

Lake County Department of Public Works
Printing and Mailing of Utility Bills for LCPW
Bid #26228
Addendum #2 – April 27, 2026

Questions and Clarifications:

1. Question: Regarding Item 5 Term ‘...Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by The Bidder.’- Are renewals at LCPW’s sole discretion or subject to mutual agreement?

Answer: Contract renewal is at Lake County’s discretion.

2. Question: Item 4. PRICE ESCALATOR states in part ‘The County reserves the right to reject any price increase and to terminate the contract.’ Item 5 Term includes renewal language subject to acceptable performance by The Bidder. Is there a scenario in which LCPW can reject a price increase but mandate a renewal?

Answer: This scenario is possible.

3. Question: Item 20. REPORTING REQUIREMENTS: ‘All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.’ Is this requirement applicable to this RFP? Please clarify as we are not authorized to release employees’ home addresses. Will the awarded vendor be required to submit an accounting of the data requested for assigned employees?

Answer: Lake County may request this information, but historically has not done so.

4. Question: Does Lake County maintain a USPS permit account into which postage funds will be deposited directly, or will the awarded vendor be responsible for managing Postal Permit?

Answer: Lake County does not maintain a USPS permit account for LCPW Utility Billing. Any required postal permit is the awarded contractor's responsibility. Specifications Item 6 - Postage Rates: All postage costs will be incurred by the bidder shall be billed at cost to LCPW as part of the monthly bill. LCPW will allow bidder to set up an escrow account for postage, if needed.

5. Question: The sample outer envelope references Permit 606—does this permit belong to Lake County or the current vendor?

Answer: No, this is a sample envelope.

6. Question: Who is the current vendor providing these services?

Answer: Information on the currently awarded contract is available online <https://www.lakecountypurchasingportal.com/awarded-contracts/contractsdetails/?Contract=5176>.

7. Question: Would Lake County be willing to share current contract pricing or a recent invoice from the incumbent vendor for reference?

Answer: Information on the currently awarded contract is available online <https://www.lakecountypurchasingportal.com/awarded-contracts/contractsdetails/?Contract=5176>.

8. Question: Please confirm our understanding that the awarded vendor will receive approximately 35 files per month, totaling approximately 18,000 bills, split into two mailings of roughly 9,000 pieces each per cycle.

Answer: Each billing cycle is billed bi-monthly (every other month). Cycles are billed bi-monthly, and bill files are generated daily, approximately 5-7 files per week. LCPW will provide the bidder with approximately 35 data files per month.

9. Question: How will the split of the approximately 35 monthly files be determined (e.g., by billing group, geography, system, or other criteria)?

Answer: It varies, and this information will be provided to the awarded contractor.

10. Question: Will the files transmitted be print-ready PDFs, raw data files, or a combination of both?

Answer: Specifications Section 7 - File Types: The required file types are .txt for bills and .pdf for notices.

11. Question: The bid references “two companies” within LCPW submitting files—could you please clarify what this refers to?

Answer: The reference to two companies are both LCPW, separated for department tracking purposes.

12. Question: Will both entities submit files in the same format, or should we expect different formats (e.g., .txt for bills and .pdf for notices)?

Answer: Specifications Section 7 - File Types: The required file types are .txt for bills and .pdf for notices.

13. Question: The remittance envelope sample provided appears to be a non-window envelope, while the specifications indicate the stub is designed for address visibility. Can you confirm whether return envelopes will be window or non-window, or if a design change is anticipated?

Answer: Bids should be based on the requirements outlined in the bid documents. Do not plan on a design change.

14. Question: Will Lake County furnish the #10 outer and #9 return envelopes, or should the vendor include envelope supply and pricing in the bid response?

Answer: The cost of envelopes should be included in the bid.

15. Question: I have a question regarding the above referenced ITB. The ITB indicates under the list of submittal items the "Original ITB". Are we to include the full 27-page ITB document with our proposal?

Answer: All Submittals listed must be included. You may find it easiest to upload the full packet to ensure nothing was missed, but that is not required.

16. Question: Section 12 Indemnification. Is the County open to aligning liability with industry-standard limitations, including a reasonable cap tied to contract value?

Answer: This is a standard Lake County Term and Condition, you may take an exception and clearly indicate your exception in your bid response.

17. Question: Section 19 Joint Purchasing. This section references participation by other governmental units under the Illinois Governmental Joint Purchasing Act. Given that project requirements (including volume, service levels, logistics, and implementation needs) may vary significantly across entities, would the County consider clarifying that participation by other governmental units is subject to mutual agreement, such that services may be offered where commercially reasonable and operationally feasible, and that pricing and related commercial terms may be adjusted accordingly to reflect the specific scope and requirements of each participating entity?

Answer: The intent of this section is to allow other agencies to utilize this contract, the associated terms, conditions and pricing. You may take an exception and clearly indicate your exception in your bid response.