



Addendum No. 1
Solicitation 26-AA21
Utility Invoice Mailing Services

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following are questions that were asked and their subsequent answers in *italics*:

1. General Bid Specifications section 17 on Insurance states “All vendors doing work on City property, except vendors making routine deliveries, shall submit an insurance certificate verifying insurance coverage as per current City requirements.” What are the City’s current insurance requirements?
 - a. *See attached document labeled ‘Standard City Insurance Requirements’.*
2. The Specifications state that files are sent to the vendor Monday through Friday and must be processed the next day. Please confirm the City requires the vendor to provide Saturday processing and mailing for files the City provides on Fridays.
 - a. *Files received by 2:00 PM on Friday should be mailed the next business day, i.e. Monday. Exceptions include holidays, in which the next business day the files should be processed.*
3. From what CIS system are the files for processing provided?
 - a. *New World ERP*
4. Please describe the file type to be provided (e.g. raw data file, PDF, etc.)
 - a. *There is an error in paragraph two of the Specifications, page 4. It should read, ‘Comfort Systems is seeking a mailing service provider that can accept an electronic invoice file in .xml format...’*
5. Why is the City going to RFP at this time?
 - a. *This is not an RFP, this is a sealed Invitation to Bid, mailed to the Purchasing Office. Cost will be the determining factor when awarding a bidder, with minimum qualifications needing to be met to bid.*
6. What criteria will the City be using to evaluate proposals and how will that criteria be weighted (e.g. cost – 30%, etc.)
 - a. *There will be no proposal evaluation. This is a sealed Invitation to Bid. 100% cost.*
7. Are there any areas of improvement over the existing services and products the City is seeking?
 - a. *You may submit any improvement notes, but it will just be considered additional information for the City to have, and will not affect who is awarded.*
8. Will the City accept cost saving alternatives to the current custom printed #10 envelopes?
 - a. *You may submit cost saving alternatives alongside the required bid items, but it will just be considered additional information for the City to have, and will not affect who is awarded.*
9. Regarding the "Cost for One Additional Insert" item in Exhibit B, will the City please describe what the City desires the proposer to price (e.g. cost of materials, folding, cost of inserting, size of insert, etc.)?
 - a. *Price for inserting only.*

10. What are the City's disaster recovery or business continuity service requirements?
 - a. *There are none.*
11. Where are the statements and notices currently being mailed from?
 - a. *Two Harbors, Minnesota*
12. Are there any other documents (e.g. late notices) the vendor will be responsible for producing?
 - a. *No*
13. Who is your current vendor?
 - a. *Business Communication Solutions*
14. What is the City currently paying for invoices?
 - a. *\$0.064*
15. What is the City currently paying for postage?
 - a. *\$0.601*
16. Are annual CPI price increases allowed after year one?
 - a. *Answer will be issued in an upcoming addendum, alongside question 17. We are currently doing research regarding typical CPI increases year over year.*
17. Will the City provide the sample contract it intends to utilize?
 - a. *We are currently in the process of finalizing an agreement for this type of service. It will be issued in an upcoming addendum, alongside question 16.*
18. Will the City allow electronic responses for this solicitation to be emailed to the City?
 - a. *No, electronic bids will not be accepted.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum # below the bid form on the invitation for bids.

Posted: August 6, 2026



Standard City of Duluth Insurance Requirements

- A. Contractor shall provide the following minimum amounts of insurance from insurance companies authorized to do business in the state of Minnesota, which insurance shall indemnify Contractor and City from all liability described in the Indemnification paragraphs above, subject to provisions below.
1. Workers' compensation insurance in accordance with the laws of the State of Minnesota.
 2. Commercial General and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit shall be in a company approved by the city of Duluth; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability. Umbrella coverage with a "form following" provision may make up the difference between the commercial general and auto liability coverage amounts and the required minimum amount stated above.
 3. City of Duluth shall always be named as **Additional Insured** under the Commercial General, and Automobile Liability Policies. Contractor shall also provide evidence of Statutory Minnesota Workers Compensation Insurance.
 4. For any new building construction or new building addition for which the value exceeds \$100,000, the Contractor shall provide proof of Builders Risk Insurance on an "All-Risk" basis, which includes theft of material not installed and glass breakage, to the full value of the new building. Contractor(s) is (are) liable for losses within deductible coverage.
 5. Contractor to provide Certificate of Insurance evidencing all coverages which shall contain an unconditional requirement that the insurer notify the City without fail not less than 30-days prior to any cancellation, or 10 days prior to any non-renewal of the policy or coverages evidenced by said certificate, and shall further provide that failure to give such notice to City will render any such change or changes in said policy or coverages ineffective as against the City.
- B. The insurance required herein shall be maintained in full force and effect during the life of this Agreement and shall protect Contractor, its employees, agents and representatives from claims and damages including but not limited to personal injury and death and any act or failure to act by Contractor, its employees, agents and representatives in the negligent performance of work covered by this Agreement.
- C. Certificates showing that Contractor is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Contract and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Contract.
- D. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Contractor's interests and liabilities.