

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**LOCK BOX SERVICES**

**ADDENDUM NO. 2**

July 6, 2015

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 2) MUST BE ENTERED IN PARAGRAPH # 2 OF THE PROPOSAL/APPLICATION (PRICE SHEET)

---

**ITEM 1: ANSWERS TO POSED QUESTIONS.**

**Q1.** Please provide us with a pdf copy of the coupon for each tax type along Scan line layout and scan line definition.

**A1.** See attached

**Q2.** How are the coupons without scan lines being processed? Are they getting returned or processed another way?

**A2.** They are returned

**Q3.** Who is the incumbent processing lockbox for the City?

**A3.** This information has no reliance to the bidding ability

**Q4.** Are you currently paying the lockbox annual fee direct to the post office?

**A4.** No.

**End of Addendum 2**

Scan Line Specs. for miscellaneous / Police Detail

Worksheet: Real Estate/Personal Property and Utility bills

Help: Worksheet Breakdown of all the fields

Position

01-02  
03-04  
05-06  
07-08  
09-10  
11-12  
13-14  
15-16  
17-18  
19-20  
21-22  
23-24  
25-26  
27-28  
29-30  
31-32  
33-34  
35-36  
37-38  
39-40  
41-42  
43-44  
45-46  
47-48  
49-50  
51-52  
53-54  
55-56  
57-58  
59-60

zero filled

15-22 Bill number

23-34 zero filled

35-36 bill type (miscellaneous is "04")

37-44 is always "00000001"

45-56 is the amount

57-58 zero filled

59 is the check digit

bill\_Type

Type code for bills:

01-Real Estate

02-Personal Property

03-Utility Billing

04

05-06

Bill number that is used for Real Estate and Personal Property. This field is zero filled for utility bills.

07-08

09-10

Amount due.

11-12

13-14

Worksheet number for Real Estate and Personal Property. This field is zero filled for utility bills.

15-16

17-18

Worksheet number that checks on total due amount.

19-20

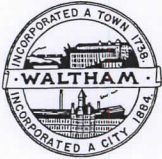
21-22











**CITY OF WALTHAM**  
WATER AND SEWER DIVISION

POST OFFICE BOX 540190  
WALTHAM, MA 02454-0190

Billing  
Information  
**(781)314-3810**

PLEASE RETURN THIS PORTION WITH PAYMENTS

BILL PAYABLE ON RECEIPT  
MAKE CHECKS PAYABLE TO  
CITY OF WALTHAM

ANY AMOUNT WHICH IS  
NOT PAID BY DUE DATE  
WILL BE SUBJECT TO  
INTEREST CHARGES OF  
12 % PER YEAR

SERVICE ADDRESS	ACCOUNT NUMBER
2 BELLEVUE PL	1142001

FAILURE TO PAY A PAST  
DUE BALANCE MAY RESULT  
IN A PROPERTY TAX LIEN

4938152



CRUZ RO  
2 BELLEVUE PL  
WALTHAM, MA 02453-3410

PLEASE PAY	ON OR BEFORE	06/30/15	\$259.80
	AMOUNT PAID		360.32

000493815220170000000000000011420010300000000000000025980008

Cash