

ADDENDUM NO. 1

Utility Bill Printing and Mailing Services

DATE: October 14, 2014

BID NO. 14/15-A5

QUESTIONS RECEIVED REGARDING RFP:

1. How is CCUA printing and mailing bills currently?
 - A. Printing and mailing services are currently outsourced.

2. If an outside vendor is doing them, what is the name of the vendor and what are you currently paying for the service and postage?
 - A. SW Direct is currently providing printing and mailing services. We pay \$0.134 per piece with a return envelope and \$0.128 for any piece without a return envelope. SW Direct holds the permit for postage and we receive permit pricing if the mail piece qualifies. If not, postage ranges from \$0.46-\$0.48 and \$1.15 per piece mailed outside of the United States.

3. Can you provide specifications on the preprinted form and the envelopes (paper weight, any printing on one or two sides, any colors)?
 - A. The bill is color and printed on front and back. CCUA does not require any specifications on the paper, weight, etc.; however, bills are expected to be on 8-1/2" x 11" paper with a professional, quality appearance. The envelopes are window style for both the original mailing and the return envelope.

4. Can you supply PDFs of the artwork for the preprint and envelopes so a bidder can see how they print?
 - A. CCUA provides monthly bills for CCUA customers and The Crossings at Fleming Island CDD customers. PDF documents of each bill are provided on the website at www.clayutility.org.

END OF ADDENDUM NO. 1



Customer Name: John Eagle Harbor
 Service Address:

Bill Date: 10/03/2014

Customer # 0000000
 Route #

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69947495	.625	10/01/14	29	195	198	3
Base Charges (Prepaid)		10/03/14 to 11/04/14				\$9.80
Consumption Charges		Tier 1	3.0	x	1.30	\$3.90
Proration Factor: 0.9667		Tier 2	0.0	x	2.70	\$0.00
		Tier 3	0.0	x	3.50	\$0.00
		Tier 4	0.0	x	4.50	\$0.00

Sewer

Base Charges (Prepaid)						\$22.22
Consumption Charges		3.0	x	3.20	\$9.60	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
71384948	.625	10/01/14	29	265	277	12
Base Charges (Prepaid)						\$15.48
Consumption Charges		Tier 1	12.0	x	0.57	\$6.84
Proration Factor: 0.9667		Tier 2		x	1.13	\$0.00
		Tier 3		x	1.70	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$1.06
Capacity Fees (Prepaid)	\$40.99
Current Charges	\$109.89

Previous Balance	\$0.00
Late Charge (If Applicable)	
TOTAL AMOUNT DUE	\$109.89

Each monthly bill includes prepaid base facility charges and usage charges. The prepaid base charges are billed in advance and carry the account to the next billing cycle. The usage charges are billed in arrears after the usage has occurred.

The prepaid base facility charges reflected on this bill are billed at our new rate effective 10/01/2014. The usage charges are billed at the current rates effective through 09/30/2014.

You will notice both the base facility charges and usage charges will be at the new rates on your November 2014 bill.

Please pay 109.89 by 10/24/2014 to avoid a \$3.00 late fee. Thank you for your business.

Your last payment of \$127.75 was posted to your account on 9/11/2014.

Make checks payable to THE CROSSINGS AT FLEMING ISLAND CDD

Service Summary

John Eagle Harbor
 1808 Wind Ridge Court
 Customer # 0000000
 Route #
 Route Group 22

Please return this portion with payment

John Eagle Harbor
 Fleming Island FL 32003-4704

Bill Summary

Bill Date	10/03/14
Current Charges	\$109.89
Lend A Helping Hand (If Applicable)	
Previous Balance	\$0.00
Total Amount Due	\$109.89
Current Charges Past Due After	10/24/14

Mail Payments To:
 THE CROSSINGS AT FLEMING ISLAND CDD
 c/o Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068





Customer Name: John Smith
 Service Address:

Bill Date: 10/03/2014

Customer # 00000000
 Route #

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
48015188	.625	10/01/14	29	158	163	5
Base Charges (Prepaid)		10/03/14 to 11/04/14				\$9.80
Consumption Charges		Tier 1	5.0	x	1.30	\$6.50
Proration Factor: 0.9667		Tier 2	0.0	x	2.70	\$0.00
		Tier 3	0.0	x	3.50	\$0.00
		Tier 4	0.0	x	4.50	\$0.00

Sewer

Base Charges (Prepaid)						\$22.22
Consumption Charges		5.0	x	3.20	\$16.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
58471845	.625	10/01/14	29	359	359	0
Base Charges (Prepaid)						\$15.48
Consumption Charges		Tier 1		x	0.57	\$0.00
Proration Factor: 0.9667		Tier 2		x	1.13	\$0.00
		Tier 3		x	1.70	\$0.00

Other Charges

Administrative Fees (Prepaid)						
Capacity Fees (Prepaid)						
Current Charges						\$70.00
Previous Balance						\$0.00
Late Charge (If Applicable)						
TOTAL AMOUNT DUE						\$70.00

Each monthly bill includes prepaid base facility charges and usage charges. The prepaid base charges are billed in advance and carry the account to the next billing cycle. The usage charges are billed in arrears after the usage has occurred.

The prepaid base facility charges reflected on this bill are billed at our new rate effective 10/01/2014. The usage charges are billed at the current rates effective through 09/30/2014.

You will notice both the base facility charges and usage charges will be at the new rates on your November 2014 bill.

Please pay 70.00 by 10/24/2014 to avoid a \$3.00 late fee. Thank you for your business.

Your last payment of \$63.07 was posted to your account on 9/25/2014.

Make checks payable to CLAY COUNTY UTILITY AUTHORITY

Service Summary

John Smith
 1175 Summer Springs Drive
 Customer # 00000000
 Route #
 Route Group 27

Bill Summary

Bill Date	10/03/14
Current Charges	\$70.00
Lend A Helping Hand (If Applicable)	
Previous Balance	\$0.00
Total Amount Due	\$70.00
Current Charges Past Due After	10/24/14



Please return this portion with payment

John Smith
 Middleburg FL 32068

Mail Payments To:
 Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068