



Tacoma Public Utilities Customer Service

ADDENDUM NO. 03

DATE: 08/26/2025

REVISIONS TO:

Request for Bids - Specification No. CS25-0183N

Utility Bill Mailing & Return Envelopes

NOTICE TO ALL BIDDERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

N/A

REVISIONS TO THE SPECIFICATIONS:

Replacing "Line Items" page in Appendix B with "Price Proposal Page"

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: Donald Clark
Janine Mann



Price Proposal

Utility Bill Mailing & Return Envelopes

Vendor Name: _____

Bidder agrees to furnish the following FOB Destination freight prepaid and allowed, City of Tacoma, **Tacoma Public Utilities - CS Mail Operations 3628 S 35th St Tacoma, WA 98409**

Enter the cost (Unit Price) for each item below. The unit price and total cost must be shown in the space provided. Total cost shall be determined by multiplying the unit price by the estimated quantity (Quantity). Unit costs shall be all-inclusive and include all components needed for the delivery of the goods and services as described in this solicitation.

Item No.	Description of Item	QTY	UOM	Unit Price (per 1000)	Total Price
1A1	1A1 Bill mailer envelope – 2 color print	600,000 split delivery	Per 1000	\$	\$
1A2	1A2 Bill mailer envelope – 2 color print	700,00 split delivery	Per 1000	\$	\$
1B1	1B1 Statement Mailer #10 Black Ink	48,000	Per 1000	\$	\$
2A1	2A1 Courtesy Reply envelope	600,000 split delivery	Per 1000		
2B1	2B1 Courtesy Reply Envelope – Green	36,000	Per 1000	\$	\$
2B1	2B1 Courtesy Reply Envelope – Green – Ordered with #9 white courtesy envelope	36,000	Per 1000	\$	\$
1A1	1A1 Bill mailer envelope – 2 color print	600,000 split delivery	Per 1000	\$	\$
1A2	1A2 Bill mailer envelope – 2 color print	700,000 split delivery	Per 1000	\$	\$
1B1	1B1 Statement Mailer #10 Black Ink	48,000	Per 1000	\$	\$
2A1	2A1 Courtesy Reply envelope	600,000 split delivery	Per 1000	\$	\$
2B1	2B1 Courtesy Reply Envelope	36,000	Per 1000	\$	\$
2B1	2B1 Courtesy Reply Envelope – Green – Ordered with #9 white courtesy envelope	36,000	Per 1000	\$	\$
BASE BID SUBTOTAL					\$
10.3% WA State Sales Tax					\$
Total amount including WSST					\$

Prompt payment discount _____% _____ days. (If no terms are quoted, net 30 days will apply)