



**CITY OF PRESCOTT, ARIZONA**  
**"Everybody's Hometown!"**

**Purchasing Division**  
P.O. Box 2059  
Prescott, AZ 86302

Phone: (928) 777-1203  
Fax: (928) 777-1234  
Tdd: (928) 777-1100

*dawn.foster@cityofprescott.net*

July 24, 2008

**ALL PROSPECTIVE PROPOSERS**

**ADDENDUM No. 1**  
**BID 09FIN0004 – Utility Billing Services**

Notice is hereby given that certain sections contained in the above referenced solicitation are being amended, clarified, and/or deleted and are identified as Addendum No. 1 and attached hereto.

**THEREFORE:** All bidders are required to note this Addendum No. 1 and indicate on Form A when submitting the Request for Proposal that it was received.

Should you have any questions, please contact the Purchasing Manager, Dawn Foster, at 928-777-1203.

Sincerely,

Dawn M. Foster

Attachment

**ADDENDUM NO. 1**

Page (2) of the Request for Proposal:

Scope of Work

8.b The City has decided to use a pre-printed backer for the utility bills. The backer would include notices regarding payment options, check clearing, hours of operation, water conservation, etc. The City would provide the artwork.

8.d and e The City will accept proposals for envelopes without the security tint.

Please include pricing for the following:

<b><i>Item</i></b>	<b><i>Price</i></b>	<b><i>Per Unit</i></b>
Stock:		
3-month supply		
6-month supply		
Printing – black		
Printing – color		
Programming		
Set-up fees		
#10 – 24# white Generic double window envelope without security tint		
#9 – 24# white Generic single window envelope without security tint		
OTHER FEES - list		