



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
Invitation for Bid (IFB) No. 25-23
PRINTING AND MAILING SERVICE FOR UTILITY BILLS
May 1, 2023

ATTENTION ALL BIDDERS:

The following addendum is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the IFB. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

QUESTIONS & ANSWERS

PRINTING AND MAILING SERVICE FOR UTILITY BILLS ADDENDUM 1 BIDDER QUESTIONS (*italics*) + CITY RESPONSES (red)

1. *Please provide specifications for inserts*

RESPONSE: If the insert is an 8.5 x 11, it would need to be trifolded down to 8.5 x 3.67 size. The insert would need to fit in a standard #10 size envelope. If it's a third sheet insert, it would need to be 8.5 x 3.67 in size. A few examples are attached.

2. *Please indicate the time and date files are transmitted to vendor*

RESPONSE: We run our billing between the 13th – 15th of the month. The monthly bill files would be submitted on any of those days between 8:30 a.m. – 5 p.m. Our late notices are run between the 19th – 22nd of the month and would be submitted between 8:30 a.m. – 5 p.m. on any of those days. We run our final bills one a week and would submit them on Fridays.

3. *Please indicate the specifications for the Flat Large envelope. 9" x 12" window or no window. Also what is the consumption monthly*

RESPONSE: This would be to hold multiple bills going to the same address if it exceeds a standard #10 size envelope. The envelope would either be windowed or nonwindowed. This would be once a month during our monthly billing, volume is random.

4. *Please kindly indicate the full specifications for the statements 4/4 or 4/0*

RESPONSE: 4/0 refers to printing 4 colors on one side of the paper and 0 colors on the other side of the paper. 4/4 means 4 colors printed on both sides of the paper.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE INVITATION FOR BID (IFB).

Additionally, please be sure to submit all required forms with your bid per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR BID OR ACKNOWLEDGING IN YOUR BID.

ISSUED BY: TJ Ellison, PRINCIPAL BUYER, 5/1/2023

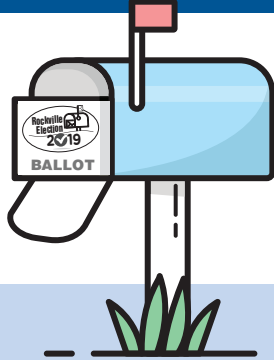
NAME OF BIDDER: _____

BID DUE DATE: 4:00 P.M. (ET), TUESDAY, MAY 9, 2023

Vote by Mail

EASY · CONVENIENT · SAFE & SECURE

The City of Rockville will conduct a Vote by Mail election in 2019 for mayor and four council members.



Key Dates

Sept. 20: Deadline to register to vote or update voter registration.

On or before Oct. 11: Ballots mailed to registered voters.

Nov. 5: All voted ballots must be received at City Hall, 111 Maryland Ave. by 8 p.m. to be counted. Postmarks do not count.

THREE WAYS TO VOTE

By Mail: Ballots will be mailed to every registered voter. Return your postage-paid ballot to the city by 8 p.m. Nov. 5. Postmarks do not count.

24/7 Dropbox: Drop off your completed ballot anytime at the City Hall dropbox, located in the upper parking lot.

Vote Center: Vote on Election Day at City Hall from 7 a.m.-8 p.m. Nov 5. City Hall will be the only vote center. Same day voter registration also available.

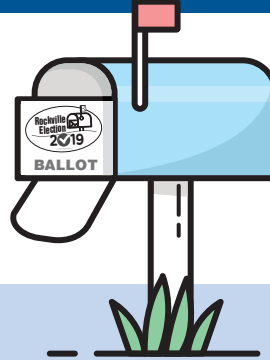


For more information, visit www.rockvillemd.gov/election or call 240-314-8286.

