



**PRINTING AND MAILING SERVICES RFP**  
**Solicitation Number: R-24-001-JP**

**ADDENDUM 4**  
**March 27, 2024**

To Respondent of Record:

**CHANGES TO THE RFP**

**1. Pg. 1, Section I.A. Objective. is removed and replaces to read as follows:**

The San Antonio Water System (SAWS) is seeking the assistance from contractors that offer Printing and Mailing Services as specified in this Request for Proposals (RFP). Proposals from interested contractors (Respondents) are being accepted in connection with this project. The selected firm(s) will provide printing and mailing services for the Customer Service Department as part of the AMI X Program, as well as other SAWS Departments on an as needed basis. SAWS in its sole discretion may select more than one (1) firm to be awarded a contract for these services.

**2. Pg. 1, Section I.B. Scope of Services. Section I.B. is removed in its entirety and replaced with the following:**

1. SAWS is seeking proposals from Respondents with demonstrated professional competence and experience to provide printing and mailing services for SAWS. Respondent will supply the required printing materials needed by SAWS to include full color postcards, letters and door hangers. Postcards will include customized ink-jet address information. The Services include, but are not limited to: Postage, mail addressing, address verification, mailing and delivery/handling services for the printed materials.
2. Prior to providing services, the selected Contractor, in discussion with SAWS personnel, shall garner a clear understanding of the scope of services and desired quantities per batch to be provided.
3. The selected Contractor(s) will be responsible for paying the postage fees from the post-office and billing SAWS after mailing has occurred monthly.
4. The selected Contractor may be required to invoice SAWS for the cost of postage which include the mailing of postcards. Postage fees, if applicable, are not to be combined for multiple requests and shall be billed per batch quantities identified.
4. SAWS will send emails with updated quantity schedules to the selected Contractor on a weekly basis. The timeline, quantities and specifications may change throughout the term of the contract. The Contractor shall NOT print the full required quantities at the beginning of the contract as requirements may change.
5. If applicable, SAWS may provide a version number in the file name and printed on the postcard and doorhanger to ensure the correct and most up-to-date information is going to customers. SAWS will track each version to ensure deliverables submitted are the latest version of each deliverable requested.

6. The current specifications include:

- Door Hangers
  - o 10.75" x 17" folds to 5.375" x 17" prints 4/4 with bleeds on 80# uncoated cover, die-cut, standard hole with side slit to hang on door, perforation to make tear off CRE 5.375" x 9". (Exact dimensions may vary for future versions)
  - o Estimated monthly quantities will vary but may range from 7,000 to 15,000 (Qty/month), shrink-wrapped in packages of 100. Print estimated 570,000 (Qty) over five (5) years.
  - o Deliver the shrink-wrapped packages directly to SAWS designated location.
  - o Incorporate customized ink-jet address information to each.
  - o Example provided in Attachment 3 of this RFP.
  - o Door hangers will include a detachable survey for customers to complete and return to SAWS.
  
- Postcards
  - o 9" x 12" fold to 9" x 6"; prints 4/4 with bleeds print on 100# dull cover, score for 1/2 fold and glue shut (Exact dimensions may vary for future versions.)
  - o Estimated monthly quantities will vary but may range from 7,000 to 15,000 (Qty/month). Print estimated 570,000 (Qty) over five (5) years.
  - o Mail the postcards to SAWS customers via the United States Postal Service (USPS).
  - o Example provided in Attachment 4 of this RFP.
  
- The selected Contractor(s) must include costs for data processing, addressing, adding message on same side, delivery of door hangers to SAWS and mailing of postcards and letters to SAWS customers.
- The selected Contractor(s) shall bill SAWS for postage monthly at current postal automation discount rates.
- SAWS will provide mailing and service address for mail merges via excel, CSV, or TXT or other industry acceptable formats.
- Comparable paper may be acceptable, however comparable paper must meet mailing and/or distribution needs for USPS presort first-class market rates and the needs of SAWS. Refer to USPS postcard regulations at: <https://pe.usps.com/businessmail101?ViewName=Cards>

7. Optional Services: Selected Contractor(s) may be asked to print postcards, letters and/or doorhangers in smaller quantities for other SAWS Departments, as needed. If so, SAWS will negotiate the scope of services and fees proposed as a separate Work Order with the Contractor. If mutually agreed upon, SAWS will submit the final request in writing.

