRED FORTY SIX THOUSAND EIGHT HUNDRED SEVENTEEN AND 50/100 DOLLARS (\$546,817.50)

And the CONTRACTOR agrees to be liable for all damages occasioned by the digging up, use, or occupancy of the street, alley, highway, or public ground which may result from the carelessness of such CONTRACTOR, his agents, employees, or workers.

Pursuant to the provisions of Section 7.25 of the Milwaukee City Charter, the Commissioner of Public Works reserves the right to determine whether the work has been improperly or imperfectly performed. The Commissioner of Public Works further reserves the right to adjust and determine all questions as to the amount earned under the contract, including deducting from the final payment any costs related to the repair of public facilities damaged by the CONTRACTOR on the contract.

And the CONTRACTOR hereby agrees to and with the City: (1) to complete the work in the manner and form specified within (*) working days from the date specified in the notice to proceed with the work, which notice is to be given within a reasonable time after the date of this contract.

***TIME FOR COMPLETION:**

CONTRACT TERM: This contract will be for a period of one (1) year with a projected start date of May 1, 2015, with four (1) one-year options for renewal.

Name of Proposed Subcontractors	Class of Work	Amount	Check Box (If EBE)
Integrated Mail Industries	Pre-pint, Lettershop	\$83,733.50 per year	

BASIS FOR CONTRACT AWARD. Bidders must submit a five year projected cost total bid amount equal to the sum of the annual cost for the services out line in the specification and detailed cost calculation forms FOR FURNISHING labor, services, security and materials for Bill Imprinting and Mailing Services for the Milwaukee Water Works:

FIVE YEAR PROJECTED COST

BASED ON THE TOTAL OF SERVICES TO BE PROVIDED AS OUTLINED IN THE COST CALCULATION FORM.

Five Hundred Forty Six Thousand Eight Hundred Seventeen and 50/100 _____ (dollars)

(WORDS)

\$ 546,817.50

(NUMBERS)

***** IMPORTANT NOTICE *****

ALL BID PRICES MUST BE ENTERED IN WORDS AND IN NUMERALS. IN CASE OF VARIATION BETWEEN THE TWO, THE WORDS WILL PREVAIL.

IN ADDITION, IF THERE IS A DISCREPANCY BETWEEN THE TOTAL INDICATED IN THE PROPOSAL AND THE AMOUNT OBTAINED BY ADDING THE PRODUCTS OF THE QUANTITIES TIMES THE UNIT PRICES, THE LATTER SHALL GOVERN. ANY ERRORS FOUND IN THE TOTAL INDICATED SHALL BE CORRECTED AND THE CONTRACT AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER BASED ON THE CORRECTED TOTAL.

IF DOUBT EXISTS AS TO WHAT IS BID, THE BID WILL BE REJECTED.



Department of Public Works

Ghassan Korban
Commissioner of Public Works

Preston D. Cole
Director of Operations

CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
MILWAUKEE WATER WORKS

OFFICIAL NOTICE 54-1-2015
ADDENDUM NO. 1

The purpose of this addendum is to provide updated information to supersede and change the following for the bid documents for City of Milwaukee Official Notice 54-2015 for furnishing labor, service and materials to imprint and mail Municipal Services bills.

The bid documents for this project will NOT be on Bid Express as advertised in the Official Notice published March 5-6, 2015. Bid documents are available online at the DPW website here: http://www.mpw.net/services/bid_notice?54-2015

Plan holders must call the DPW Contracts Office at 414-286-3314 to be placed on the plan holders list for this project. Any addenda for this project will be made available on the DPW website. A courtesy notice announcing addenda will be sent to plan holders, but plan holders are placed on notice that they are responsible for downloading all addenda via the DPW website.

Very truly yours,

A handwritten signature in cursive script that reads "Barbara Tribble".

Barbara Tribble
Contract Compliance Officer

END OF ADDENDUM NO. 1





Department of Public Works

Ghassan Korban
Commissioner of Public Works

Preston D. Cole
Director of Operations

CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
MILWAUKEE WATER WORKS

OFFICIAL NOTICE 54-1-2015
ADDENDUM NO. 2

The purpose of this addendum is to provide updated information to supersede and change the following for the bid documents for City of Milwaukee Official Notice 54-2015 for furnishing labor, service and materials to imprint and mail Municipal Services bills.

A mandatory pre-bid meeting is scheduled for Wednesday, March 18, 2015, at 9:30 A.M. at Milwaukee Water Works, 841 North Broadway, Conference Room 102, Milwaukee, Wisconsin 53202. This date is incorrectly listed as March 15, 2015 on page 8 of the bid specifications posted on the DPW website.

