



REQUEST FOR PROPOSAL

Mail and Printing Services



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Utility Billing

April 5, 2019

REQUEST FOR PROPOSAL
Mail and Printing Services

Ogden City Corporation is accepting sealed proposals from qualified entities to provide the necessary labor and materials for Mail and Printing Services at several Ogden City facilities. The City has several facilities that will be placed on regular pickup routes.

We are soliciting proposals from experienced contractors to provide the necessary labor and materials for Mail and Printing Services.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading proposal packets from the Ogden City website at bids.ogdencity.com. Bidders are responsible for securing any and all addenda issued.

Sealed proposals will be accepted **no later than 4 PM on April 29, 2019.** Respondents shall submit five (5) hard copies of the proposals in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510 Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address. **Late proposals will not be accepted.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes proposals from women and minority-owned businesses.

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REQUEST FOR PROPOSAL
Mail and Printing Services

1. PURPOSE

Ogden City Corporation is accepting sealed proposals from qualified entities to provide the necessary labor and materials for Mail and Printing Services at various facilities within Ogden City. Ogden City has several facilities that will require regular pickup routes. We are soliciting proposals from experienced contractors for labor, materials, and application for Mail and Printing Services.

2. RESPONSE TO RFP

Responses to the RFP must be submitted as follows:

- Sealed proposal containing five (5) hard copies submitted to the office of the City Purchasing Agent.
- Plainly marked with proposer's name and title
- Company name
- Indicate RFP for **Mail and Printing Services**
- Company Resume
- Certificate of Insurance
- Response time for call-in services
- Acknowledgment of receipt of addenda (if any)
- References (3)
- Pricing for each Location and Warranties

Deadline for submittal: No later than 4PM on April 29, 2019

No exceptions for late submissions.

2.1 Submittal Review and Assessment

Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the City's best interest, shall be selected. Criteria used in evaluating the presentations will include but may not be limited to the following:

1. **Pricing = 30 pts.** The proposal should include a detailed cost breakdown of all pricing.
2. **Proposed Improvements = 30pts.** The proposal should include ideas for improvements and increased efficiencies.
3. **Previous and Current Experience = 20pts.** The proposal should include the previous and current experience related to the services.
4. **References/ Company Credentials = 20pts.** The firm shall submit a minimum of three (3) references representing similar projects and a company resume. References must contain current contact information. (i.e. name, title, phone and address)

2.1.2 A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a proposal based on the submittals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to award contracts to one or more qualified Providers. The City may perform a due diligence process on the Firm receiving the highest evaluation.

3 SCOPE OF SERVICES

3.1 General Description

Contractor shall furnish all labor and materials to mail all city outgoing mail and also provide interoffice mail deliveries to the different Ogden City offices. In addition we are accepting proposals to improve or increase efficiency on our current processes. Ogden City's current provider picks up and delivers all of Ogden Cities Interoffice mail, gathering regular outgoing mail and delivering it to the post office. In addition all of Ogden City utility bills get picked up, folded and stuffed in an envelope. These utility bills are delivered to the post office every Friday.

3.2 Product and Services Specifications.

See "EXHIBIT A"

4 Insurance Requirements.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
- ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

5 ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of City employees. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

6 General Terms and Conditions

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

Due to the security-sensitive nature of this project, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

All costs related to the preparation of proposals and any related activities are the sole responsibility of the respondent. No reimbursement will be made by Ogden City for any costs incurred in preparing proposals.

Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the City and will not be returned to the respondent.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City welcomes and encourages proposals from women and minority owned businesses.

Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The City reserves the right to issue contracts to multiple service providers.

Public records: Pursuant to the Utah Government Records Access and Management Act (**GRAMA**), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, they are required to provide a written request for business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

Ogden City reserves the right to cancel or modify this request for proposal. There is no guarantee that Ogden City will enter into an agreement for the requested services.

EXHIBIT A

Mail Service Specifications

- Ogden City Corporation is accepting sealed proposals from qualified entities to provide the necessary labor and materials for Mail Services at several Ogden City facilities. The City has several facilities that will be placed on regular pickup routes.
- All supplies shall be stored, handled and applied within the manufacturer's guidelines and in compliance with state and federal rules and regulations. Care shall be taken to ensure the comfort and safety of all employees and visitors at the premises where the services are carried out.
- Contractor will be required to ensure proper folding, stuffing, and delivery of utility bills to the United States Post Office. Utility bills are mailed weekly. With approximately 24,000 bills being mailed each month. Pick up and deliver all interoffice mail pieces. As well as picking up all outgoing mail from several locations, sealing them, and delivering them to the post office.
- Occasionally providing special handling mail services like overnight or same day mail deliveries.
- Accepting proposals for services that bidders may see as a benefit to Ogden City.

Route Stop Locations

Regular Route Stops

Ogden City Municipal Building
2549 Washington Blvd

LRA/BDO
1150 S Depot Drive

Ogden City Justice Court
310 26th Street

Community Services
1875 Monroe

Francom Public Safety Building
2186 Lincoln Ave

Golden Hours Center
680 25th Street

Marshall White Center
222 28th Street

Airport
3909 Airport Road

Public Services Building, PW #1
133 W 29th Street

Union Station
2501 Wall Avenue

BIC
2036 Lincoln Avenue Suite 105

Exhibit B

(Can bid on all or part of these services; Indicate N/B if not bidding an item)

| <u>Services Provided</u> | Monthly Cost |
|--|---------------------|
| Fold and insert water bills with return envelope and newsletter. | \$ _____ |
| Postage for bar codes water bills (subject to USPS rate Changes) | \$ _____ |
| Postage for non-bar coded water bills (subject to USPS rate changes) | \$ _____ |
| Pickup daily mail from all location in Exhibit A. | \$ _____ |
| Meter 1 ounce #10 envelopes | \$ _____ |
| Postage for 1 ounce #10 envelopes (subject to USPS rate changes) | \$ _____ |
| Postage for all other pieces will be the applicable First Class Postage Depending upon the size and weight of each piece. | \$ _____ |
| Pickup interoffice mail at various locations in Ogden City boundaries | \$ _____ |
| Cost for providing occasional special handling mail, like overnight or same day | \$ _____ |

Additional Services/Improvements with cost

Can include additional information with proposal.

| | |
|---|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| REGULAR MAIL SERVICE MONTHLY TOTAL | \$ _____ |

Have reviewed all Addenda _____

(Printed Name & Signature)