3. Pg. 2, Section I.D. Estimated Timeline. Section I.D. is removed in its entirety and replaced with the following:

**“D. Estimated Timeline**

February 23, 2024 .....	RFP Released
March 6, 2024 at 2:00 p.m. CST .....	Non-Mandatory Pre-Proposal Conference
<b>April 2, 2024</b> by 4:00 p.m. CDT.....	Receipt of Written Questions Due
<b>April 3, 2024</b> by 5:00 p.m. CDT.....	Q & A Posted to Website
April 8, 2024 by 2:00 p.m. CDT.....	Proposals Due
April 2024 .....	Proposals Evaluated
April 2024 .....	Interviews, if necessary

May 7, 2024.....SAWS Board Consideration and Award  
 May 2024 ..... Non-Selection Notices Mailed  
 May 2024 .....Start Work

The dates listed above are subject to change without notice.”

- 4. **Pg. 16, Attachment 1, File – Compensation Proposal. Remove in its entirety and replace with the revised version attached in this Addendum. Respondents shall use this version when submitting a proposal to this RFP.**
- 5. **Pg. 51, Exhibit E, Sample Contract. Exhibit A, Compensation for Agreement-Lump Sum Payment Method, Sections 1 – Basis for Compensation is removed and replaced with the following:**

- 1.1 The Total Fee for all services defined by this contract is to be a Not-To-Exceed Amount of **\$000,00.00 – Dollars and No Cents** and it is agreed and understood that this amount, when earned, will constitute full compensation to the Contractor. This amount has been approved and appropriated by the San Antonio Water System for expenditure under this agreement.
- 1.2 For the purpose of establishing costs to the Water System for services payable by the rates below and authorized in writing by the Water System, the following Billing Rate Table of the fees shall apply:

Description	Price	Unit of Measure
a. 100# dull cover postcard color printing	\$	Per 1000*
b. 80# uncoated cover door hanger color printing	\$	Per 1000*
c. Data collecting and formatting**	\$	Monthly
d. Mailing services	\$	Per 1000*
e. Postage for postcards***		Billed at cost***

\* Actual compensation shall be based on the actual quantities ordered and delivered. SAWS reserves the right to add or delete items and change quantities depending on SAWS needs.

\*\* Data collecting and formatting is for postcards being printed. Data sets provided to Contractor will include physical addresses that need to be ink-jetted onto the postcards for reference, in addition to the mailing address.

\*\*\* Based on current USPS presort first-class market rates. <https://www.usps.com/ship/first-class-mail.htm> No mark-ups allowed. Postage should be itemized in billing.

- 1.3 The portion of the Total Fee allocated for Basic Services as provided for in Exhibit B shall be the lump sum amount of **\$00.00 – Dollars and No Cents.**
- 1.4 The portion of the Total Fee allocated for Optional Services as provided for in Exhibit B shall be a not-to-exceed amount of **\$00.00– Dollars and No Cents.** The Optional Services shall be performed by Consultant on a written Work Order basis as provided herein. SAWS will negotiate the final scope of services and fees for each Work Order requested of the Contractor.

**END OF ADDENDUM**

This Addendum is four (4) pages, with the attachment in its entirety.

**ATTACHMENT 1  
FILE 1- COMPENSATION PROPOSAL**

Project Name: Printing and Mailing Services RFP

Firm Name: \_\_\_\_\_

Respondents shall only submit pricing as requested on this Attachment 1. Item #1 below is required pricing per Scope of Services that must be submitted with your Proposal. Item #2 below is optional alternate pricing to allow for comparable paper being proposed, if needed.

**No other forms of Compensation Proposals shall be submitted with the Proposal.**

**1. Provide the rates to be charged for each of the following items (REQUIRED):**

Description	Price	Unit of Measure
a. 100# dull cover postcard color printing	\$	Per 1000*
b. 80# uncoated cover door hanger color printing	\$	Per 1000*
c. Data collecting and formatting**	\$	Monthly
d. Mailing services	\$	Per 1000*
e. Postage	\$	Billed at cost***

**2. ALTERNATE (Optional)**

Provide description for the paper proposed and the rates to be charged for each of the following items if proposing an alternate comparable paper:

(Alternate must have comparable specs to original. Paper samples will be required to be provided to SAWS for review within 24 hrs of the Proposal opening.)

Description	Price	Unit of Measure
a. _____ postcard color printing including cost of paper	\$	Per 1000*
b. 80# Gloss _____ cover door hanger color printing including cost of paper	\$	Per 1000*

\* Quantity depicted is for review purposes only. Actual compensation shall be based on the actual quantities ordered and delivered. SAWS reserves the right to add or delete items and change quantities depending on SAWS needs.

\*\* Data collecting and formatting is for postcards being printed. Data sets provided to firm will include physical addresses that need to be ink-jetted onto the postcards for reference, in addition to the mailing address.

\*\*\* Based on current USPS presort first-class market rates. <https://www.usps.com/ship/first-class-mail.htm> No mark-ups allowed. Postage will be itemized in billing, when applicable and per work order.