

McHenry County Government Center  
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July 19, 2019

**ADDENDUM #1**  
**RFP #19-26 Printing & Mailing of Real Estate Tax Bills**  
**Due July 30, 2019 by 2:00PM (CST)**

**Additions & Clarifications to RFP**

- Clarification #1:** Under Schedule of Events shown on the RFP (page 1), note that the Addendum posting date has been updated from June 19, 2019 to July 19, 2019.
- Question #1:** We didn't see an annual volume of bills listed anywhere in the specs. In order to price we need detailed counts of property bills, envelopes, and inserts required  
**Response:** The volume is shown on page 18
- Question #2:** The RFP mentions USPS drop off to the downtown Milwaukee bulk mail center, which we are assuming is what your current vendor is doing. Is this a requirement? We would drop off mail to a bulk mail center in Illinois.  
**Response:** Not necessarily. Provide details of the Illinois bulk mail center in proposal.
- Question #3:** The RFP also has a requirement for vendors to visit banks to validate the deposit sequence on barcodes. We can accomplish this by mailing samples and working with the banks to verify (as is industry standard). Is this acceptable?  
**Response:** One bank; lockbox
- Question #4:** Is the County willing to consider a tax bill re-design in order to accommodate standard double window outgoing envelopes and single window return envelopes? All of the pertinent information would display through envelope windows, saving the County a significant amount of money vs. custom stock.  
**Response:** Potentially; provide details in proposal for consideration.
- Question #5:** What is the total quantity of bills to be produced and what is the mail date?  
**Response:** Early May of each year mail date. Volume shown on page 18
- Question #6:** What is the current vendor and pricing for this project?  
**Response:** LRD Systems & Forms; pricing on following summary sheet

**SUMMARY SHEET**  
**County of McHenry Purchasing**

**Date:** 1/20/2016 @ 2:00  
**Bid/RFP:** RFP 16-13 Provide Printing, Mailing & Other  
 Related Services for Real Estate Tax Bills

	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR
<b>Vendor City/State</b>	<b>Data Integrators Fredericksburg, VA.</b>	<b>*LRD Systems &amp; Forms Woodstock, IL.</b>	<b>Mail Communications Des Moines, IA.</b>		
<b>ORIGINAL SIGNATURE</b>	Yes	Yes	Yes		
<b>MANDATORY PAGES</b>	Yes	Yes	Yes		
Base Year: Total Guaranteed Maximum	\$17,795.55	\$19,299.98	\$21,332.81		
Option Year 2: Total Guaranteed Maximum	\$17,795.55	\$19,299.98	\$21,332.81		
<b>BREAKDOWN OF COSTS:</b>					
Year 1: Printing Cost	\$8,966.75	\$12,062.49	\$13,175.81		
Option Year 2: Printing Cost	\$8,966.75	\$12,062.49	\$13,175.81		
Year 1: Data production & mailing cost	\$8,828.80	\$7,237.49	\$8,157.00		
Option Year 2: Data production & mailing cost	\$8,828.80	\$7,237.49	\$8,157.00		
Other costs that may be associated with this service:	\$12.00/Per Thousand	\$0.00	*pricing based on USPS rates effective 1/20/16. Rate changes will pass on their effective date.		
Estimated start date after receipt of purchase order.	5 days	Immediately	30 Days		
Estimated time of completion.	22 Days	When Needed	60 Days		
<b>Savings</b>		<b>*Awarded*</b>			

Sent to \_ potential bidders. Submittals received from **3**.