



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055

[www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

**REQUEST FOR BID**  
**#15-0010**  
**ON CALL MAILING SERVICES**

January 23, 2015

Dear Vendors,

Sedgwick County is seeking a firm(s) to provide general mailing services on an as needed basis. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

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Kim Evans  
Purchasing Agent

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## **I. Purpose**

Sedgwick County is seeking a firm(s) to provide general mailing services on an as needed basis.

## **II. Submittals**

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (CD or flash drive) of the entire document with any supplementary materials to:

Kim Evans  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST, TUESDAY, February 10, 2015**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

## **III. Background**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 480,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,900 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Each year more than 500,000 notifications are mailed to constituents in Sedgwick County. Sedgwick County currently utilizes contract mail services for certain Appraiser and Treasurer mailing and bid as needed for other miscellaneous department mailings. This Bid is seeking on-call services to include all currently contracted, as well as smaller bid, and unique mailings to allow for efficiency in the acquisition process. The County reserves the right to utilize in house printing and sorting services for projects less than 5,000 pieces.

Annual mailings include but are not limited to: Real Property Valuation Notice (February), Personal Property Valuation Notice (April), Commercial Income and Expense (July), Personal Property Rendition (December), Tax Statements (March and December), and Employee Tax Statements (February).

The county has the ability to print statements, however, a vendor who wishes to submit a response for printing and mailing should do so.

For your reference, previous solicitation documents can be found here:

[http://www.sedgwickcounty.org/Purchasing/pdf\\_files/14-0055.pdf](http://www.sedgwickcounty.org/Purchasing/pdf_files/14-0055.pdf) 2014 RFB

[http://www.sedgwickcounty.org/Purchasing/bid\\_tabs/14-0055BT.pdf](http://www.sedgwickcounty.org/Purchasing/bid_tabs/14-0055BT.pdf) 2014 RFB results

## **IV. Mandatory Requirements and Supplemental Request**

### **Mandatory Requirements**

The successful bidder must be capable of providing the following services:

1. Picking up statements, inserts, and envelopes within six (6) business hours of notification from one of the following locations\*:

A. Sedgwick County Appraiser's Office, 4035 E. Harry St. Wichita, KS 67218

B. Sedgwick County Print Shop, 510 N. Main 2<sup>nd</sup> Floor, Wichita, KS 67203

Electronic delivery of files over a secure connection to vendor is acceptable.

2. Folding statements and inserts (if applicable).

3. Inserting statements, inserts (if applicable) and #9 envelopes (if applicable) into #10 envelopes (window). All statements are to be printed on 8 ½ x 11" 24# MOCR paper with microperf.

4. Sealing envelopes.

5. Applying lowest possible rate postage to envelopes.

6. Delivering envelopes to the Wichita General Mail Facility as first class mail within 48 hours of pick-up days or specified date whichever is sooner, must be a guaranteed mailing. Mail pieces can be metered with permit imprint that does NOT designate a mailed from location if facility is outside the Wichita area.

7. Delivering any unused items back to the Sedgwick County location of pick up.

\*Envelopes may/may not be delivered directly to vendor by print shop depending on mailing.

\*\* Inserts are not included in all mailings. Inserts are full sheet or 1/3 sheet. Inserts include but are not limited to statute changes, instructions, cover letters, etc.

Disclaimers:

- Sedgwick County cannot guarantee documents will be provided in order of number of pages in each statement in any mailings provided and will not provide additional compensation as a result. It should be noted that normally prints are provided in batches with the same number of pages per account, with the exception of the renditions.
- Sedgwick County will provide the statements and inserts separate, not consecutive.
- Sedgwick County cannot process more than 80,000 pages each day. Vendor will be expected to meet pick up deadline each day batch printing is completed (if applicable).
- Sedgwick County will award this bid to a single vendor; vendor must be prepared to complete both small and large mailings.
- Sedgwick County **is willing** to consider alternative printing options including different weight paper or off site printing.

### **V. Sedgwick County's Responsibility**

To assist the successful bidder(s), Sedgwick County will do the following:

- Provide access to location of pick-up and delivery (if applicable).
- Provide all statements, inserts, and envelopes (if applicable).
- Provide **ACTUAL** cost postage.

### **VI. Bid Terms**

#### **A. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Kim Evans at [kimberly.j.evans@sedgwick.gov](mailto:kimberly.j.evans@sedgwick.gov)

#### **B. Minimum Firm Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.

2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Have a minimum of three (3) years experience in providing services/products similar to those specified in this Request for Bid.
5. Provide appropriate project supervision and quality control procedures.
6. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

**C. Selection Criteria**

An award will be made to the lowest responsible and responsive bidder.

**D. Contract Period and Payment Terms**

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be March 4, 2015 and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for two (2) 1-year periods for the terms and prices proposed or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as needed basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

**E. Insurance Requirements**

<b>Worker's Compensation:</b>	
Applicable State Statutory Employer's Liability	
<b>Employer's Liability Insurance:</b>	\$100,000.00
<b>Contractor's Liability Insurance</b> - Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
<b>Bodily Injury:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Property Damage:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Personal Injury:</b>	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
<b>Automobile Liability-Owned, Non-owned and Hired</b>	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
<b>Professional Liability</b>	\$500,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker's compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

#### F. Indemnification

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

#### G. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this Bid obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Bidder agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.**

#### H. Bid Conditions

In submitting a response to this Request for Bid, vendors hereby understand the following (if any duplication exists previous subsections prevail):

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/bidcond.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf)

#### **VII. Required Response Content**

Bid response should include the following:

1. Bid Document and Response Form, as attached.
2. Single point of contact information.
3. Any certificates, licenses or insurance applicable to any work performed.

#### **VIII. General Contract Provisions**

The following appendix is language the County requires for all contracts that are entered in to (if duplication exist previous sections prevail).

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General\\_Contract\\_Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf)

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**IX. Bid Response Form**

**REQUEST FOR BID  
#15-0010  
ON CALL MAILING SERVICES**

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_

General Nature of Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_

Not a Minority Owned Business \_\_\_\_\_ Minority Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman Owned Business \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp).

NO. \_\_\_\_\_, DATED \_\_\_\_\_;      NO. \_\_\_\_\_, DATED \_\_\_\_\_;      NO. \_\_\_\_\_, DATED \_\_\_\_\_

Yes, I would like to be on the emergency vendor list.   

No, I would not like to be on the emergency vendor list.

After Hours Phone #: \_\_\_\_\_      Emergency Contact Name: \_\_\_\_\_

After Hours Fax #: \_\_\_\_\_

In submitting a Bid, vendor acknowledges all requirements, terms, conditions, and sections of this document. Bid submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in bidder's response. **Exceptions to any part of this document should be clearly delineated.**

	Mailing Services	Postage
<b>With Return Envelopes</b>		
1 page		
2 pages		
3 pages		
4 pages		
5 pages		
6 pages		
<b>Without Return Envelopes</b>		
1 page		
2 pages		
3 pages		
4 pages		
5 pages		
6 pages		
<b>With 1/3 Page Inserts and Return Envelope</b>		
1 page		
2 pages		
3 pages		
4 pages		
5 pages		
6 pages		
<b>With 1/3 Page Inserts and No Return Envelope</b>		
1 page		
2 pages		
3 pages		
4 pages		
5 pages		
6 pages		

Price per page for excess of 6 \_\_\_\_\_

\*\* Any volume discounts should be clearly delineated on a like spreadsheet (i.e. mailing exceeds 50,000 receives XX discount on service or postage).

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_