



City of Tacoma

## Questions and Answers

### Utility Bill Mailing & Return Envelopes RFB Specification No. CS25-0183N

All interested parties had the opportunity to submit questions in writing by email to Hailey Erichsen by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Supplies Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question: How many utility bills per month need printed and mailed?**  
Answer: Approx: 121,000 per month
- 2. Question: How many late notices per month need printed and mailed?**  
Answer: Approx: 4,100 per month
- 3. Question: How many disconnect notices per month need printed and mailed?**  
Answer: Approx: 15,000
- 4. Question: Will there be inserts for all 3 or just 1st statement and possibly selective inserting?**  
Answer: Inserts vary depending on the actual insert.
- 5. Question: Are these envelopes Diagonal seam or side seam – does it matter?**  
Answer: The invoice envelopes are side seam.
- 6. Question: 1A1 and 1A2 – what size is the envelope? Is this a window envelope, if yes, then window specs? Does it print face and back?**  
Answer: Envelope has custom, dye-cut window, center, with glassine or equivalent material. Window dimensions: 1 1/2" x 4 1/4"; window placement 5/8" up from bottom edge, 2 7/16" from the left edge. Prints face and back.
- 7. Question: 1B1 – is this a window envelope, if yes, then window specs/ measurements? Does it print face and back?**  
Answer: Envelope has custom, dye-cut window, center, with glassine or equivalent material. Window dimensions: 1 1/2" x 4 1/4"; window placement 5/8" up from bottom edge, 2 7/16" from the left edge. Prints front.
- 8. Question: 2A1 – assuming #9 regular – does it print face and back? Just black ink?**  
Answer: This envelope prints front and back black and green.
- 9. Question: 2B1 – assuming this is a #9 regular – is this printed on green paper or green ink? If green paper, then is it printed with black ink?**  
Answer: This envelope is printed front to back on green paper with black ink.
- 10. Question: Would you have images of samples of all to that we can view?**  
Answer: Images can be provided as needed. See attachment for 1A1 and 1A2 above.



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**11. Question: Respectfully requests the window locations and sizes for the following envelopes:**

- **1A1 Bill mailer envelope**
  - o Window dimensions: 1 1/2" x 4 1/4"; window placement 5/8" up from bottom edge, 2 7/16" from the left edge
- **1A2 Bill mailer envelope**
  - o Window dimensions: 1 1/2" x 4 1/4"; window placement 5/8" up from bottom edge, 2 7/16" from the left edge
- **1B1 STATEMENT MAILER #10**
  - o Window dimensions: 1 1/2" x 4 1/4"; window placement 5/8" up from bottom edge, 2 7/16" from the left edge
- **2A1 Courtesy Reply envelope**
  - o (non-window)
- **2B1 COURTESY REPLY ENVELOPE**
  - o (non-window)

Answer: See above per bullet point.

**12. Question: On the first page, it shows the value of contract \$490,000 over 5 years, however, on Section 1 Minimum Requirements it shows the anticipated contract term as an initial two year term with 3 two year term renewals. Can you please clarify which is correct?**

Answer: Addendum 1 updated Section 4 Anticipated Contract Term.



PO BOX 11007  
TACOMA WA 98411-0007

ADDRESS SERVICE REQUESTED  
#BWNJGTRK

1-1.2 x 4-1/4  
Left:2-7/16 Bottom:5/8



5661 0225

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3035

624

GRAPHICS ID: 005182\_A000215785\_2

MAX FORM #: 1A1-#10 WIN BILL MAILER

1A1 #10 Win Bill Mailer



GRAPHICS ID: 005182\_A000215739\_2

MAX FORM #: 2A1 COURTESY REPLY ENVE

2A1 Courtesy Reply Envelope

