



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

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Telephone (513) 695-1250

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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

**REQUEST FOR PROPOSALS FOR PRINTING AND MAILING SERVICES FOR WATER
AND SEWER UTILITY BILLS**

Sealed proposals for Printing and Mailing Services for Water and Sewer Utility Bills will be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:30 p.m., April 20, 2017.

Proposal documents may be obtained by contacting Warren County Water and Sewer Department, 406 Justice Drive, Lebanon, Ohio 45036 at (513) 695-1377. Questions regarding the proposal should be directed to Chris Wojnicz, at (513) 695-1646 or email at christopher.wojnicz@co.warren.oh.us and Theresa Reier, at (513) 695-1377 or email at theresa.reier@co.warren.oh.us.

This notice is posted on the Warren County Government internet site on the World Wide Web. The Warren County Government Web Site can be accessed by logging onto the internet and typing in the following address <http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>. Please contact the Warren County Office of Management and Budget Financial Division at 513-695-1947 if you have trouble with this procedure or if you need additional information on accessing bid project information on our website.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk

NOTICE

April 2, 2017

To Whom It May Concern:

Warren County is currently soliciting proposals for printing and mailing services in connection with the Warren County Water and Sewer Department's water and sewer utility bills. Please find enclosed the specifications for the proposed programs.

If you have any questions concerning the proposal, please do not hesitate to contact Theresa Reier at (513)695-1377 or Chris Wojnicz at (513)695-1646.

Warren County looks forward to receiving your response.

Request for Proposal

Printing and Mailing Services Warren County Water and Sewer

Issued by: Warren County Water and Sewer Department
406 Justice Drive
Lebanon, Ohio 45036
(513)695-1377

Proposal Date: April 2, 2017

Proposal Information Available At: Warren County Water and Sewer Department
406 Justice Drive
Lebanon, Ohio 45036
(513)695-1377

SCHEDULE OF EVENTS

Advertise for Proposals.....April 2, 2017

Proposals Due.....April 20, 2017

Date of Award by Warren County Commissioners.....TBD

Term of Contract.....June 1, 2017 to June 1, 2019
- with 2 additional options of 1 –year each

*The County reserves the right to amend the above schedule of events as needed

Term of Agreement

The Warren County Sanitary Engineer Chris Brausch, on behalf of Warren County Board of Commissioners, is seeking Bidders willing to enter into a two-year contract to provide printing and mailing services. The contract shall include the option, by mutual agreement of both parties, to renew the contract for up to two additional one year periods.

Contact Information

Questions concerning this request for proposal should be addressed to:

Chris Wojnicz
Warren County Water and Sewer Department
christopher.wojnicz@co.warren.oh.us
513-695-1646

Theresa Reier
Warren County Water and Sewer Department
theresa.reier@co.warren.oh.us
513-695-1377

General Information

Water and Sewer Combined Bills: There are approximately 31,350 water and sewer customers served by Warren County Water and Sewer. The utility bills are mailed out each month. Approximately 10,500 bills one month and 20,850 bills the next month.

Processing Requirements

INSTRUCTIONS:

- ✓ Please check the appropriate box following each line item.
- ✓ If a service cannot be provided as listed, an explanation is required.
- ✓ Proposals containing unanswered line items will be considered non-responsive.

1. Custom Forms and Envelopes

- a. The Service Provider will provide preprinted forms and envelopes. Sample forms and envelopes will be provided by the Water and Sewer Department.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

2. Mailing Address Information

- a. Prior to mailing water and sewer bills and information sheets, the Service Provider will update mailing address information using NCOA data comparison.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

b. The Service Provider will provide reports from NCOA processing

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

3. Printing: The Water and Sewer Department will provide separate data files.

a. Data sections printed from files onto the Water and Sewer bills must be able to grow or shrink according to varying sizes of information provided for each account number.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

4. Handling

a. The Service Provider will link water and sewer bills going to the same name and address for mailing purposes.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

b. The Service Provider will fold and insert water and sewer bills with return envelopes.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

c. The Service Provider will print and insert flyers as requested by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

d. The Service Provider will deliver Water and Sewer bills and information sheets to the post office. Sample handling guidelines will be provided by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

