

## **ADDENDUM NO. 1**

October 21, 2020

KENT COUNTY WATER AUTHORITY

### **REQUEST FOR PROPOSAL DESIGN, PRINTING AND MAILING SERVICES FOR WATER BILLS AND NOTICES**

The following changes, corrections, deletions, additions, and insertions shall be and are hereby an integral part of the RFP for Design, Printing and Mailing Services for Water Bills and Notices prepared by KCWA 1072 Main Street, West Warwick RI 02893 as fully to the same extents as all other parts. Proposals submitted shall be deemed to include these changes, corrections, deletions, additions, and insertions, and any proposer shall be stopped from asserting non-receipt thereof. General Proposers shall notify such sub-proposers as may be affected by this Addendum.

**INSERT:** Copies of billing, delinquent and shut off notices as well as the questions and answers from the pre-proposal meeting

This Addenda was forwarded to all pre-qualified recipients of RFP through email. Physical copies are available at the KCWA Administrative office or available through the KCWA website [www.kentcountywater.org](http://www.kentcountywater.org)

**KENT COUNTY WATER AUTHORITY  
REQUEST FOR PROPOSAL  
DESIGN, PRINTING AND MAILING SERVICES FOR WATER BILLS AND NOTICES**

The Pre-Proposal Conference relating to Design, Printing and Mailing Services for Water Bills and Notices for the Kent County Water Authority was held at 11:00a.m., October 19, 2020 per the requirements of the Request for Proposals advertised in the Providence Journal on Monday, October 12, 2020. Attendance was a mandatory requirement to submit a proposal.

The Kent County Water Authority is requesting proposals from qualified design and printing vendors to convert raw data from our Xerox Government Systems (formerly ACS) financial and billing system necessary for the design, printing and mailing services for Kent County Water Authority's monthly bills, delinquent and shut off notices. The standard mailing at a minimum will consist of One #10 Outbound Envelope, One Courtesy Reply Envelope, One 8.5" x 11" Invoice micro-perforated at bottom for tear off remittance.

In addition, Kent County Water Authority may at times include informational inserts, such as a water quality report, flyers or other communications with customers. A complete detailed description can be found in the Requests for Proposal documents.

The design work and mailing service under this proposal must be established and ready for bill processing no later than January 1, 2021.

Attendees of the Pre-Proposal conference were as follows:

1. **KCWA**, Michael Lanfredi
2. **KCWA**, Michael Lanfredi
3. **KCWA**, John Duchesneau
4. **Cathedral Corp.**, 15 Blackstone Valley Pl, Lincoln, RI, Dana, T: 401-333-1020,

At 11:00AM the pre-proposal conference began by Timothy J. Brown. No one was present and waited 10 minutes prior to closing the meeting in case someone showed up. At 11:10a.m. an attendee arrived and the meeting began.

The request for proposal documents were outlined as to general requirements

The meeting was now opened up for questions:

No questions asked.

The Proposal opening is scheduled for 11:00a.m. on Wednesday, February 7, 2018 at the offices of KCWA. The office clock will be used for the deadline time of Proposal submission and opening.

The Pre-Proposal Conference was closed at 10:13 a.m.