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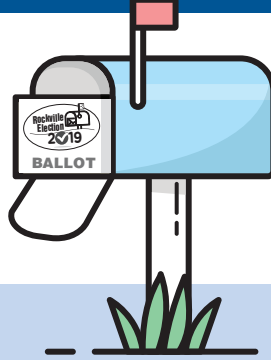


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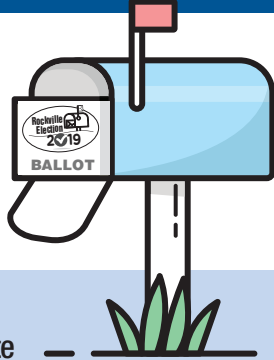
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FÁCIL · CONVENIENTE · SEGURO Y CONFIABLE

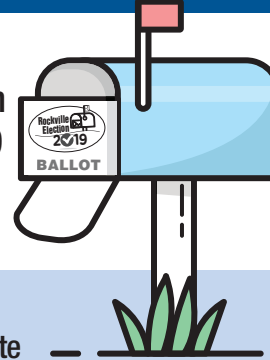
FÁCIL · CONVENIENTE · SEGURO Y CONFIABLE

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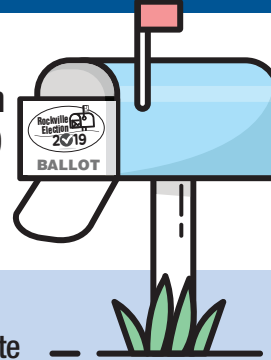
La ciudad de Rockville llevará a cabo una elección de voto por correo en 2019 para los cargos de alcalde y cuatro concejales.



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Fechas claves

20 de septiembre: Fecha límite para registrarse para votar o actualizar el registro de votantes.

El 11 de octubre o antes: Boletas enviadas por correo a los votantes registrados.

5 de noviembre: Las boletas se deben de recibir por correo o se deben traer al buzón de votación en el Ayuntamiento, en el 111 de Maryland Ave. antes de las 8 p.m. Las boletas recibidas después del 5 de noviembre no serán contadas.

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TRES FORMAS DE VOTAR

Por correo: Las boletas se enviarán por correo a cada votante registrado. Envíe por correo la boleta con el franqueo pagado para que se reciba en el Ayuntamiento antes de las 8 p.m. del 5 de noviembre. Las boletas recibidas después del 5 de noviembre no serán contadas.

Buzón 24/7: Deposite su boleta completa en cualquier momento en el buzón de votación del Ayuntamiento, ubicado en el estacionamiento principal.

Centro de votación: Vote el día de las elecciones en el Ayuntamiento de 7 a.m. a 8 p.m. 5 de noviembre. El Ayuntamiento será el único centro de votación. Registro de votantes el mismo día también disponible.



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NEW UTILITY RATES AND FEES EFFECTIVE JULY 1, 2019

Ready-to-Serve* (RTS) Charges for Water and Sewer					
Water RTS by Meter Size			Sewer RTS by Meter Size		
Meter Size	Monthly Rate	Quarterly Rate	Meter Size	Monthly Rate	Quarterly Rate
5/8"	\$4.38	\$13.13	5/8"	\$5.08	\$15.25
3/4"	\$6.57	\$19.70	3/4"	\$7.62	\$22.87
1"	\$10.94	\$32.83	1"	\$12.71	\$38.12
1 1/2"	\$21.89	\$65.67	1 1/2"	\$25.41	\$76.23
2"	\$35.02	\$105.07	2"	\$40.66	\$121.97
3"	\$70.04	\$210.13	3"	\$81.32	\$243.95
4"	\$109.44	\$328.33	4"	\$127.06	\$381.17
6"	\$218.89	\$656.67	6"	\$254.11	\$762.33
8"	\$350.22	\$1,050.67	8"	\$406.58	\$1,219.73
10"	\$503.44	\$1,510.33	10"	\$584.46	\$1,753.37