5. Process:

a. The Water and Sewer Department will submit test data files to the Service Provider via email. Test file layouts, mapping, and Excel formats will be

provided by the Water and Sewer Department. The Service Provider will provide an electronic file of proofs for review.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

b. Once initial proofs are approved by the Water and Sewer Department, the final data files will be sent to the Service Provider via email. The file layouts, mapping, and Excel formats will be provided.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

c. The Services Provider will balance their data file load totals to the data file totals provided by the Water and Sewer Department.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

d. Once the final proofs are approved by the Water and Sewer Department and the data file totals are verified, run dates will be established by agreement of both parties.

- Service can be provided as listed
- Service cannot be provided as listed. Explanation:

e. The Service Provider will provide a searchable electronic file containing all water and sewer bill and information sheets produced for that billing cycle.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

f. Once the Water and Sewer Department has established due dates, the Service Provider must provide deadlines for format and data changes, testing, and submissions of production files.

Please Provide sample deadlines using the examples below:

1. Utility bills due date: April 26th
2. Test data file due by:
3. Format and data changes due by:
4. Final data file due by:
5. Bills will be placed in the mail by:

Service can be provided as listed

Service cannot be provided as listed. Explanation:

6. Postage:

a. The Service Provider will presort data for barcode postage rates.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

b. The Service provider will invoice the Warren County Water and Sewer Department separately for postage. Postage will be charged at actual cost and lowest discounted rate.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

PROPOSED COST OF SERVICES - 2 YEARS

| <u>Service</u> | <u>Units</u> | <u>Estimated Quantity</u> | <u>Unit Cost</u> | <u>Cost</u> |
|---|--------------|---------------------------|------------------|-------------|
| Water & Sewer Bills-Letter Size-Color | | | | |
| June (3 Bill Dates in 2017 & 2018) | EA | 41,700 | | |
| July (1 Bill Date in 2017 & 2018) | EA | 21,000 | | |
| August (3 Bill Dates in 2017 & 2018) | EA | 41,700 | | |
| September (1 Bill Date in 2017 & 2018) | EA | 21,000 | | |
| October (3 Bill Dates in 2017 & 2018) | EA | 41,700 | | |
| November (1 Bill Date in 2017 & 2018) | EA | 21,000 | | |
| December (3 Bill Dates in 2017 & 2018) | EA | 41,700 | | |
| January (1 Bill Date in 2018 & 2019) | EA | 21,000 | | |
| February (3 Bill Dates in 2018 & 2019) | EA | 41,700 | | |
| March (1 Bill Date in 2018 & 2019) | EA | 21,000 | | |
| April (3 Bill Dates in 2018 & 2019) | EA | 41,700 | | |
| May (1 Bill Date in 2018 & 2019) | EA | 21,000 | | |
| #10 Window Envelope w/ Logo (Utility Bill Enclosed) | EA | 376,200 | | |
| #9 Return Envelopes (PO Box Address) | EA | 376,200 | | |
| Data Printing & Handling | Lump Sum | 1 | | |
| NCOA Processing and Reports | Lump Sum | 1 | | |
| Annual Processing Cost (Including On-Time Fees) | Lump Sum | 1 | | |
| Additional Fees Not Reflected on Cost of Services, Explain: | Lump Sum | 1 | | |
| TOTAL BID PRICE | | | | |

Percentage Increase in Cost- Option year 1

% _____

Percentage Increase in Cost- Option Year 2

% _____

(Name of Company)

(Address)

(City, State ,Zip)

(Telephone Number)

(Authorized Representative)

(Title)

(Authorized Representative)

(Title)

RFP REQUIREMENTS

PROPOSAL SUBMITTAL

1. **Introduction and Executive Summary-** Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your company to obligate your company to perform the commitments contained in the proposal. Submission of the letter will constitute a representation that your company is willing and able to perform the commitments contained in the proposal.
2. **Processing Requirements- Proposals that do not address the processing requirements of this RFP will not be considered in the selection process.**
3. **Affidavits-** Affidavits must be executed for the proposal to be considered
4. **Company Qualifications-** Provide information on your company's background and qualifications that addresses the following:
 - a. name, address, telephone number, and email address for a contact person; and
 - b. brief description of your company, as well as how any joint venture or third-party association would be structured; and
 - c. description of three projects similar in size and scope implemented by your company including client contact information
5. **Fee proposal-** Bidder shall list all applicable fees, including:
 - a. one-time set up fees; and
 - b. any additional fees or charges not addressed in the RFP; and
 - c. Percentage increase in cost for optional renewal year 1 and year 2

In connection with the fee proposal, please complete the Proposed Cost of Services page.

