



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 225-8530

FAX: (603) 230-3656

www.concordnh.gov

February 8, 2010

ADDENDUM NUMBER TWO

RFP22-10

PRINTING AND MAILING SERVICES

REAL ESTATE AND UTILITY BILLS, NOTICES AND MOTOR VEHICLE REGISTRATIONS

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following additions, changes and clarifications are made to the original proposal documents:

1. **Question:** Our organization is located out of state. Will we still be considered for this RFP?

Answer: Yes, organizations located outside of New Hampshire are encouraged to submit proposals.

2. **Question:** Please identify the current vendor and provide pricing that the City has paid to this vendor for the printing and mailing services identified in RFP22-10.

Answer: The current vendor is Lakes Region Business Forms dba ECP Digital Services located in Laconia, NH. For current prices see the enclosed current purchase orders.

3. **Question:** Please identify the software company that the City currently uses to manage the utility, tax, motor vehicle and payroll information.

Answer: a. Utility billing and payroll are managed by New World Systems located in Troy, MI.
b. Property taxes are managed by Munismart Systems a Division of Harris Computer Systems located in Dover, NH and Ottawa, Ontario, Canada. c. Motor vehicle information is managed by Avitar Associates located in Chichester, NH.

PLEASE BE ADVISED THAT THE PROPOSER MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE AND TWO ON THE PROPOSAL SHEET SIGNATURE PAGE.

CITY OF CONCORD, NEW HAMPSHIRE

DOUGLAS B. ROSS
PURCHASING MANAGER

Ship To
 City of Concord
 City Hall, Treasury & Collection Div
 41 Green Street
 CONCORD, NH 03301

Bill To
 City of Concord
 City Hall, Treasury & Collection Div
 41 Green Street
 CONCORD, NH 03301

Purchase Order
 No. 2009-00002459
 DATE 04/08/2009

VENDOR NO. 24746

Reprint Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
 LAKES REGION BUSINESS FORMS
 DBA ECP DIGITAL SERVICES
 PO BOX 1250
 LACONIA, NH 03247



CITY OF CONCORD, NH
 PURCHASING DIVISION
 311 N STATE ST, CONCORD NH 03301-3228
 PHONE: 603-225-8530 FAX:603-230-3656
 T.L.N. 02-6000177
 www.onconcord.com purchasing@onconcord.com