Plan holders must call the DPW Contracts Office at 414-286-3314 to be placed on the plan holders list for this project. Any addenda for this project will be made available on the DPW website. A courtesy notice announcing addenda will be sent to plan holders, but plan holders are placed on notice that they are responsible for downloading all addenda via the DPW website.

Very truly yours,

Barbara Tribble
Contract Compliance Officer

END OF ADDENDUM NO. 2



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?

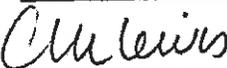
Answer: See Specifications for this answer.

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
for the Milwaukee Water Works
Official Notice 54-2015

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

**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

ADDENDUM NO.4
March 25, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

**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.

**CITY OF MILWAUKEE
MILWAUKEE WATER WORKS**

**ADDENDUM NO. 5
Official Notice No. 54-2015**

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

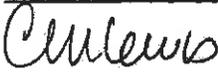
This addendum is being composed to answer certain questions posed by prospective bidders. Please note the questions and answers outlined below:

- 1) Will the City accept a nationally certified minority paper vendor?

Ans: The City will only consider firms listed in the SBC City database. However, this is now a null point because the 18% SBE requirement has been removed. SBE is now 0%. All documents pertaining to this program can be disregarded. See Revised Bidding Document Package.

- 2) Attached is the new approved bid bond form.

**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

PAYMENT MONITORING REQUIREMENTS

All Contractors awarded a contract valued at \$25,000.00 or more are required to participate in training on the City of Milwaukee's B2GNow contract compliance software. Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payment information in the City's contract compliance software.

Please contact the Office of Small Business Development (OSBD) at (414) 286-5553 should you have any questions or concerns regarding the training or reporting process.

***** IMPORTANT NOTICE *****

ALL BID PRICES MUST BE ENTERED IN WORDS AND IN NUMERALS. IN CASE OF VARIATION BETWEEN THE TWO, THE WORDS WILL PREVAIL.

IN ADDITION, IF THERE IS A DISCREPANCY BETWEEN THE TOTAL INDICATED IN THE PROPOSAL AND THE AMOUNT OBTAINED BY ADDING THE PRODUCTS OF THE QUANTITIES TIMES THE UNIT PRICES, THE LATTER SHALL GOVERN. ANY ERRORS FOUND IN THE TOTAL INDICATED SHALL BE CORRECTED AND THE CONTRACT AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER BASED ON THE CORRECTED TOTAL.

IF DOUBT EXISTS AS TO WHAT IS BID, THE BID WILL BE REJECTED.

ACKNOWLEDGEMENTS PAGE

SMALL BUSINESS ENTERPRISE, RESIDENT PREFERENCE AND APPRENTICESHIP PROGRAM REQUIREMENTS

In submitting this bid, the bidder acknowledges, understands and agrees that submission of a bid shall commit the bidder to comply with the City's requirements as outlined in the SMALL BUSINESS ENTERPRISE PROGRAM (SBE), the Resident Preference Program and the Apprenticeship Program provisions. The bidder also agrees to comply with the specific requirements as follows:

The bidder's commitment for SBE participation on this project is 0 %

The bidder's commitment for Resident Preference Program Participation on the project is 0 %

The bidder's commitment for Apprenticeship Program participation on this project is:

Apprentice(s) from the following trade(s) are to be employed: **NONE**

In submitting this bid, the bidder understands that the Commissioner of Public Works reserves the right to reject any and all bids. If written notice of the acceptance of the bid is mailed, telegraphed, or delivered to the undersigned within forty-five (45) days after the opening thereof, the undersigned agrees to execute and deliver the contract in the prescribed form (contract form on file in the office of the Commissioner of Public Works) and furnish the required performance and payment bonds, and to meet such insurance requirements as may be required, within ten (10) days after the receipt of the official notice of award.

This bidder understands that if they are the successful bidder and the contract is awarded, that pursuant to Sec. 7.14, Milwaukee City Charter, 1971 Compilation, as amended, failure to execute and to deliver the contract or to furnish the required insurance and the required security within ten (10) days after receipt of the official notice of award or such extension thereto as the Commissioner only may deem reasonable, the City, in addition to any other legal or equitable remedy which it may have, may annul the award and notice of award, and the bid security of this bidder will be forfeited.

Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this bid or any other bid for the contract for which this bid is submitted.

We acknowledge the receipt of Addenda _____ to _____ inclusive.

Bidder assures the City and acknowledges that the Official Notice, Special Provisions, if any, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Addenda, if any, and Plans of this particular project have been read and has a full understanding of the provisions therein.

