

ADDENDUM NO. 3

Utility Bill Printing and Mailing Services

DATE: October 22, 2014

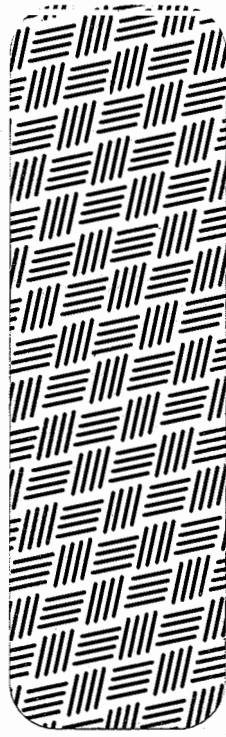
BID NO. 14/15-A5

QUESTIONS RECEIVED REGARDING RFP:

1. What are the specifications of the #9 and #10 envelopes? It is understood that each have a window, but is there information printed on these envelopes? If so, how many colors and is it on the front and back of the envelope? Can you provide a sample of the envelope?
 - A. The bill is mailed out in a #10 envelope with a window in the top left corner and CCUA's logo located at the top left of the bill is displayed. This is the same for both CCUA & The Crossings at Fleming Island CDD. Addendum 1 provides an example of CCUA's bill. The return envelope included with the bill for the customer to return their payment is #9. The envelope has a window for the bill stub to be returned and has CCUA's mailing address. See PDF attached.
2. Does CCUA currently combine bills with similar/exact information into one mailing envelope?
 - A. There is one bill for each service address. Up to two (2) inserts with additional information may be included with the bill. If a customer has several accounts with the same mailing address, the customer will receive a separate bill in a separate envelope for each account.

END OF ADDENDUM NO. 3

PLACE
STAMP
HERE



FROM: _____