DELIVER BY
SHIP VIA SERVICE-VENDOR TO DELIVER
FREIGHT TERMS FOB Origin
 PAGE 1 of 2
ORIGINATOR: Betsey Virgin

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
30.0000	Thousand	Bill, Property Tax - Property Tax Bill	Open	23.7500	\$712.50
		11-16-12-18_44000 - Office IT and Printed Supplies 712.50			
48.0000	Thousand	Envelopes, #10 Window MV - Window #10 MV	Open	23.5500	\$1,130.40
		11-16-12-18_44000 - Office IT and Printed Supplies 1,130.40			
30.0000	Thousand	Envelopes, #10 Window Property Tax - #10 Window Envelopes Property Tax	Open	26.7800	\$803.40
		11-16-12-18_44000 - Office IT and Printed Supplies 803.40			
56.0000	Thousand	Envelopes, #9 Courtesy Property Tax - #9 Envelopes Courtesy Property Tax	Open	21.0400	\$1,178.24
		11-16-12-18_44000 - Office IT and Printed Supplies 1,178.24			
24.0000	Thousand	Envelopes, #9 Courtesy Reply MV	Open	27.4000	\$657.60
		11-16-12-18_44000 - Office IT and Printed Supplies 657.60			
48.0000	Thousand	Envelopes, #9 Courtesy Reply MV - Envelopes #9 Courtesy Reply MV	Open	21.2800	\$1,021.44
		11-16-12-18_44000 - Office IT and Printed Supplies 1,021.44			
12.0000	Month	File, MV Renewal Notices PDF - File MV Renewal Notices PDF	Open	75.0000	\$900.00
		11-16-12-18_44000 - Office IT and Printed Supplies 900.00			
2.0000	Each	File, Tax Bills PDF - File Tax Bills PDF	Open	100.0000	\$200.00
		11-16-12-18_44000 - Office IT and Printed Supplies 200.00			
15.0000	Thousand	Insert, Mailing - Mailing Insert	Open	40.7500	\$611.25
		11-16-12-18_44000 - Office IT and Printed Supplies 611.25			
56.0000	Thousand	Insert, Mailing Additional - Additional Inserts	Open	6.7500	\$378.00
		11-16-12-18_44000 - Office IT and Printed Supplies 378.00			
48.0000	Each	Insertion, MV - Into 9x12 envelopes	Open	0.7500	\$36.00
		11-16-12-18_44000 - Office IT and Printed Supplies 36.00			
48.0000	Thousand	Mailing, Presort - Presort Mailing	Open	91.0000	\$4,368.00
		11-16-12-18_44000 - Office IT and Printed Supplies 4,368.00			
28.0000	Thousand	Mailing, Presort - Presort Mailing	Open	91.0000	\$2,548.00
		11-16-12-18_44000 - Office IT and Printed Supplies 2,548.00			
1.0000	Hour	Maintenance, Computer Software - Placeholder to be modified per invoice	Open	120.0000	\$120.00
		11-16-12-18_44000 - Office IT and Printed Supplies 120.00			
48.0000	Thousand	Paper, Blank Stock MV Perforated - Paper, Blank Stock MV Perforated	Open	17.1000	\$820.80

Special Instructions

This is a Blanket Purchase Order for the period 7/1/09 - 6/30/10. All items on this purchase order may be ordered on an as needed basis until the total quantity for each item is reached. All terms, conditions, specifications and prices shall be in accordance with the City's Request for Proposals (RFP18-04), the vendors proposal opened on 2/27/04 and the vendors emails dated 1/25/08 and 1/13/08 and 2/9/09.

The City's standard terms & conditions for all purchase orders may be viewed on-line at www.onconcord.com/purchasing. Acceptance of this purchase order by the vendor shall indicate acceptance of these standard terms and conditions. THIS PURCHASE ORDER # MUST APPEAR ON ALL PACKING LISTS & INVOICES TO ENSURE PROMPT PAYMENT.

Ship To
 City of Concord
 City Hall, Treasury & Collection Div
 41 Green Street
 CONCORD, NH 03301

Bill To
 City of Concord
 City Hall, Treasury & Collection Div
 41 Green Street
 CONCORD, NH 03301

Purchase Order
 No. 2009-00002459
 DATE 04/08/2009

VENDOR NO. 24746

Reprint Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
 LAKES REGION BUSINESS FORMS
 DBA ECP DIGITAL SERVICES
 PO BOX 1250
 LACONIA, NH 03247



CITY OF CONCORD, NH
 PURCHASING DIVISION
 311 N STATE ST, CONCORD NH 03301-3228
 PHONE: 603-225-8530 FAX: 603-230-3656
 T.I.N. 02-6000177
 www.onconcord.com purchasing@onconcord.com

