



**CITY OF DULUTH**  
PURCHASING DIVISION  
Room 100 City Hall  
411 West First Street  
Duluth, Minnesota 55802-1199  
218/730-5340  
[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

**Addendum #2**  
**File # 17-14AA**  
**Mailing Services for ComfortSystems**

The specification indicates that the #10 outgoing envelope is printed with the tri-color City of Duluth logo. This is incorrect. It is currently printed with the ComfortSystems logo, which is two color (gradations of blue and black).

Answers to submitted questions are shown below. Please submit any additional questions no later than 12:00 PM local time on Thursday, November 2, 2017 to allow time for an additional addendum, if needed.

1. Are inserts included in the invoice mailings? Are these printed by the mailing services vendor? If so, how many are typically inserted at one time, how frequently, and what size are they?

*Inserts are included in the invoice mailings. The mailing services vendor does not print the inserts - they are pre-printed and shipped directly to the mailing services vendor. There may be as many as three (3) per envelope. Frequency varies.*

2. What paper weight is required?

*The statement paper is 24# white, with a bottom perforation.*

3. Are the envelopes required to be tinted?

*The outgoing envelope is a custom single window #10 envelope, 22# white woven with a 423 gray tint. It has black and blue print. The window is 1 ¼" X 4 1/14", placed 5/8" from the left – 5/8" from the bottom. The return is a standard right window #9.*

4. What are the weights of the envelopes?

*See # 3 above.*

5. What do you mean by "return postage"?

*This is meant to be the cost (if any) to return mail to ComfortSystems that is*

*returned to the mailing services vendor due to no forwarding address.*

6. Would the city consider 720 x 360 DPI?

*Please provide pricing on the bid form for the stated resolution (600 x 600). Provide pricing for alternate resolutions on a separate sheet. Any proposed alternate resolution must be accompanied by samples.*

7. Can you share the name of the current vendor and current rates?

*Our current vendor is InfoSend. Our current rate is \$0.088 plus \$0.0075 per insert.*

8. The document refers to an Affidavit of Non - Collusion and an EEO Compliance Certificate. Where can we find these documents to fill out?

*The Affidavit and EEO form are attached.*

9. The "Bid Form" page numbered page 2 refers to "additional inserts". Is it asking for the cost to insert those inserts or to produce and insert them. If produce and insert are there specs available?

*Please provide only the cost to insert.*

10. How often is data sent out? Daily, Weekly, Monthly?

*Please refer to paragraph 3 of the specifications. "Data files are currently sent by 2:00 PM CST Monday through Friday and must be processed and mailed the next day. The City requires that the vendor provide an auto confirmation of every electronic file received to ensure accuracy."*

11. Do you provide test data to examine to help determine set up cost?

*A sample data file can be provided upon request. E-mail requests to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) by 12:00 PM on November 2, 2017.*

12. What percentage of the pieces are foreign mail?

*An average of two (2) pieces per month are foreign mail.*

13. Is the sample invoice format provided what is expected to be produced going forward?

*Yes.*

14. Will the City of Duluth accept the use of 2D barcodes instead of the OMR on the sample?

*The city will accept the use of 2D barcodes as long as they meet current United States Postal Service requirements.*

15. What percentage of mail pieces include multi-page invoices?

*Approximately 30 pieces of mail per month have multi-page invoices.*

If your company provides additional value-added services beyond those requested in the bid, please include that information and pricing on a separate sheet(s) from the bid form.

Please acknowledge receipt of this Addendum by initialing and dating Addendum #2 on the bid form.

Posted: November 1, 2017

## **AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS**

Affidavit of Non-Collusion:

I hereby swear (or affirm) under penalty of perjury:

- 1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- 2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;
- 3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;
- 4) That a family relationship between a City of Duluth employee and bidder/proposer are in non-collusion; and
- 5) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

My commission expires: \_\_\_\_\_

Bidder's Federal Identification Number \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY EEO AFFIRMATIVE ACTION  
POLICY STATEMENT & COMPLIANCE CERTIFICATE**

**TO: City of Duluth, MN      PROJECT NUMBER & DESCRIPTION** \_\_\_\_\_

**FROM:** \_\_\_\_\_

\_\_\_\_\_  
(Vendor's name, address, telephone number)

**A) Employment:** It is the policy of the above named FIRM to afford equal opportunity for employment to all individuals regardless of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance and/or disability. The FIRM will take affirmative action to ensure that we will: (1) recruit, hire, and promote all job classifications without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability, except where sex is a bona fide occupational qualification; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, FIRM sponsored training, education tuition assistance, social and recreational programs will be administered without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability. The FIRM also intends full compliance with Veteran affirmative action requirements. Additionally, minority and female employees shall be encouraged to participate in all FIRM activities and refer applicants.

I have designated (name) \_\_\_\_\_ to direct the establishment of and to monitor the implementation of personnel procedures to guide the FIRM's affirmative action program. Where PROJECTS exceed \$500,000, this official shall also serve as the liaison officer that administers the FIRM's "Minority Business Enterprise Program." This official is charged with designing and implementing audit and reporting systems that will keep management informed on a monthly basis of the status of the equal opportunity area.

Supervisors have been made to understand that their work performance is being evaluated on the basis of their equal opportunity efforts and results, as well as other criteria. It shall be the responsibility of the FIRM and its supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

**B) Reports:** Unless exempted by law and regulation, the FIRM shall make available and file those reports related to equal opportunity as may be required by the City of Duluth and State and Federal compliance agencies. Requirements and Reports are defined in 41CFR60 "Compliance Responsibility for Equal Opportunity" published by the U. S. Department of Labor which is incorporated herein by reference. Additional requirements are defined in various State and Federal Civil Rights Legislation and Rules promulgated thereunder.

**C) Nonsegregated Facilities:** The FIRM certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM certifies that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this Certification, the term "segregated

facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation for entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

- D) Affirmative Action Compliance Program:** Unless exempted by regulation and law, the FIRM—if the FIRM has 50 or more employees and if the value of current contracts with the City of Duluth exceeds \$50,000—shall prepare and maintain a written affirmative action compliance program that meets the requirement as set forth in 41CFR60.
- E) Non-Compliance:** The FIRM certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notification of non-compliance with EEO Laws and Regulations.
- F) Employment Goals - "Construction" Projects:** It shall be the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the on-site workforce will be minority employees and that no less than 7% of the on-site workforce will be female employees. Further, it is the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the work hours generated shall be worked by minority employees and that no less than 7% of the work hours generated shall be worked by female employees.
- G) Subcontractors:** The FIRM will for all its PROJECT subcontractors regardless of tier (unless exempted by law and regulation) that received in excess of \$2,500 require that: (1) the subcontractor shall execute an "EEO Statement and Certification" similar in nature to this "Statement and Certification", (2) said documentation to be maintained on file with the FIRM or subcontractor as may be appropriate.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Signature

**NOTE:** In addition to the various remedies prescribed for violation of Equal Opportunity Laws, the penalty for false statements is prescribed in 18 U.S.C. 1001.