

City of Pawtucket, RI

***** Addendum #1 *****

RFP # 23-022 - Printing and Mailing Services for Tax Billing and Collections

January 31, 2023

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the Request for Proposals indicated above. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in, and form a part of the proposed Contract Documents for the work.

Inclusion of this Addendum must be acknowledged in the spaces provided in the document entitled "Request for Proposals #23-022 - Printing and Mailing Services for Tax Billing and Collections". Failure to acknowledge any and all addenda in the above specified bid form may be cause for rejection of the bids by the Owner on the grounds that it is not responsive.

This addendum consists of four (4) pages.

Item 1: Questions and Answers:

Q1: It is our understanding that Motor Vehicle Bills (and therefore, subsequent Motor Vehicle Billing demand notices) are not going to be issued in 2023. However, these items are included in the request for pricing. Could you please confirm that this is the case as it does change the numbers fairly significantly for pricing purposes?

A1: This is correct and confirmed. For at least the first year of the eventual contract, bidders will not have to factor the Motor Vehicles Bill component into their pricing for the “Annual Tax Bills”, found as the first line item in the Pricing Proposal on page 20 of the RFP. All references to the Motor Vehicles Bills have been removed from the RFP Scope of Work/Background Section on page 7 of the RFP and the RFP Scope of Work/Printing of Collection Tax Bills section on page 8 of the RFP. Strikethroughs underneath the line below:

Pages 45-46 (sample Excise Tax form) are also no longer applicable to the RFP.

Note that the elimination of Motor Vehicle Bills may have an impact (up to and including elimination of the mailing) on the number of bills to mail when quoting “Delinquent Motor Vehicle Bills”, found as the second line item in the Pricing Proposal on page 20 of the RFP. Please quote this anyway.

Note further that the elimination of Motor Vehicle Bills is not considered permanent, and the billing may return in one form or another during the span of the eventual contract. In the event this occurs, the contract will have to be amended to adjust the price of the work accordingly, as agreed to by both parties.

Background

The City of Pawtucket distributes approximately 30,000 tax bills in June. From year-to-year this number may vary due to a number of factors, and is especially dependent on whether or not the Excise Tax is ever reinstated. The tax bills are confidential in nature and include ~~Motor Vehicle~~, Personal Property, and Real Estate. All tax bills will contain a letter from the Mayor (layout in Appendix D) and must be mailed no later than June 20 of each year, if the 20th falls on a Saturday or Sunday, they must be mailed the Friday prior.

The City of Pawtucket has a statutory required mailing to notify delinquent debtors of the City of Pawtucket's intent to submit their overdue balance to the State of Rhode Island's Income Tax Offset Program. The City of Pawtucket distributes approximately 14,000 notices that must be mailed no later than December 1st. The City of Pawtucket distributes approximately 16,000 delinquent Motor Vehicle Billing demand notices in February. The demand notices must be mailed no later than February 13th of each year.

Printing of Collection Tax Bills


The following three (3) items shall be provided by the Vendor and must be printed in the exact layout of the samples available by contacting City Treasurer Christopher Rosa at 401-728-0500 Ext.200 and per the specifications found in Appendix C:

- Note that return envelopes are not required.

I. Annual Mailing:

- Standard Legal Size Format on 8.5x14
- Bills need to be printed on both sides
- Each Tax Roll bill will need to have a different color printing header, For Example, **Motor Vehicle is Red**, Real Estate is Blue, Tangible is Green.
- Custom perforation (see Example) for tear off coupons
- Front, offset pre-printed shell with areas for variable data, Back, with static information disclosure (double sided)
- Second pass printing with variable tax data for three tax rolls

- Data management to fit format requirements, MICR needed for lockbox processing (per Webster Bank Lockbox Processing. See Appendix C)
- Vendor provided envelopes for mailing, size#10 window (see sample)
- Ability to Stuff, Insert and Meter – Insert ability up to 4 items (Bill, informational Flyer(s))
- Must be metered and mailed by June 20th. If the annual mailing is not metered and mailed by June 20th, there will be a penalty for each day the mailing is late.
- This penalty will be assessed at 5% of the bid price per day.
- Data Management and set up cost. File format of data is in CSC format
- Ability to provide PDF of all outgoing correspondence (front of bills only)
- Vendor will be physically located in RI, MA, CT, NH, VT, or ME.



Peter Wingate

Purchasing Director