SIGNATURE PAGE
IMPORTANT – THREE (3) SIGNATURES ARE REQUIRED
OR BID WILL BE CONSIDERED NONRESPONSIVE

In signing and submitting this bid, the bidder assures the City of Milwaukee that the Official Notice, Notice to Bidders, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Special Provisions, Schedule of Fixed Prices, Addenda, and Plans of this particular project have been read and understood and that the furnishing of the subject work, material, labor and services is under bidder's control. If the bidder's performance is contingent upon the acts of another party, the bidder assures that they have the necessary commitments to complete the contract which may be awarded.

Submitted by _____
Name of Bidder (person, firm or corporation)

Telephone No. _____

Fax No. _____

Address _____

(City, State, Zip Code)



Signed per _____
(Manual signature required)

MUST BE SIGNED

Official Capacity _____

BID DATED _____

SBE Contractor: Yes/Designation _____
No _____

If a Corporation, answer the following:

Incorporated under laws of what state? _____

If a foreign corporation, are you licensed to do business in Wisconsin? _____

SWORN STATEMENT OF BIDDER
AS REQUIRED BY
SECTION 66.0901 (7) WISCONSIN STATUTES

I, being first duly sworn at _____
(City, State)

on oath state on behalf of said bidder, that I have examined and carefully prepared this proposal from the plans, specifications, and the other contract documents and have checked the same in detail before submitting this proposal; and this sworn statement is hereby made a part of the foregoing proposal.



MUST BE SIGNED

Signature _____

(Title, if any)

Subscribed and sworn to before me this

_____ day of _____, 20_____

Notary Public, _____ County

State of _____

(Notary Signature)

My commission expires _____

NON-COLLUSION AFFIDAVIT

State of _____)
County of _____) ss.

_____ , being first duly sworn, deposes
and says that :

(1) He is _____
(owner, partner, officer, representative, or agent)

of _____ , the Bidder that has submitted the
attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances
respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in
interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any
other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached
Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or
indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to
fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the
Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful
agreement any advantage against the Commissioner of Public Works or any person interested in the proposed
Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy,
connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees,
or parties in interest, including this affiant.

(Check One) _____
Signature of

- _____ Bidder if the bidder is an individual;
- _____ Partner if the bidder is a partnership;
- _____ Officer if the bidder is a corporation.

Subscribed and sworn to before me this
_____ day of _____, 20_____.

Notary Signature

My commission expires _____, 20_____.

Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d), 66.0904(10)(d) and 103.49(7)(d), Wisconsin Statutes.

The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes].

- (1) On the date a contractor submits a bid to or completes negotiations with a state agency, local governmental unit, or developer, investor or owner on a project subject to Section 66.0903, 66.0904 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency, local governmental unit, or developer, investor or owner, the name of any "other construction business," which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.
- (2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 66.0904(2), 103.49(2) and 103.50(2), Wisconsin Statutes.
- (3) This form must ONLY be filed, with the state agency project owner, local governmental unit project owner, or developer, investor or owner of a publicly funded private construction project that will be awarding the contract, if **both (A) and (B) are met.**
 - (A) The contractor, or a shareholder, officer or partner of the contractor:
 - (1) Owns at least a 25% interest in the "other construction business," indicated below, on the date the contractor submits a bid or completes negotiations; or
 - (2) Has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.
 - (B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

Other Construction Business

Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code

I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.

Print the Name of Authorized Officer			
Authorized Officer Signature	Date Signed		
Corporation, Partnership or Sole Proprietorship Name			
Street Address or P O Box	City	State	Zip Code

If you have any questions call (608) 266-6861

PREVAILING WAGE NOTICE

ALL PREVAILING WAGE CONTRACTS AWARDED BY THE DEPARTMENT OF PUBLIC WORKS AFTER THE FIRST OF ANY CALENDAR YEAR ARE SUBJECT TO THE NEW PREVAILING WAGE SCHEDULE THAT GOES INTO EFFECT ON JANUARY 2ND. THE PREVAILING WAGE SCHEDULE INCLUDED IN BID PACKAGES ISSUED LATE IN THE PRECEDING YEAR MAY NOT BE TOTALLY ACCURATE FOR CONTRACTS OFFICIALLY AWARDED AFTER THE TURN OF THE YEAR. THE NEW PREVAILING WAGE WILL BE INCORPORATED INTO THE CONTRACT WHEN AWARDED.

BIDDERS ARE REQUIRED TO UTILIZE THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT'S "DICTIONARY OF OCCUPATIONAL CLASSIFICATIONS AND WORK DESCRIPTIONS" TO DETERMINE THE APPROPRIATE JOB CLASSIFICATIONS AND WAGE RATES FOR THEIR EMPLOYEES PRIOR TO BIDDING. THIS DOCUMENT CAN BE FOUND ON THEIR WEBSITE AT DWD.WISCONSIN.GOV; TYPE "DICTIONARY" IN THE SEARCH BOX.

