

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL 455 MAIN ST
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

SEALED BID NO. CR-8185-M4

DATE: April 10, 2024

CITY OF WORCESTER
Chris Gagliastro
Purchasing Agent

BUYER: Stephen R. McDonald

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: May 8, 2024

TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8185-M4, Printing and Mailing Services/Treasurer and Collector"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Provide printing and mailing services as per the requirements and specifications of the City of Worcester Treasurer and Collector for the period of July 1, 2024 through June 30, 2025. This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year (See Page 10).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ n/a must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.
NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: n/a.
7. **Questions pertaining to this bid must be directed to Stephen R. McDonald via email at mcdonalds@worcesterma.gov**
8. The following meanings are attached to the defined words when used in this bid form.
 - a. The word "City" means The City of Worcester, Massachusetts.
 - b. The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - c. The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.

- d. The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: mcdonalds@worcesterma.gov). No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
 10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
 11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
 12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
 13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
 14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
 15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
 16. In case of error in the extension prices quoted herein, the unit price will govern.
 17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
 18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
 19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
 20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
 21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
 22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
 23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.
 24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).

25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. **COMMERCIAL GENERAL LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. **AUTOMOBILE LIABILITY INSURANCE:** Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. **COMPENSATION INSURANCE:** The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.

37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.
47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of

the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.

48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted or assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name

Address

Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership

Full names and addresses of all partners

Name

Address

Zip Code

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name(s) of customer service representative(s) to be responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) _____ TEL. NO. _____

NAME (PLEASE PRINT) _____ FAX. NO. _____

PLEASE INDICATE YOUR E-MAIL ADDRESS **E-MAIL:** _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES _____ NO X

Delivery to be made to: City of Worcester

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

Printing and Mailing Services Pricing

AWARD TO BE MADE IN THE AGGREGATE.
BIDDER MUST BID ALL ITEMS.

All questions must be directed to Stephen McDonald via email at mcdonalds@worcesterma.gov

Item	Est. Annual Quantity	Description	Unit Price	Total Price
1	771,400	Printing		
2	771,400	Folding		
3	771,400	Stuffing		
4	771,400	Envelopes **		
Total Price				

**** Envelope Pricing is an alternate pricing component. City will accept unit price for envelopes should price be favorable. Should the City not accept the envelope unit price, then the City will provide the vendor with the envelopes.**

TERMS, PROMPT PAY DISCOUNT _____ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE AS REQUIRED BY THE CITY.

(N.B. PLEASE REFER TO SECTION NO. 34 RELATIVE TO THE DELIVERY).

NAME OF BIDDER _____

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed _____ % for the second contract year.

In no event will increase exceed _____ % for the third contract year.
(TO BE COMPLETED BY BIDDER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND AND THIRD YEAR OPTION,
PLEASE INDICATE BY CHECKING THIS BOX: ☐

IMPORTANT

It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.

All other Terms and Conditions to remain the same.

Printing and Mailing Services Requirements and Specifications

GENERAL REQUIREMENTS

The City of Worcester is soliciting bids for printing and mailing services of the tax bills and other assorted financial billings issued which were previously printed in-house. The number of bills and other notices to be printed is approximately 771,400 annually.

All prospective bidders must have a minimum of five (5) years' experience in printing services the same as or similar to those specified in this bid. Prospective bidders must have at least one (1) **Massachusetts Municipal Client with mailings of similar size, documentation of such should be provided.** Samples may be required from the Vendor upon 24 hour notification. All bidders must provide references of a minimum of five (5) current or former clients for whom the vendor has provided similar printing services as specified in this bid. Bidder shall provide client name and contact information for each reference.

PRINTING SERVICES SPECIFICATIONS

- Electronic Forms are to be created, stored and maintained by the Vendor and changed as required by the City (i.e. New office hours, New Treasurer, etc.)
- Vendor pays all electronic forms software licensing fees, maintains platform, performs backups and ensures the availability of electronic forms.
- Electronic Forms will be created to replicate the current bill form and content as currently used by the City of Worcester they are but not limited to:
 - Real Estate Preliminary Tax Bill
 - Real Estate Tax Notice
 - Real Estate Demand Notice
 - Personal Property Preliminary Tax Bill
 - Personal Property Tax Notice
 - Personal Property Demand Notice
 - Excise Notice
 - Excise Demand
 - Water/Sewer Bill
 - Water/Sewer Overdue Bill
 - Water/Sewer Demand
 - Notice of Intent to Lien

(Examples of each are available)

FOR A SET OF EXAMPLES, CONTACT STEPHEN MCDONALD via EMAIL AT: MCDONALDS@WORCESTERMA.GOV

SAMPLES ARE FOR BIDDER'S USE ONLY – NOT TO BE DISCLOSED TO ANY OTHER PARTY THAN THE CITY OF WORCESTER

- The City will provide the vendor with any requested or necessary changes to the Electronic Forms at a minimum of 7 days prior to production run and sign off.
- Vendor will provide blank white paper for printing – 24lb., 92 Bright, 8.5" X 11", micro-perf at 3 2/3 and will ensure there is enough paper in stock to print all bills prior to sign-off.
- Vendor must have and be able to demonstrate the capability to accept from the City of Worcester, in an electronic form, all data and other information necessary to produce the tax bills.

