



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
PURCHASING SECTION
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
18-0018
MAILING SERVICES

March 16, 2018

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for mailing services as described herein. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, April 3, 2018.

All contact concerning this solicitation shall be made through the Purchasing Section. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Section in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Bush".

Kim Bush, CPPB
Purchasing Agent

KB/ch

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 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 mailings. This Bid is seeking on-call services to include all appraisal and tax mailings, as well as smaller, unique mailings as requested by departments. The county reserves the right to utilize in-house printing and sorting services for projects less than 5,000 pieces.

Annual/Semi-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 these statements, however, it is preferred for the vendor to accept electronic files for printing, mail prep and mailing via USPS.

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 (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

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

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, April 3, 2018. 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 at bid opening which will occur at 2:00 p.m. CDT, on the due date.

DUE TO THE NUMBER OF PRICING ITEMS REQUIRED, THIS RESPONSE MUST INCLUDE THE ELECTRONIC PRICING SHEET WHICH WILL BE USED TO CREATE A BID TABULATION. INDIVIDUAL PRICING WILL NOT BE READ ALOUD AND BID TABULATIONS WILL BE AVAILABLE FOR REVIEW ON THE COUNTY WEBSITE ONCE BIDS ARE APPROPRIATELY VERIFIED.

FAILURE TO PROVIDE THE COMPLETED ELECTRONIC FILE MAY RESULT IN IMMEDIATE DISQUALIFICATION.

III. Scope of Work

Mandatory Requirements

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

1. a. Pick up statements, inserts, and envelopes within six (6) business hours of notification from one of the following locations*:
 - o Sedgwick County Appraiser's Office, 271 W. 3rd, 5th Floor, Wichita, KS 67202
 - o Sedgwick County Print Shop, 510 N. Main, 2nd Floor, Wichita, KS 67203
- b. Accept electronic delivery of files over a secure connection to vendor.
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 nearest 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 if printed in-house. 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.

IV. Sedgwick County’s Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.
- Provide access to location of pick-up and delivery (if applicable).
- Provide all statements, inserts, and envelopes (if applicable).
- Provide actual cost postage.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Bush at Kimberly.Bush@sedgwick.gov by 5:00 p.m. CDT March 21, 2018. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this bid number by 5:00 p.m. CDT March 27, 2018. Firms are responsible for checking the website and acknowledging any addenda on their bid response form.

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. Provide appropriate project supervision and quality control procedures.

5. 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. [Evaluation Criteria](#)

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

D. [Request for Bid Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	March 16, 2018
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	March 21, 2018
Addendum Issued	March 27, 2018
Sealed Bid due before 1:45pm CDT	April 3, 2018
Evaluation Period	April 4-May 2, 2018
Board of Bids and Contracts Recommendation	May 3, 2018
Board of County Commission Award	May 9, 2018

E. [Contract Period and Payment Terms](#)

Subsequent to final BoCC approval, a contractual period will begin no sooner than May 15, 2018 and continue for three (3) years with two (2) options to renew for one (1) additional year each.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

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, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** 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 **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

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.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate	\$500,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Professional Liability	
If required	

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. 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 provider’s 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.

H. Confidential Matters and Data Ownership

The successful bidder agrees all data, records and information, which the bidder, 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 bidder 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 bidder 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. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. Bid Conditions

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Sample invoice, invoices under this contract must show unit pricing and postage separately as applicable.
3. Completed and signed Bid Response Form.
4. Electronic pricing sheet (Attachment A, 18-0018 Pricing.xls) as indicated in Section II.
5. Those responses that do not include all required forms/items may be deemed non-responsive.

VII. Response Form

**REQUEST FOR BID
18-0018
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** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

____ African American (05) ____ Asian Pacific (10) ____ Subcontinent Asian (15) ____ Hispanic (20)

____ Native American (25) ____ Other (30) (Please specify _____)

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

____ Not Minority -Woman Owned (50) ____ African American-Woman Owned (55)

____ Asian Pacific-Woman Owned (60) ____ Subcontinent Asian-Woman Owned (65) ____ Hispanic Woman Owned (70)

____ Native American-Woman Owned (75) ____ Other (Woman Owned) (80) Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

- 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 #: _____

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 .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

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 _____