NOTICE TO CONTRACTORS

PLEASE NOTE: Effective December 28, 2005, the City of Milwaukee adopted an ordinance relative to the disclosure of participation in or profits derived from slavery by contractors. All contractors awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the contractor has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

The City shall make the information contained in the affidavit available to the public. Any contract between the City and a contractor which fails to provide the requisite affidavit or which includes material false information on such affidavit shall be rendered null and void. To reference Milwaukee Code of Ordinances 310-14, please see:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>



OFFICE OF ADMINISTRATION

BUSINESS OPERATIONS DIVISION
PROCUREMENT SERVICES SECTION

Affidavit of Compliance
Disclosure of Participation in or Profits Derived from Slavery by Contractors

Company Name:
Address:
City: State: Zip:

This affidavit of compliance will be the contractor's sworn statement that publicly discloses any slavery policies sold by any companies, or profits from slavery by industries or their predecessors who are doing business with the City of Milwaukee as defined in the Milwaukee Code of Ordinances 310-14. NOTE: Effective May 13, 2014, Contractors whose company was established during the slavery era, whether or not subject to competitive bidding, shall complete this Affidavit prior to entering into a contract.

Please check one:

- This business was in existence during or prior to the slavery era (1865). I have searched any and all records for records of investments or profits from slavery, and have found no such records.
This business was in existence during or prior to the slavery era (1865). I have searched any and all records for records of investments or profits from slavery, and am disclosing the findings below.

Findings being disclosed (please attach additional pages, if necessary):

[Empty box for findings]

I hereby declare that all statements are true, accurate and complete as of the date furnished to the City of Milwaukee.

Authorized Signature:
Printed Name: Date:

Subscribed to before me on this day of , 20 , at
County, State.

Notary Public Signature
Printed Name
My commission expires:

(SEAL)

Please Return to:
DOA-BOD-Procurement Services
200 E. Wells Street, Room 601
Milwaukee, WI 53202

procurement.services@milwaukee.gov



NOTICE TO CONTRACTORS

Effective immediately, the City of Milwaukee has adopted an ordinance relative to Prompt Payment as follows:

2.9.16.b) It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the City shall pay simple interest beginning with the 31st calendar day at the rate of 1% per month (unless the amount due is subject to a good-faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with s.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven (7) days of the contractor's receipt of payment from the City of Milwaukee, or seven (7) days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12% per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 101137 adopted January 2011.

5/11/2011

**CITY OF MILWAUKEE, WISCONSIN
DEPARTMENT OF PUBLIC WORKS
LICENSED SURETY CORPORATION BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we,

of
(Street and Number) (City) (State)

as principal and of
(Home Office)

as surety are held and firmly bound unto the City of Milwaukee, Wisconsin, hereinafter called City in
the penal sum of
..... Dollars,

to be paid to the City: its successors and assigns, for which payment well and truly to be made, we bind
ourselves, and our heirs, executors, and, administrators, or successors and assigns, as the case may be,
jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal is making a proposal in writing dated
20, to the Commissioner of Public Works of the City, according to Official Notice No
20, of said Commissioner for furnishing all material, equipment, labor and everything necessary
for the completion of the work of...

according to plans, specifications and the other contract documents on file in the office of said
Commissioner, a copy of which proposal is by reference made a part hereof, and the said proposal is
accompanied with this bond.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden principal
shall execute the contract in quadruplicate, in accordance with the proposal as accepted, with
approved licensed surety corporation bound thereto for the faithful performance and proper fulfillment

of such contract, and return the same to the office of the said Commissioner within the time limit specified in said proposal, then the above obligation shall be void, otherwise it shall be and remain in full force and effect.

In witness whereof, the above bounden parties have executed this instrument under their several seals at Milwaukee, Wisconsin, this day of 20, the name and corporate seal of each corporate party being hereto affixed and this instrument signed by its duly authorized representative.

Bidder Witnesses

..... (Seal)
(Bidder)

.....
.....

By
(Name and Title)

Surety Witnesses

.....
(Surety)

.....
.....