DELIVER BY
SHIP VIA SERVICE-VENDOR TO DELIVER
FREIGHT TERMS FOB Origin
 PAGE 2 of 2
ORIGINATOR: Betsy Virgin

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST												
1.0000	Each	CO#1 - 6-17-08 ADD LINE FOR FREIGHT AS NOTED ON INVOICE 59132 DATED 5/17/08 - COLLECTIONS REQUESTED MV ENVELOPES BE SHIPPED DIRECTLY TO THEIR OFFICE. AMEND PRICE ON PAPER - BLANKET STOCK MV PERFORATED FROM \$17.95 PER/M TO \$17.85 PER BILLING. ORIGINAL PO TOTAL \$14,832.83 PLUS FREIGHT CHARGE \$38.98, LESS PRICE REDUCTION OF BLANK STOCK MV PERFORATED OF \$.10/M \$4.80 = NEW PO TOTAL \$14,867.01 (ALA 6-17-08) 11-16-12-18_44000 - Office IT and Printed Supplies 820.80 Shipping, Freight Inbound - Miscellaneous Freight Special Requests CO#1 - 6-17-08 ADD LINE FOR FREIGHT AS NOTED ON INVOICE 59132 DATED 5/17/08 - COLLECTIONS REQUESTED MV ENVELOPES BE SHIPPED DIRECTLY TO THEIR OFFICE. AMEND PRICE ON PAPER - BLANKET STOCK MV PERFORATED FROM \$17.95 PER/M TO \$17.85 PER BILLING. NEW PURCHASE ORDER TOTAL IS \$14,832.83 PLUS FREIGHT CHARGE \$38.98 LESS PRICE REDUCTION OF BLANK STOCK OF \$.10/M \$4.80 = NEW PO TOTAL \$14,867.01 (ALA 6-17-08) 11-16-12-18_44000 - Office IT and Printed Supplies 55.62 <table border="1" style="width: 100%;"> <tr> <td>Total Cost</td> <td style="text-align: right;">\$15,541.25</td> </tr> <tr> <td>Amount Voided</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Expensed</td> <td style="text-align: right;">\$4,186.93</td> </tr> <tr> <td>Amount Encumbered</td> <td style="text-align: right;">\$11,437.57</td> </tr> <tr> <td>Amount Discounted</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Remaining</td> <td style="text-align: right;">\$11,354.32</td> </tr> </table>	Total Cost	\$15,541.25	Amount Voided	\$0.00	Amount Expensed	\$4,186.93	Amount Encumbered	\$11,437.57	Amount Discounted	\$0.00	Amount Remaining	\$11,354.32	Open	55.6200	\$55.62
Total Cost	\$15,541.25																
Amount Voided	\$0.00																
Amount Expensed	\$4,186.93																
Amount Encumbered	\$11,437.57																
Amount Discounted	\$0.00																
Amount Remaining	\$11,354.32																
TOTAL DUE					\$15,541.25												

Special Instructions

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Ship To
 City of Concord, GS Admin
 Combined Op Maint Facility/Admin Bldg
 311 North State Street
 CONCORD, NH 03301

Bill To
 City of Concord
 Accounts & Control Division
 311 North State Street
 CONCORD, NH 03301

**Purchase Order
 No. 2010-00002245**

DATE 01/25/2010

VENDOR NO. 24746

Reprint Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
 LAKES REGION BUSINESS FORMS
 DBA ECP DIGITAL SERVICES
 PO BOX 1250
 LACONIA, NH 03247



CITY OF CONCORD, NH
 PURCHASING DIVISION
 311 N STATE ST, CONCORD NH 03301-3228
 PHONE: 603-225-8530 FAX: 603-230-3656
 T.L.N. 02-6000177
 www.onconcord.com purchasing@onconcord.com

