

Addendum No. 1 to RFP 26-15



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding
RFP #26-15 Real Estate and Personal Property Tax Bill Services

From: Thupten Chukhatsang, Senior Procurement Manager

Date: 9/30/2025

Re: **Revised Quality Requirements Form**

Addendum No. 1 to RFP 26-15

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Note: There is no change to the deadline for submission of proposals. Sealed responses will continue to be received at the PCS Department, Somerville City Hall, 93 Highland Ave., Somerville, MA, 02143 or via Bid Express until: **3:00 pm, Wednesday, October 8, 2025.**

Revised Quality Requirements Form

The City would like to revise and update two minimum quality requirements, #1 and #15, to more precisely describe the performance requirements that are crucial to the City's successful operations.

Remove the existing quality requirements:

#1 The vendor has the ability to provide postal delivery to a local office (either in Somerville or within a 10-mile radius of Somerville)?

#15 Vendor, through its written proposal submission, must demonstrate its ability to meet the required turnaround time of 4 days from submission of data files via email. For example, if the company received the data file on Monday at 10:00 a.m., then the company must deliver the finished product to the Post Office no later than the next Friday at closing time.

Replace with the following quality requirements:

#1 The vendor will provide postal delivery of tax bills to rate payors on the first of the month prior to the due date, meaning, tax bills are in rate payor's mailboxes on the first of the month when the tax bill is due on the first of the following month. For example, tax bills will be in rate payor mailboxes on July 1st when the due date is August 1st.

#15 Vendor, through its written proposal submission, must demonstrate its ability to meet the required turnaround time of 2 days from submission of data files via email. For example, if the company received the data file on Monday at 10:00 a.m., the company must deliver the finished project to the Post Office no later than the next Wednesday at closing time. The city expects to give the vendor 4 days under normal circumstances however, meaning that under normal circumstances, if the company received the data file on Monday at 10:00 a.m., the company must deliver finished project to the Post Office no later than the next Friday at closing time.

Hence, please remove the old Quality Requirements Form and complete the attached "Revised Quality Requirements Form ((#1 and #15 are revised per Addendum#1))" and submit it with your proposals.

Attachment (Revised Quality Requirements Form (#1 and #15 are revised per Addendum#1)) is on the next page.

Revised Quality Requirements (#1 and #15 are revised per Addendum#1)

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed proposal.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1 -15, or a failure to respond to any of the following minimum standards, will result in disqualification of your proposal.

QUALITY REQUIREMENTS		YES	NO
1.	The vendor will provide postal delivery of tax bills to rate payors on the first of the month prior to the due date, meaning, tax bills are in rate payor's mailboxes on the first of the month when the tax bill is due on the first of the following month. For example, tax bills will be in rate payor mailboxes on July 1st when the due date is August 1st.		
2.	The Vendor has no documented record of non-performance or significant unsatisfactory performance in the administration of Tax Bill Services?		
3.	The Vendor has provided descriptions of service provider's management information reporting system and samples of reports including but not limited to: a. Listing of standard reports and delivery dates. b. Check registers (if required). c. Special reports which may be required. d. All other reports available.		
4.	The Vendor has furnished names, addresses, and phone numbers of <i>all client municipalities</i> , along with appropriate contact information for tax bill services performed within the past two (2) years.		
5.	The Vendor has provided a description of fee schedules, agreeing to provide a uniform per piece unit rate across all bill types regardless of volume.		
6.	The Vendor has the capability to print Intelligent Mail Bar (IMB) code on statement or envelope.		
7.	The Vendor will provide a report stating all incomplete addresses in the file upon request, and will correct the incomplete addresses prior to mailing to reduce or eliminate returned mail.		
8.	The Vendor has the capability to pull desired bills and amount due exclusions from the mailing provided the City of Somerville has given the vendor notification on acceptance of the invoice run.		
9.	The Vendor has the capability to use U.S. Postal technology to enable lowest possible postage rates.		
10.	The Vendor was been in business for five years or longer.		
11.	The Vendor has confirmed capability to begin work on the earliest possible start date, November 1, 2025.		
12.	The vendor has confirmed capability to provide PDF copies to online vendor.		
13.	Must provide City with proof of mailing affidavits with each billing.		
14.	Vendor through its written proposal submission must demonstrate its ability to perform all of the required services in-house, no work to be subbed out.		
15.	Vendor, through its written proposal submission, must demonstrate its ability to meet the required turnaround time of 2 days from submission of data files via email. For example, if the company received the data file on Monday at 10:00 a.m., the company must deliver the finished project to the Post Office no later than the next Wednesday at closing time. The city expects to give the vendor 4 days under normal circumstances however, meaning that under normal circumstances, if the company received the data file on Monday at 10:00 a.m., the company must deliver finished project to the Post Office no later than the next Friday at closing time.		
16.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		