By
(Attorney-in-Fact or Agent)

(Seal of Surety)

Name of Surety Contact Person _____ and Phone Number _____
(Please Print)

ADDENDUM NO.5
March 2, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

**ACKNOWLEDGMENT OF
ADDENDUM NO. 5
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.

ADDENDUM NO.6
March 25, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

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

ADDENDUM NO.6
March 25, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

**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 REQUIRED 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				
b. Bill Stock-Perforated 8-1/2" X 14" White, 24# MICR Bond	700,000	SHEETS		\$
THIS "BLANK" STOCK WILL BE DELIVERED TO THE MILWAUKEE WATER WORKS AS NEEDED UPON REQUEST				
c. Bill Stock-Perforated 8-1/2" X 11" 1 White-"Past Due Notices" 24# MICR Bond	52,000	SHEETS		\$
2 White-"Disconnection Notices" 24# MICR Bond	52,000	SHEETS		\$

(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	790,000	SHEETS		\$
a. Size #10, White, #24 woven paper with a Milwaukee Water Works Logo, return address and window				
b. Size #9, White, #24 woven paper water bill return remittance envelope	790,000	SHEETS		\$
c. Size #9, White, #24 woven paper water bill return remittance envelope with a distinct color ribbon	104,000	ENVELOPES		\$

3 Folding	790,000	SHEETS		\$
a. Folding				

4 Presort and Affix Postage	840,000	STATEMENTS		\$
a. Presort all statements and notices using zip + 4. Affix appropriate postage on all envelopes to be mailed (Do not include postage in estimated annual cost column)				

ITEM	ESTIMATED ANNUAL REQUIRED 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		\$
c. 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	840,000	STATEMENTS 840,000		\$
a. Deliver to Post Office				
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		\$

**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	\$ _____

ADDENDUM NO.7
March 25, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

**CITY OF MILWAUKEE
MILWAUKEE WATER WORKS**

**ADDENDUM NO. 7
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:

See attached example of logos for #10 outer envelopes.
#9 remittance envelopes will be printed in black and white.

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.7
March 25, 2015
Specifications for Imprinting and Mailing Services
for the Milwaukee Water Works
Official Notice 54-2015

**ACKNOWLEDGMENT OF
ADDENDUM NO. 7
Official Notice No. 54-2015**

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF ADDENDUM NO. 7 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.

Milwaukee ***Water Works***

Safe, Abundant Drinking Water.

**Department of Public Works
City of Milwaukee
Service Contract Wage Requirement Provisions**

I. General

- A. In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, adherence to a minimum wage requirement is mandatory for all Department of Public Works' Service Contracts. The ordinance requires that all workers, permanent or temporary, employed in any work performed as part of a service contract, as defined in II B herein, awarded after December 31, 1995, shall receive and be paid a sum of not less than \$6.05 per hour. Currently, Section 310-13 requires that **on March 1, 2015 and each March 1 thereafter, the minimum hourly wage shall be adjusted** to the amount required to produce, for 2080 hours worked, an annual income equal to the average of the U.S. Department of Health and Human Services most recent guidelines for a family of three and a family of four; however, the Contractor shall be required to comply with any amendments to Section 310-13, including those pertaining to the amount of the wage, or the timing of any adjustments to the wage. **No contractor may use the minimum wage requirement of this subsection to reduce the wage paid to any person employed by the contractor as of December 31, 1995.**
- B. The Contractor agrees to prepare and submit whichever is requested, be it either or both of the following documents: A sworn report (DPW-6) every 3 months or an affidavit (Form J) within 10 days following the Contractor's completion of the contract/or yearly for any contract extension. Contractor will procure and submit like documentation from every subcontractor employed by the contractor to the Department of Public works regarding every person employed on or under this contract or subcontract. Said documentation shall certify that each and every employee has been paid in full the amount of not less than **\$10.66** per hour and that there has not been, nor is to be, any rebate or refund of any part of said wages by the employee to the employer.
- C. During the performance of this contract, the Department of Public Works reserves the right to conduct compliance reviews. If the Contractor is not in compliance with the specifications, the Commissioner of Public Works will notify the Contractor in writing of the corrective action that will bring the contractor into compliance. If the contractor fails or refuses to take corrective action as directed or if the contractor, prime or sub, submits any documents which contain any fake, misleading or fraudulent information or if the contractor or subcontractor fails to comply with this ordinance, the Department of Public Works may take one or more of the actions listed below:
1. Withhold payments on the contract.
 2. Terminate, suspend, or cancel the contract in whole or in part.

**Department of Public Works
City of Milwaukee
Service Contract Wage Requirement Provisions**

3. After due process, consider debarment of the contractor from bidding for a one-year period after the first violation and for a three-year period after the second.
4. Any other remedy available to the City at law or in equity.

II. Definitions

- A. **Professional Service Contract** – any contract in which the majority of workers engaged in the performance of the contract perform work which:
 1. Is predominantly intellectual and varied in nature, as opposed to work which involves routine mental, manual, mechanical or physical labor.
 2. Requires advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher education or a hospital.
- B. **Service Contract** – any contract with the City for the provision of service to any City department or agency with a budget under the control of the Common Council which has a value exceeding \$5,000.00. Each bid specification or request for proposal (RFP) will be reviewed and a determination made as to whether the proposed contract constitutes a service contract. A service contract does not include any contract which involves the purchase of goods, a professional service contract, a Department of Public Works' contract regulated under S 309-25, a contract administered by the Office of Community Block Grant Administration (CDBG), or a contract with the Milwaukee Public Schools.

