



**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS - BILL PRINT AND MAIL SERVICE FOR WATER OPERATIONS

Sealed bids for BILL PRINT AND MAIL SERVICE FOR WATER OPERATIONS will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street-Room 123, Columbiana, Alabama 35051 until 2:30 P.M., May 18, 2023, at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning bid specifications, please contact Tamara Lewis at tlewis@shelbyal.com.

GENERAL INFORMATION

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS - BILL PRINT AND MAIL SERVICE FOR WATER OPERATIONS**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information, samples when specified or other details of the bid.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications for each item bid. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

IMMIGRATION LAW

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.


Chad Scroggins
County Manager

BILL PRINT AND MAIL SERVICE FOR WATER OPERATIONS

GENERAL INFORMATION

Shelby County is seeking a bill print and mail service to print and mail water customer bills monthly. Shelby County provides water services to approximately 14,000 customers. Service will include printing and mailing bills to customers using the most cost efficient service and delivery to the United States Postal Service (USPS).

BID PROPOSAL

The bid proposal should include:

1. *Management Summary* – Provide a cover letter indicating the underlying philosophy of the firm in providing the service.
2. *Approach* – Describe in detail how the service will be provided. Include a description of the major tasks and subtasks. Describe quality assurance and control check points within the printing and inserting operation. Include what process is used to insure that the correct undamaged data production file was received. Comment on daily backup rotation and storage of data.
3. *Corporate Experience and Capacity* – Describe the experience of the firm in providing the service, give the number of years that the service has been delivered, and provide a statement as to the firm's capacity to fulfill the terms of the proposal and/or the need for expansion to handle the service.
4. *Staffing* – Describe the qualifications and experience of the key personnel performing the work. Include the customer service organizational structure and describe the chain of command for problem resolution.
5. *References* - Give at least three utility customer references for contracts of similar size and scope. Include the name of the organization and the name and telephone number of a responsible contact person.
6. *Additional Data* – Provide any additional information that will aid in evaluation of the response.
7. *Cost Data* – Use the attached bid proposal sheet to submit formal unit cost data.

Submittal of an extensive and elaborate bid proposal isn't necessary. A clear, concise bid proposal in the specific proposal format is requested with all the necessary information included.

SPECIFICATIONS, TERMS AND CONDITIONS

1. For the purpose of this bid proposal, the contractor should base bid proposal responses on approximately 14,000 utility bills a month with one billing cycle per month.

2. Shelby County requests bid proposals for the service inclusive of processing, laser printing in highlight color on form, folding, inserting, along with remittance envelope, sorting and delivery of bills to the USPS on a monthly scheduled basis.
3. The term of this full service contract shall be for a period of one year, commencing on an agreed upon date. The contractor will provide final billing proofs utilizing Shelby County data for review by Shelby County. Although Shelby County desires proofs and production within 30 days from award of the agreement, include your best turnaround time available. This bid may be extended annually upon agreement of both parties for a total bid term of three years for the same pricing and terms as bid.
4. Shelby County reserves the right to evaluate the vendor's qualifications. Only those vendors/contractors who, in the opinion of Shelby County meet the minimum necessary qualifications will have their price and contract/agreement proposal evaluated.
5. License Requirements: The contractor shall furnish with their bid proposal a copy of their appropriate state or county business license.

SCOPE OF BID PROPOSAL

1. All data, forms, layouts, statements and envelopes will be in the format established and confirmed in writing by Contractor and Shelby County before production begins. The contractor will provide a bill form that is 8 ½ by 11, 24# bond, with perforation. The bill design will include an approximate scan line for remittance processing, a message area (allow for changes monthly), and a Shelby County logo. Return envelopes should be designed to allow payment stub insert to show the Shelby County address in the return window and security tinted inside. The contractor will print bills, CASS certify each cycle, fold and insert into carrier envelopes using advanced technology. Bills should be bar coded and sorted for the lowest postage and delivered to the USPS.
2. Contractor will notify the Shelby County in writing, and receive approval from the Shelby County, of any required changes to forms or envelopes prior to implementation.

PROGRAMMING

The contractor will provide a quote for initial programs required to print billing information from the data/print file provided by Shelby County to the approved Shelby County Water bill form. Shelby County will compensate the contractor for program changes involving bill layout changes requested by the Shelby County after the initial program has been put into place. Provide quote for the programming fee for set-up and changes on the Bid Proposal Sheet.