Errors and Omissions in Proposal

Failure by the County to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Bidder from fuller compliance with the specifications of the FP or any contract awarded pursuant of the RFP.

Financial Responsibility

The County accepts no financial responsibility for any costs incurred by a company in responding to this RFP. Submissions of the RFP will become the property of the County and may be used by the County in any way deemed appropriate.

Selection Process for all Services:

1. One original and one copy of the proposal must be delivered on or before April 20, 2017, by 4:30 PM:

**Warren Water & Sewer Department
Attn: Theresa Reier, Office Administrator
406 Justice Drive
Lebanon, OH 45036**

2. Proposals shall be plainly marked “**PROPOSAL FOR WATER AND SEWER’S PRINTING AND MAILING SERVICES**”
3. Each proposal will be evaluated by a committee of qualified individuals for responsiveness to the requirements of this request for proposal. Proposals will be ranked using the following criteria and weightings:

| <u>Criteria</u> | <u>Weight</u> |
|---------------------------|---------------|
| Cost | 50 Points |
| Processing capabilities | 35 points |
| Experience and references | 15 points |

4. Vendors submitting proposals may be requested to make a presentation to the selection committee to explain their proposal and to answer any questions
5. The selection committee will select a vendor with whom staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked vendor and begin contract negotiations with the next highest ranked vendor.
6. The County shall select the vendor which in its opinion has made the best proposal and shall award the contract to that vendor
7. Warren County reserves the right to reject any and all proposals in which the offeror takes exceptions to the terms and conditions of the request for proposals or fails to meet the terms and conditions of the request for proposals. Warren County reserves the right to reject, in whole or in part, any

proposal that the county contracting authority has determined, using the factors above, would not be in the best interest of the county.

CERTIFICATE OF COMPLIANCE
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

STATE OF _____:

COUNTY OF _____:

_____, being first duly SWORN, deposes and says the he is the _____ of _____ the party who made the foregoing proposal; that such party as a bidder does not and shall not discriminate against any employee, applicant for employment, resident, or prospective resident, because of race, religion, color, sex, or national origin. If successful as a bidder under the foregoing proposal, the party shall post nondiscrimination notices in conspicuous places available to employees and applications for employment setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, of _____, an Ohio Corporation, for and on behalf of said corporation.

Notary Public

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____
COUNTY OF _____, SS:

_____, Upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That he/she is _____(title), of _____(name of bidder) and authorized to execute this affidavit; and,
- 2) That _____(name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____(name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

Sworn to and subscribed in my presence this ____ day of _____, 2017

Notary Public
My Commission Expires: _____



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SELECTION OF A COMPANY FOR PRINTING AND MAILING SERVICES FOR WATER AND SEWER UTILITY BILLS

WHEREAS, this Board of County Commissioners (the "Board") of the County of Warren, Ohio (the "County") recognizing the need to contract printing and mailing services for the water and sewer utility bills, directed the Warren County Water and Sewer Department on March 21, 2017, through Resolution 17-0422, to issue a Request for Proposals for aforesaid services; and

WHEREAS, Section 307.862 of the Ohio Revised Code identifies the requirements and procedures for procuring the services for the aforesaid project; and

WHEREAS, seventeen proposals from printing and mailing companies were received, reviewed and evaluated by the Warren County Water and Sewer Department; and

NOW THEREFORE BE IT RESOLVED, to direct the Water and Sewer Department to initiate negotiations with Peregrine Services Inc., the top ranked company for the respective services.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 23rd day of May 2017.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Water/Sewer (file) _____
Project File
OMB Bid File