III Service Contract Utilization Requirements

- A. For every service contract as defined in II B above, the minimum hourly wage specified in I B above shall be kept posted by the contractor at the site of the work in a prominent place where it can be easily seen and read by persons employed in the performance of such contract. In addition, copies of the minimum hourly wage requirement shall be supplied to any person employed in the performance of a service contract at the request of such person and within a reasonable period of time after the request.
- B. The Department of Public Works will review and monitor all public works service contracts for compliance. Complaints from service contractors and service contract employees relating to compliance will be received and investigated by the Department with imposition of appropriate sanctions upon any contractor who provides false information or fails to comply with the provisions of this ordinance.

**Department of Public Works
City of Milwaukee
Service Contract Wage Requirement Provisions**

C. Any person employed in the performance of a DPW service contract as defined in II B may, within one year from the date of an alleged failure to comply, fill a written complaint to the Department of Public Works regarding the failure. No service contractor may discharge, reduce the compensation of, or otherwise retaliate against any person employed in the performance of a service contract for making a complaint to the Department of Public Works or for using any civil remedies to recover damages.

D. Right to Appeal.

Any service contractor or service contract employee who objects to any decision or action of the Department of Public Works relative to application or enforcement of this ordinance may appeal such decision to the Administrative Review Appeals Board. The appeal shall be initiated in writing and sent to the Commissioner of Public Works. The appeal shall state the specific objection to the decision or action, include supporting documentation, and specify an alternative recommendation. The Commissioner of Public Works shall schedule a hearing before an appeals committee consisting of the Chair of the Economic Development Committee or the Chair's designee, a member of the Economic Development Committee selected by the Chair, and the Director of Equal Opportunities Disadvantaged Business Enterprise to be held within five (5) days of receipt of the appeal. The Committee shall have the authority by majority vote to affirm or set aside the recommendation of the Commissioner of Public Works and its decision in this regard shall be final.

And the CONTRACTOR hereby guarantees and agrees to and with City that, in case the contractor shall fail to fully and completely perform this contract within the time herein limited for the performance thereof, they will pay to the City, as liquidated damages for such default, the sum * dollars per day for each and every day's delay in completing this contract, after the expiration of time wherein limited for its completion.

* Liquidated damages per diem (applies for Mailing Schedules): See B. Municipal Service Bill Mailings-Monthly & Quarterly Pages 13-15 of bid specifications - \$2,500.00

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, handicap, national origin or ancestry, disability, lawful source of income, marital status, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these protected categories, and shall require the contractor to include a similar provision in all subcontracts. The said provision shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, lay off or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available for employees and applicants for employment notices setting forth the provisions of the non-discrimination clause.

It shall be the duty of the EQUAL RIGHTS COMMISSION to initiate or receive and investigate complaints charging violations; to make a prompt and full investigation of each such complaint; to attempt to eliminate any unlawful practice through conciliation and persuasion, and, should conciliation and persuasion fail, to request the City Attorney to commence proceedings in the appropriate Court in the name of the City.

This agreement constitutes the entire agreement between the parties relating to the subject matter contained herein. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument in quadruplicate under their several seals, the day and year first above written, the name and corporate seals of each corporate party hereto affixed and this instrument duly signed by its duly authorized representative.

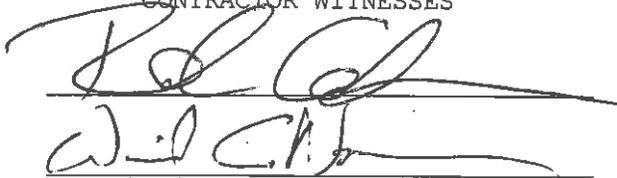
A.B. DATA, LTD.

CONTRACTOR (Seal)

4057 N. WILSON DRIVE
MILWAUKEE, WI 53211

Business Address

CONTRACTOR WITNESSES



By W. Weir VP
Signature Title

By Katherine Versteegh
Printed

By Debra J. Rouse VP
Signature Title

By Debra J. Rouse
Printed

THIS CONTRACT WAS
DRAFTED BY THE OFFICE
OF THE CITY ATTORNEY

CITY OF MILWAUKEE

Countersigned

Martin Nation
Comptroller 5-5-2015
ma

By Chassee Kuhn
Commissioner of Public Works

PERFORMANCE BOND

Bond No. 106288073

KNOW ALL MEN BY THESE PRESENTS: that

A.B. Data, Ltd.