- City will provide the Vendor with an ASCII pipe delimited file that will be transmitted electronically for merging with the background electronic image form and printing.
 - For Real Estate and Personal Property bills – no greater than 5 business days prior to issue date
 - For Excise Commitment #1 – no greater than 10 business days prior to issue date
 - For all other Excise Commitments – including the issuance of Demand notices no greater than 3 business days prior to issue date
 - For Water/Sewer bills – no greater than 3 business days prior to issue date
- Vendor must log onto the City of Worcester's SFTP site using SFTP software to download the ASCII pipe delimited files upon notification from the Treasurer's Office that the data file is available.
- All Electronic forms must be tested with data and signed off by a Treasury representative 48 hrs prior to the commencement of the print production run.
- Vendor will process the print file through Postal software/hardware in order to provide postal cost reduction along with the required postal forms and documentation.
- Vendor will perform Quality Control making sure that the bills are legible and that the OCR line is in the appropriate format and location on the bill
- Vendor ensures that all bills have been printed (no gaps of missing bills)
- Vendor must keep all printed output in proper order and label all boxes accordingly to ensure postal discounts.
- Vendor will retain all data files for each production run supplied by the City of Worcester until instructed by the City of Worcester to delete and destroy such data.
- Vendor must have the capability to reproduce/reprint a bill on the appropriate bill form either individually or by batch when requested by the City
- Vendor must have the capability to print multiple colors on one bill
- **ALL INFORMATION SUPPLIED TO THE SUCCESSFUL VENDOR IN CONNECTION WITH THIS BID IS PROPRIETARY AND SHALL AT NO TIME BE DISCLOSED TO ANY OTHER PARTY OTHER THAN THE CITY OF WORCESTER.**

MAILING SERVICES SPECIFICATIONS

- Vendor must have the capability to co-mingle bills (i.e., to include similar bill types, e.g. water/sewer, auto excise, etc. in a single envelope when multiple bills are addressed to a single entity at a single mailing address see Excise Demand form for example) at the direction of the City Treasurer.
- Vendor must provide an accurate estimate of the postage costs at the reduced first class bulk mailing rates prior to mailing and provide a detailed report of the savings associated with the mailing.
- Vendor must provide an accurate estimate of the costs associated with folding and stuffing of notices into the envelopes.

- Vendor must have the capability to include informational inserts into the envelopes for certain mailings at the request of the City.
- Vendor will receive payment by the City of Worcester to be deposited into an Escrow account and used for costs associated with postage charged by the United States Postal Service. Vendor will provide an accounting of said Escrow account upon request of the City
- Vendor will deliver all mail pieces with postage paid by the City of Worcester to the United States Postal Service no later than the issue date of each billing. Failure to do so will result in the City withholding payment of such services and may be grounds for immediate contract termination.
- Vendor must provide the City with postal receipts from the U.S.P.S. indicating mail date, number of pieces, and total postage paid, omission of such receipts will result in the City withholding payment of such services until receipts are provided.
- Vendor will provide the City with a link to the USPS IMB Trace results for each mailing
- Vendor will process all mailings through the NCOA database and provide the City with NCOA results in a format compatible with the City's software for interface.

ENVELOPE SERVICES SPECIFICATIONS

- Vendor must produce and/or provide enough #10 standard single window envelopes with pre-printed return address for each mailing. Sample available
- Vendor must produce and/or provide enough #9 Pre-printed return envelopes for each mailing. Sample available
- Envelopes must be 24# white wove paper
- No recycled paper

ALL PROSPECTIVE BIDDERS MUST PROVIDE THE CITY PRIOR TO CONTRACT EXECUTION AN OFF-SITE DISASTER RECOVERY PLAN IN THE EVENT OF A FAILURE TO MEET THE TERMS OF THE CONTRACT.

