

Freeport Water & Sewer Commission
REQUEST FOR PROPOSAL

For Printing Monthly Water & Sewer Bills

Proposals must be signed by an authorized representative and be submitted to:

City of Freeport

Attn: City Clerk

524 W. Stephenson Street

Freeport, Illinois 61032

RFP'S to be clearly marked "RFP – Water & Sewer Bill Printing" and submitted in a sealed envelope on or before 2:00 P.M. local time, January 20, 2012, at which time and place such RFP'S shall be publicly opened and read.

Request for Proposal

The City of Freeport Water & Sewer Commission is accepting Cost Proposals for utility bill mailing solutions. We will be changing our bill format from an open card size (6" X 4") to an 8.5" x 11" format to provide greater information to our customers. The proposer shall provide a 'confidential' solution to mailing the 8.5" x11" paper or card to the customer. Information contained in this RFP shall become a part of the contract with the provider of printing.

The Proposer shall:

1. Provide an original and two copies of their proposal
2. Sign and date the proposal by an authorized individual with the proposer
3. Your proposal must be received no later than **2:00 PM, January 20, 2012**

Proposal Packet (original & two copies) shall include the following information:

1. Statement summarizing your proposal and fee/cost structure to support paper/card stock, transfer or generation of postal permit number, folding/stuffing as necessary, and where cost savings maybe achieved should the Commission wish to perform work in-house.
2. If the proposer's proposal is a contract, provide a printing and bill preparation for mailing to cover 12 months and an option for two one-year extensions
3. Firm information including:
 1. List of references, include contact name & number where similar Utility Billing Mailing work has been performed
 2. Number of Years your firm has been in business

Scope of the Contract

1. **The Proposer must be prepared for delivery of materials/equipment or contract start up no later than February 15, 2012.** The anticipated first run of bills shall be February 17, 2012. Bill information shall be available for e-transfer for contract proposals.
2. Minimum total monthly number of bills is 9,000 with a potential for 12,000/month (broken down into nine (9) separate mailings each month). Quotes are to be on per unit (bill) printed for contract proposals, or per unit for pre-printed materials and provision of equipment to perform work in-house.
3. No return envelope will be included in bill mailings.
4. The proposer shall provide postage options to the Commission outlining the most economical method for sending their proposed bill format. Billings need to meet postal requirements in size, format, and paper weight.
5. Bill printing to be completed within three business days after receipt of e-file

City's Scope of Work:

1. It is anticipated the contract will have an effective date of 2/1/2012. However, due to time constraints the Commission will work with the apparent low bidder on a final product as soon as January 24, 2012.

The above information is provided as a baseline of services needed and expected by the Commission. The Proposers are encouraged to submit additional information and outline of services and contract criteria. Freeport Water & Sewer Commission retains the right to reject any and all proposals and/or to waive any technical irregularities.