**DELIVER BY
 SHIP VIA
 FREIGHT TERMS FOB Origin
 PAGE 1 of 1
 ORIGINATOR: Karen MacGregor**

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST												
65.0000	Each	Envelopes, #10, Window - Inv 61385, Item# COC 652 General Services Confirming Purchase Order-DO NOT DUPLICATE. Invoice 61385, dated 1/15/10 Received. This Purchase Order is for payment processing only. 7800-40-31-121_44000 - Office IT and Printed Supplies 1,976.00	Complete	30.4000	\$1,976.00												
65.0000	Each	Envelopes, #9 - Inv 61386, Item # COC 651 collector utility Confirming Purchase Order-DO NOT DUPLICATE. Invoice 61386, dated 1/15/10 Received. This Purchase Order is for payment processing only. 7800-40-31-121_44000 - Office IT and Printed Supplies 1,576.25	Complete	24.2500	\$1,576.25												
		<table border="1"> <tr> <td>Total Cost</td> <td>\$3,552.25</td> </tr> <tr> <td>Amount Voided</td> <td>\$0.00</td> </tr> <tr> <td>Amount Expensed</td> <td>\$3,552.25</td> </tr> <tr> <td>Amount Encumbered</td> <td>\$0.00</td> </tr> <tr> <td>Amount Discounted</td> <td>\$0.00</td> </tr> <tr> <td>Amount Remaining</td> <td>\$0.00</td> </tr> </table>	Total Cost	\$3,552.25	Amount Voided	\$0.00	Amount Expensed	\$3,552.25	Amount Encumbered	\$0.00	Amount Discounted	\$0.00	Amount Remaining	\$0.00			
Total Cost	\$3,552.25																
Amount Voided	\$0.00																
Amount Expensed	\$3,552.25																
Amount Encumbered	\$0.00																
Amount Discounted	\$0.00																
Amount Remaining	\$0.00																
TOTAL DUE					\$0.00												

Special Instructions

Confirming purchase order, DO NOT DUPLICATE Invoice # 61385, dated 1/15/10, inv 61386, dated 1/15/10. All terms, conditions, specifications shall be in accordance with the City's Request for Proposals (RFP18-04), the proposal submitted by Lakes Region Business Forms (ECP) and opened on 2/27/04.

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Ship To
 City of Concord, GS Admin
 Combined Op Maint Facility/Admin Bldg
 311 North State Street
 CONCORD, NH 03301

Bill To
 City of Concord
 Accounts & Control Division
 311 North State Street
 CONCORD, NH 03301

Purchase Order
 No. 2010-00002335
 DATE 02/02/2010

VENDOR NO. 24746

Reprint Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Vendor
 LAKES REGION BUSINESS FORMS
 DBA ECP DIGITAL SERVICES
 PO BOX 1250
 LACONIA, NH 03247



CITY OF CONCORD, NH
 PURCHASING DIVISION
 311 N STATE ST, CONCORD NH 03301-3228
 PHONE: 603-225-8530 FAX: 603-230-3656
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DELIVER BY
 SHIP VIA
 FREIGHT TERMS FOB Origin
 PAGE 1 of 1
 ORIGINATOR: Karen MacGregor

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST												
5.2770	Thousand	Bill, Sample Utility - Inv 61213 Confirming Purchase Order-DO NOT DUPLICATE. Invoice 61395, dated 1/21/10 Received. This Purchase Order is for payment processing only. 7800-40-31-121_43300 - Prof & Tech Serv 480.21 <table border="1" style="margin-left: 20px;"> <tr> <td>Total Cost</td> <td style="text-align: right;">\$480.21</td> </tr> <tr> <td>Amount Voided</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Expensed</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Encumbered</td> <td style="text-align: right;">\$480.21</td> </tr> <tr> <td>Amount Discounted</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Remaining</td> <td style="text-align: right;">\$480.21</td> </tr> </table>	Total Cost	\$480.21	Amount Voided	\$0.00	Amount Expensed	\$0.00	Amount Encumbered	\$480.21	Amount Discounted	\$0.00	Amount Remaining	\$480.21	Open	91.0000	\$480.21
Total Cost	\$480.21																
Amount Voided	\$0.00																
Amount Expensed	\$0.00																
Amount Encumbered	\$480.21																
Amount Discounted	\$0.00																
Amount Remaining	\$480.21																
TOTAL DUE					\$480.21												

Special Instructions

Confirming purchase order, DO NOT DUPLICATE Invoice # 61395, dated 1/21/10. All terms, conditions, specifications shall be in accordance with the City's Request for Proposals (RFP18-04), the proposal submitted by Lakes Region Business Forms (ECP) and opened on 2/27/04.

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