Est W/E 2024/2025	Report Title	Commitment	Est. Quantity	Form
07/13/24	Excise Bills	Comm #4 2024	7,000	Excise Notice
08/31/24	Excise Demands	Comm #4 2024	3,000	Excise Demand
10/19/24	Excise Bills	Comm #5 2024	5,500	Excise Notice
11/30/24	Excise Demands	Comm #5 2024	2,000	Excise Demand
12/14/24	Excise Bills	Comm #6 2024	5,300	Excise Notice
01/25/25	Excise Demands	Comm #6 2024	28,000	Excise Demand
02/08/25	Excise Bills	Comm #1 2025	118,000	Excise Notice
03/22/25	Excise Demands	Comm #1 2025	35,000	Excise Demand
04/05/25	Excise Bills	Comm #2 2025	10,000	Excise Notice
05/17/25	Excise Demands	Comm #2 2025	4,000	Excise Demand
05/24/25	Excise Bills	Comm #3 2025	8,000	Excise Notice
06/29/24	P/P Bills	1st Quarter	4,500	Pers Prop Prelim Tax Bill
08/31/24	P/P Bills	2nd Quarter	4,500	Pers Prop Prelim Tax Bill
12/28/24	P/P Bills *	3rd Quarter	4,500	Pers Prop Tax Notice
03/29/25	P/P Bills	4th Quarter	4,500	Pers Prop Tax Notice
05/24/25	P/P demands	Fiscal Year	2,000	Pers Prop Dem Notice
06/29/24	R/E Bills	1st Quarter	50,000	Real Estate Prelim Tax Bill
08/31/24	R/E Bills	2nd Quarter	50,000	Real Estate Prelim Tax Bill
12/28/24	R/E Bills *	3rd Quarter	50,000	Real Estate Tax Notice
12/28/24	CPA Bills	3rd Quarter	50,000	Real Estate Tax Notice
03/29/25	R/E Bills	4th Quarter	50,000	Real Estate Tax Notice
03/29/25	CPA Bills	4th Quarter	50,000	Real Estate Tax Notice
05/24/25	R/E demands	Fiscal Year	5,000	Real Estate Demand Notice
07/06/24	Water/Sewer bills	3rd Com/Spr 2nd Qtr (Cycle 3)	15,000	Water/Sewer Bill
07/06/24	W/S demands	Cycle 1	3,500	Water/Sewer Demand
08/10/24	Water/Sewer bills	1st Com/Fall 1st Qtr (Cycle 1)	16,500	Water/Sewer Bill
08/10/24	W/S demands	Cycle 2	2,700	Water/Sewer Demand
09/07/24	Water/Sewer bills	2nd Com/Fall 1st Qtr (Cycle 2)	12,500	Water/Sewer Bill
09/07/24	W/S demands	Cycle 3	3,700	Water/Sewer Demand
10/12/24	Water/Sewer bills	3rd Com/Fall 1st Qtr (Cycle 3)	15,000	Water/Sewer Bill
10/12/24	W/S demands	Cycle 1	3,600	Water/Sewer Demand
10/19/24	Notice of Intent to Lien	All Commitments	5,000	Notice of Intent to Lien
11/09/24	Water/Sewer bills	1st Com/Fall 2nd Qtr (Cycle 1)	16,500	Water/Sewer Bill
11/09/24	W/S demands	Cycle 2	2,700	Water/Sewer Demand
12/07/24	Water/Sewer bills	2nd Com/Fall 2nd Qtr (Cycle 2)	12,500	Water/Sewer Bill
12/07/24	W/S demands	Cycle 3	3,600	Water/Sewer Demand
01/11/25	Water/Sewer bills	3rd Com/Fall 2nd Qtr (Cycle 3)	15,000	Water/Sewer Bill
01/11/25	W/S demands	Cycle 1	3,700	Water/Sewer Demand
02/08/25	Water/Sewer bills	1st Com/Spr 1st Qtr (Cycle 1)	16,500	Water/Sewer Bill
02/08/25	W/S demands	Cycle 2	2,700	Water/Sewer Demand
03/15/25	Water/Sewer bills	2nd Com/Spr 1st Qtr (Cycle 2)	12,500	Water/Sewer Bill
03/15/25	W/S demands	Cycle 3	3,500	Water/Sewer Demand
04/05/25	Water/Sewer bills	3rd Com/Spr 1st Qtr (Cycle 3)	15,000	Water/Sewer Bill
04/05/25	W/S demands	Cycle 1	3,700	Water/Sewer Demand
05/10/25	Water/Sewer bills	1st Com/Spr 2nd Qtr (Cycle 1)	16,500	Water/Sewer Bill
05/10/25	W/S demands	Cycle 2	2,700	Water/Sewer Demand
06/07/25	Water/Sewer bills	2nd Com/Spr 2nd Qtr (Cycle 2)	12,500	Water/Sewer Bill
06/07/25	W/S demands	Cycle 3	3,500	Water/Sewer Demand
			<u>771,400</u>	