



549-2023 ADDENDUM 1

SUPPLY, INSTALLATION AND ONGOING MAINTENANCE OF A MAIL METERING SOLUTION

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: September 8, 2023
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

QUESTIONS AND ANSWERS

- Q1: Please confirm the maximum number of custom slogans the City initially desires to be included within the RFP pricing and outline a clause for vendor to include "additional" slogan cost thereafter.
- A1: The maximum number of custom slogans the City initially desires to be included within the RFP pricing is one (1). Please provide pricing in Form B: Optional Equipment Prices for additional slogans.
- Q2: B18.11 Parcel/Shipping Software. Please provide a list of the carriers you are currently using
- A2: We are currently using Canada Post.
- Q3: What are the number of shipments per carrier, per month/year, and total?
- A3: Average of 300 pieces per year. Monthly quantities will vary.
- Q4: What is the maximum weight per shipment? E3.4 indicates mentions the need for "weighing capacity of up to 20 kg or more". Is 20 kg the maximum you require?
- A4: The maximum weight per shipment would be 20 kg. Optional 35 kg could be included within the Form B: Optional Equipment Prices and would not be evaluated.
- Q5: B18.15 Mail Management Software. Regarding (b), how many accounts and sub-accounts is the City using currently?
- A5: The City is currently using approximately 90 main accounts and 115 sub-accounts with the potential for expansion.
- Q6: What are your postage volumes per month and per year combined on the two units you currently have?
- A6: The volumes are approximately 22,000 pieces per month. Per year approximately 265,000 pieces.
- Q7: What is the annual volume (number of pieces) that you run in "seal only" mode?
- A7: The annual volume is minimal and used occasionally, but is still a requirement for the City.
- Q8: Are these volumes expected to increase/decrease over the next 8 years?
- A8: The volumes are expected to remain approximately the same.

Q9: Please outline the City's digital adoption plan to offer the residents options on how they receive their communications. If this plan exists, what are your timelines and are you interested in a value-add in the RFP response.

A9: Yes, we are working on a City-Wide mail strategy. If you wish to do so, an optional proposal can be sent as information and will not be evaluated.

Q10: E3.1 indicates processing requirement of a minimum 120 letters per minute. Is this in batch or dynamic mode?

A10: Regardless of mode the City requires a minimum of 120 letter per minute, sealed and metered.

Q11: Do you use permit mail?

A11: Yes.