Quarterly Water Usage Charges (Based on Meter Size)				
Meter Size	Tier 1	Tier 2	Tier 3	Tier 4
	(quarterly use)	(quarterly use)	(quarterly use)	(quarterly use)
5/8"	0 - 15,000	15,001 - 30,000	30,001 - 45,000	45,001 +
3/4"	0 - 22,500	22,501 - 45,000	45,001 - 67,500	67,501 +
1"	0 - 37,500	37,501 - 75,000	75,001 - 112,500	112,501 +
1 1/2"	0 - 75,000	75,001 - 150,000	150,001 - 225,000	225,001 +
2"	0 - 120,000	120,001 - 240,000	240,001 - 360,000	360,001 +
3"	0 - 240,000	240,001 - 480,000	480,001 - 720,000	720,001 +
4"	0 - 375,000	375,001 - 750,000	750,001 - 1,125,000	1,125,001 +
6"	0 - 750,000	750,001 - 1,500,000	1,500,001 - 2,250,000	2,250,001 +
8"	0 - 1,200,000	1,200,001 - 2,400,000	2,400,001 - 3,600,000	3,600,001 +
10"	0 - 1,725,000	1,725,001 - 3,450,000	3,450,001 - 5,175,000	5,175,001 +
Rate Per 1,000 Gallons	\$5.61	\$8.63	\$13.39	\$18.07

Monthly Water Usage Charges (Based on Meter Size)				
Meter Size	Tier 1	Tier 2	Tier 3	Tier 4
	(monthly use)	(monthly use)	(monthly use)	(monthly use)
5/8"	0 - 5,000	5,001 - 10,000	10,001 - 15,000	15,001 +
3/4"	0 - 7,500	7,501 - 15,000	15,001 - 22,500	22,501 +
1"	0 - 12,500	12,501 - 25,000	25,001 - 37,500	37,501 +
1 1/2"	0 - 25,000	25,001 - 50,000	50,001 - 75,000	75,001 +
2"	0 - 40,000	40,001 - 80,000	80,001 - 120,000	120,001 +
3"	0 - 80,000	80,001 - 160,000	160,001 - 240,000	240,001 +
4"	0 - 125,000	125,001 - 250,000	250,001 - 375,000	375,001 +
6"	0 - 250,000	250,001 - 500,000	500,001 - 750,000	750,001 +
8"	0 - 400,000	400,001 - 800,000	800,001 - 1,200,000	1,200,001 +
10"	0 - 575,000	575,001 - 1,150,000	1,150,001 - 1,725,000	1,725,001 +
Rate Per 1,000 Gallons	\$5.61	\$8.63	\$13.39	\$18.07

**The Ready-to-Serve Charge is designed to recover a portion of the fixed costs of the City's water operation. These costs include maintenance of meters, debt service, depreciation and customer service costs for meter reading and billing.*

Sewer Usage Charge

Rate Per 1,000 Gallons \$10.50 For All Meter Sizes

Chesapeake Bay Fee

\$60.00 Annually - Billed Either \$5.00 Monthly or \$15.00/Quarter (For Residential Customers)

Refuse Rate (Trash and Recycling)

\$445 Annually - Charged on the Montgomery County Property Tax Bill

OTHER FEES

WATER DISCONNECT/RECONNECT FEE:	\$50.00 (Water service will not be restored unless this fee is paid in addition to the current balance.)
AFTER HOURS CONNECTION FEE:	\$80.00 (Paid in addition to fees states above if request to restore service is after 3:00 pm, M-F.)
RETURN CHECK FEE:	\$35.00 (If more than 2 checks within a 3-year period are returned, payments must be made by CASH, CREDIT CARD, or MONEY ORDER for the next four (4) billing cycles.)
METER RE-READ FEE (at customer's request):	\$50.00
METER TESTING FEE (at customer's request):	\$50.00

ONLINE ACCESS



Go Green! Register and receive your utility bill by email, please visit:

www.rockvillemd.gov/ebill

To register and pay your bill online or setup automatic payments, please visit:

www.rockvillemd.gov/utilitybilling

ONLINE
UTILITY BILLING
AVAILABLE
NOW

Residents who receive utility bills from the City of Rockville for water, sewer and/or refuse services now have the ability to pay those bills online for free. To make it simple and easy...

YOU CAN:

Register and pay your utility bill monthly or set up automatic payments. Simply visit www.rockvillemd.gov/OnlineUtilityPayment and follow the instructions to sign up.



YOU CAN:

Register and receive your utility bill by email. Simply visit www.rockvillemd.gov/ebill and complete the online form.



For more info: www.rockvillemd.gov/OnlineUtilityPayment

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