(Name of Contractor)

600 A.B. Data Drive, Milwaukee, WI 53217

(Address of Contractor)

a Corporation, hereinafter called Principal,
(Corporation, Partnership, or Individual)

and Travelers Casualty and Surety Company of America
(Name of Surety)

1 Tower Square, Hartford, CT 06183

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto City of Milwaukee

(Name of Owner)

841 N. Broadway, Milwaukee, WI 53202

(Address of Owner)

hereinafter called Owner, in the penal sum of One Hundred Nine Thousand Three Hundred Sixty Three

and 50/100

Dollars, \$ (109,363.50)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the 16th day of April 2015, a copy of which is hereto attached and made a part hereof for the construction of:

Imprinting and mailing services to the Milwaukee Water Works - This Bond shall be effective for the definite period of May 1, 2015 - May 1, 2016. The bond may be extended by continuation certificate for additional periods from the expiry date thereof at the sole option of the surety. The contract has a term ending May 31, 2020 and the bond shall not be extended beyond May 31, 2020.

NOW, THEREFORE, if the Principal shall completely, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise effect its obligation on this bond, and it does hereby waive

~~notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.~~

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the 23rd day of April, 2015.

A.B. Data, Ltd.

(SEAL)

Principal

Witnesses

Jeshi Dejene Tull
David Thomas

By

Atan? Wilkins, et al
V.P. - CFO

Title

600 A.B. Data Drive, Milwaukee, WI 53217

Address

Travelers Casualty and Surety Company of America

Surety

Surety Witnesses

Kathleen Stewart
Robin Vanni

By

Jessica Hernandez
Jessica Hernandez Attorney-In-Fact or Agent

1 Tower Square, Hartford, CT 06183

Surety - Contract MAILING Address

(SEAL OF SURETY)

Name of Surety Contact Person Judith Seith and Phone Number (262) 825-9069
(Please Print)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

IMPORTANT: Surety companies executing bonds must be authorized to transact business in the State where the project is located.

PAYMENT BOND

ISSUED IN QUADRUPPLICATE

Bond No. 106288073

KNOW ALL MEN BY THESE PRESENTS: that

A.B. Data, Ltd.

(Name of Contractor)

600 A.B. Data Drive, Milwaukee, WI 53217

(Address of Contractor)

a Corporation

(Corporation, Partnership, or Individual)

, hereinafter called Principal,

and Travelers Casualty and Surety Company of America

(Name of Surety)

1 Tower Square, Hartford, CT 06183

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto City of Milwaukee

(Name of Owner)

841 N. Broadway, Milwaukee, WI 53202

(Address of Owner)

hereinafter called Owner, in the penal sum of One Hundred Nine Thousand Three Hundred Sixty Three

and 50/100

Dollars, \$ (109,363.50)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the 16th day of April 2015, a copy of which is hereto attached and made a part hereof for the construction of:

Imprinting and mailing services to the Milwaukee Water Works - This bond shall be effective

for the definite period of May 1, 2015 - May 1, 2016. The Bond may be extended by continuation

certificate for additional periods from the expiry date thereof at the sole option of the
surety. The contract has a term ending May, 31, 2020 and the bond shall not be extended beyond May 31, 2020.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work, and for all labor performed in such work, whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise effect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the 23rd day of April, 2015.

A.B. Data, Ltd. (SEAL)

Principal

Witnesses

Yeshi Dejene Yule
Paula Th...

By Anthony Wilton, Esq.
V.P. - CFO

Title

600 A.B. Data Drive, Milwaukee, WI 53217

Address

Travelers Casualty and Surety Company of America

Surety

Surety Witnesses

Kathleen Stewart
Robin V...

1 Tower Square, Hartford, CT 06183

Surety - Contract MAILING Address

By Jessica Hernandez
Jessica Hernandez Attorney-in-Fact or Agent

(SEAL OF SURETY)

Name of Surety Contact Person Judith Seith and Phone Number (262) 825-9069
(Please Print)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

IMPORTANT: Surety companies executing bonds must be authorized to transact business in the State where the project is located.

TRAVELERS

POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 229040

Certificate No. 006220101

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Carol F. Tasciotti, Evonne Brown, Adele M. Korczak, Grace Villarreal, Gail Schroeder, Gina M. Damato, Thomas A. Pictor, Michael Damewood, Vaenessa Sims, Luisa Seymour, Thomas N. Tague, Brenda D. Hockberger, Carlina A. Oswald, Tara S. Petersen, Todd D. Baraniak, Dale F. Poquette, Oscar F. Rincon, Moises Alcantar, James P. Fagan, Stephanie Miller, Grace Lawrence, Ann Mulder, Launa Reidenbach, William Matthews, Mary D. Thomas, Amber Derkson, Dan Hasson, Dan Orna, Kristan Retusnic, Kathleen Stewart, Mary Jo Campbell, Carrie Smith, Adam Kveton, Jessica Hernandez, Robin Vinci, Jason Cummings, and Deb Bartz

of the City of Naperville/Chicago, State of Illinois, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 17th day of February, 2015.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: *Robert L. Raney*
Robert L. Raney, Senior Vice President