COMPUTER RELATED PROCESSING REQUIREMENTS

Contractor must be able to accept transmittal of ASCII fixed field formats or FTP site. Shelby County uses utility billing software, Computer Network Inc (CNI). It will be the responsibility of the contractor to assist Shelby County during the configuration process. Contractor will agree to assist Shelby County if the utility billing software changes.

PERFORMANCE REQUIREMENTS

1. Contractor will print, insert, and mail all water bills within 24 hours after successful receipt of the data/print file from Shelby County.
2. The contractor shall provide Shelby County a document, or another method, indicating the number of bills received electronically for printing, as well as the postage breakdown as USPS Automation Qualified starting at First Class 5-Digit Rate of the billing cycle prior to the mailing of bills.
3. The contractor should have an on-site USPS MERLIN system for verifying mail quality prior to entry into the USPS distribution system. The bill and return envelopes must be in accordance with the requirements of the USPS. The contractor shall provide Shelby County with confirmation reports.

RECORD RETENTION AND DATA BACKUP

Contractor will retain Shelby County billing data/print file until the contractor receives the next data/print file.

CONTRACTOR INVOICE PROCEDURE

The contractor will provide Shelby County a monthly invoice broken down by each data/print file or cycle sent by Shelby County. The invoice will detail the number of bills processed and the amount of postage paid for each data/print file along with any other itemized charges.

POSTAGE RATES

1. All postage costs will be incurred initially by the contractor and billed at a cost to Shelby County as part of the monthly bill. Shelby County will allow vendor to set up an escrow account for postage, if needed. The vendor will provide a monthly manifest detailing the total bills printed, mailed and the dollars billed to Shelby County for postage services.
2. The contractor must mail the bills starting at the USPS 5-Digit Rate (or lowest) as qualifies to obtain the largest postage discounts. The contractor must have postal software in-house to process and sort. The contractor must CASS certified each cycle.
3. Bar coding, arranging and sorting of the mail shall be utilized to qualify for the lowest postage charges consistent with USPS standards. The contractor must be OP Certified by the USPS.
4. The contractor shall make periodic recommendations for improving mail delivery, postage savings and reducing mailing costs.

CONFIDENTIALITY

The contractor on behalf of itself and its employees agrees to keep confidential all records and other information with respect to Shelby County Water Operations and its customers. Shelby County on

behalf of itself and its employees agrees to keep all information with respect to the contractor's system confidential. However, if either party is required to produce any such information by order of any governmental agency or other regulatory body, it may, upon not less than five (5) days written notice to the other party, release the required information.

PAPER AND PRINT QUALITY AND REQUIREMENTS

1. Printing shall be laser quality with a resolution of at least 600 x 600 DPI. The paper should be of a brightness factor to allow for a contrast ratio of paper to print to ensure reliable OCR scanning.
2. Bills will be printed on 8 1/2" x 11" paper, 24# bond, with perforation.
3. The contractor must have the ability to print variable messages and data on the bills by utilizing highlight color text when requested.
4. Envelopes should be a double window (#10) that will allow for the outgoing address on the bottom, with the return address and Shelby County logo in the top window. Payment stubs will be designed with the Shelby County Water payment address revealed when inserted into vendor provided return window envelopes. The appropriate size return window envelopes must be security tented on the inside.
5. Data formatting on the customer bill and return envelopes will be in accordance with the requirements of the USPS. Any data receipt problems, print or insert errors should be reported to Shelby County immediately upon recognition of such errors.

BID PROPOSAL SHEET

BILL PRINT AND MAIL SERVICE FOR WATER OPERATIONS

BASE PRICE

\$ _____ Unit price per statement, water bill processed (includes processing, sorting, printing of statement in highlight color laser, form, folding, inserting, mailing envelope, return envelope, and delivery to USPS).

\$ _____ Average postage per piece, consider postal sort starting at 5-Digit Rate as qualifies. (Realizing that costs will be estimated, provide best estimate per statement.)

\$ _____ Programming fee per hour for set-up along with the estimated hours it takes for a typical customer set up.

\$ _____ Programming fee per hour for changes after initial set up.

Note: On a separate document, contractor may include a price list for any additional services provided such as: PDF Image, EBPP, Color pre-print Form, Lockbox Services.

Comments: _____

Submitted by:

The undersigned offers these prices, terms, and delivery as per bid specifications.

Name of Company:

Signature:

Print:

Email:

Address:

Phone: (include area code)

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

The ____ day of _____, 2023.

Notary Public

My Commission Expires_____.