



PRINTING AND MAILING SERVICES PROJECT

Solicitation Number: R-24-001-JP

ADDENDUM 5 April 3, 2024

To Respondent of Record:

RESPONSES TO QUESTIONS

1. **Question: •8% Mandatory SMWB Goal which we don't qualify for. - See if you can clarify this since we don't qualify and would not have a Small, Minority, Woman owned business to partner with.?**

Response: Please see page 7 of the RFP, which states (in Section 2.), "...All Respondents, whether SMWB or not, may earn the maximum number of SMWB points (15) by meeting or exceeding the stated mandatory SMWB goal. Failure to meet the mandatory goal will not result in disqualification if proof of Good Faith Outreach Efforts are included with the Respondent's submittal. However, non-attainment of the mandatory SMWB goal will result in the inability to earn SMWB points. Respondents that do not provide proof of Good Faith Outreach Efforts on the solicitation due date and time may be disqualified."

The expectation is that Respondents will make an effort to use SMWBs on their team. Please provide proof of your Good Faith Outreach Efforts when you submitting your proposal.

2. **Question: •Clarify- up front monthly postage. How will this process. What are their payment terms?**

Response: For up front monthly postage, awarded Contractor will estimate postage fees based on quantities ordered and provide SAWS with a postage receipt for payment. For all services rendered, payment by the Water System is due within thirty (30) days after receipt of invoice, per Section 5.3 of Exhibit A, within the Sample Contract.

3. **Question: •Do you have any indication of what a typical quantity size might look like?**

Response: See Addendum #4, 2. of Changes to the RFP, item #6, for door hangers and postcards estimates which range from 7,000 to 15,000 per month for each.

4. **Question: •Do you have any sample data or data requirements for a typical post card mailing under this bid? Demographic Profile? Will all this data be supplied or will the vendor be required to pull based on SAWS request?**

Response: SAWS will be providing a list to the awarded firm(s) as noted on the RFP's Scope of Work. The awarded firm will be responsible for processing the information through normal mailing verification process methods. Please see the attached sample data file illustrating the basic format for the headers attached to this Addendum. Demographic profile is protected information that will only be disclosed to the awarded firm(s) after Board award.

END OF ADDENDUM

This Addendum is three (3) pages, with the attachment in its entirety.

ATTACHMENT:

Sample of Mailing List Headers

Sample of Mailing List Headers

EXTERNAL ID	ADDRKEY	MOVEINDATE	MOVEOUTDATE	ROUTEID	ACCOUNTSTATUS	ACCTCLASS	BILLINGCYCLE	METERSZ	UNITTYPE	SERVADD STNO	SERVADD STNAME	SERVADD PREDIR	SERVADD STSUB	SERVADD CITY	SERVADD STATE	SERVADD ZIP	MAILING SEND TO
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