On this the 17th day of February, 2015, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



Marie C. Tetreault
Marie C. Tetreault, Notary Public

Cost Calculation Form - Statement Imprinting and Mailing Services

June 2016 Revised July 2016

Bid Item	Estimated Annual Quantity Required	Unit	Price per 1,000 units	Bid price for estimate annual quantity
<u>1 Provide Bill Stock</u>				
White, 24# MICR Bond, 8-1/2" X 14" Perforated at 3.5" from bottom	790,000	Sheets	\$ _____	\$ _____
White, 24# MICR Bond, 8-1/2" X 11" Perforated at 3.5" from bottom	104,000	Sheets	\$ _____	\$ _____
<u>1B Provide Tax Roll Letter Stock</u>				
White, 24# , 8-1/2" X 11" No Perforations. With MWW Logo as per specifications	40,000	Sheets	\$ _____	\$ _____
<u>2 Provide and pre-print window envelopes</u>				
Size #10, White, as per specification	890,000	each	\$ _____	\$ _____
Size #9, White, water bill remittance envelopes as per specification	779,600	each	\$ _____	\$ _____
<u>3 Imprinting</u>				
Provide Duplex Color Digital Printing of Single page 8-1/2" X 14" statements as per Specification	765,000	each	\$ _____	\$ _____
Provide Duplex Color Digital Printing of Multi-page statements as per Specification	25,000	each	\$ _____	\$ _____
Provide Duplex Color Digital Printing of Single page Notices as per Specification	104,000	each	\$ _____	\$ _____

Cost Calculation Form - Statement Imprinting and Mailing Services

June 2016 Revised July 2016

Bid Item	Estimated Annual Quantity Required	Unit	Price per 1,000 units	Bid price for estimate annual quantity
3 Imprinting (Continued)				
Provide Black 600dpi Printing of Tax Roll Letters	40,000	each	\$ _____	\$ _____
4 Folding				
Fold statements as required	850,000	each	\$ _____	\$ _____
Fold Letters as required	40,000	each	\$ _____	\$ _____
5 Inserting				
Insert Single page 8-1/2"x14" statements and remittance envelope	746,000	each	\$ _____	\$ _____
Insert Single page 8-1/2"x11" statements and remittance envelope	104,000	each	\$ _____	\$ _____
Insert Single page 8-1/2"x11" Letters	40,000	each	\$ _____	\$ _____
Insert Additional MWW Provided Inserts with bill statements	320,000	each	\$ _____	\$ _____
6 Presort and affix Postage				
Presort all statements and notices using Zip+4. Affix appropriate postage on all envelopes to be mailed. DO NOT INCLUDE the postage cost of providing this service.	850,000	each	\$ _____	\$ _____

Cost Calculation Form - Statement Imprinting and Mailing Services

June 2016 Revised July 2016

Bid Item	Estimated Annual Quantity Required	Unit	Price per 1,000 units	Bid price for estimate annual quantity
6 Presort and affix Postage (Continued)				
Presort all Tax Roll Letters using Zip+4. Affix appropriate postage on all envelopes to be mailed. DO NOT INCLUDE the postage cost of providing this service.	40,000	each	\$ _____	\$ _____
7 Deliver to Post Office				
Deliver statements to the Post Office as per Specifications	850,000	each	\$ _____	\$ _____
Deliver Tax Roll Letters to the Post Office as per Specifications	40,000	each	\$ _____	\$ _____
7B Deliver to Milwaukee Waters Office				
Deliver Billing Statements to the Milwaukee Water Works Office	44,000	each	\$ _____	\$ _____
8 Letter Shop Production Services				
Tax Roll Letters	180	Hours	\$ _____ per hour	\$ _____
Additional Services if required	60	Hours	\$ _____ per hour	\$ _____

Bid for Imprinting and Mailing Services for the Milwaukee Water Works

Total Annual Cost (Bid) \$ _____

Each proposer SHALL acknowledge receipt of this addendum on the following Acknowledgement form and include this form in the proposal.



Carrie M. Lewis, Superintendent
Milwaukee Water Works

**ACKNOWLEDGMENT OF
ADDENDUM NO.1
Official Notice No. 87-1-2016**

The undersigned acknowledges receipt of Addendum No. 1 issued July 22, 2016 to the City of Milwaukee's request for bid to provide Duplex Color Digital Imprinting and Mailing Services for the Milwaukee Water Works and the bid submitted herein 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.