



**OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
(RFP)**

Mail and Printing Services



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Administrative Service IT Support

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OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

Mail and Printing Services

Ogden City is requesting sealed proposals from qualified offerors to conduct the necessary labor and materials for mail and printing services at several Ogden City facilities. The City has several facilities that will be placed on regular pickup routes.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

Responses to this RFP shall be submitted to the Purchasing Office c/o 1st Floor Information / Constable Desk located at 2549 Washington Blvd, Ogden, UT, **no later than 11 AM, August 11, 2022. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

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OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

Mail and Printing Services

I. INTRODUCTION

Ogden City has several facilities that will be placed on regular pickup routes. We are soliciting proposals from experienced contractors for labor, materials, and application for mail and printing services.

Goals/Objectives

Ogden City strives to:

- A. Provide the necessary labor and materials for mail, printing, and applicable delivery services at various facilities within Ogden City.
- B. Contract with a qualified provider that shall furnish all labor and materials to mail all city outgoing mail and also provide interoffice mail deliveries to the different Ogden City offices. In addition, we are accepting proposals to improve or increase the efficiency of our current processes.

It is anticipated that this RFP process will result in one OR may result in multiple contract awards. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

II. SCOPE OF WORK / SPECIFICATIONS

See Exhibit A

III. RESPONSE TO RFP

Ogden City will accept proposals from offerors capable of providing all the work described in the Scope of Work including attachments.

- A. Each Proposal must include, as a minimum, the following information:
1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
 2. Company Experience - A description of the firm’s experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
 3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) related to the SOW.
 4. Cost Proposal – Exhibit B – Complete and sign to provide a detailed breakdown of the proposed costs. If needed, include a separate sheet for additional services and corresponding cost. Indicate a price guarantee period.
 5. References – Provide list of at least three references; include contract dates, scope, summary of work performed, and contact information.
- B. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder
- C. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. **Pricing** 30%

The proposal should include a detailed cost breakdown of all pricing

B. Proposed Improvements 30%

The proposal should include ideas for improvements and increased efficiencies

C. Previous and Current Experience 20%

The proposal should include the previous and current work experience related to the service

D. References/ Company Credentials 20%

The firm shall submit a minimum of three (3) references representing similar projects and a company resume. References must contain contact information (i.e. name, title, phone, and address)

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

V. SUBMISSION OF PROPOSALS

No later than 11 AM, August 11, 2022; proposers shall submit six (6) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name “Mail and Printing Services”

If the Proposal is submitted by mail or other delivery service, send to:

Purchasing Office
c/o 1st Floor Information / Constable Desk
2549 Washington Blvd.
Ogden, UT 84401
ATTN: Mail and Printing Services RFP

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

VI. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
- ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

VII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City.

Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VIII. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.

- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:
 - Ogden City Corporation
 - Management Services Department
 - 2549 E Washington Blvd.
 - Ogden, Utah 84401
 - Or;
 - Email invoices to: megginh@ogdencity.com

IX. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

X. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City’s Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	July 20, 2022
1 st Ad – Standard Examiner	July 23, 2022

2 nd Ad - Standard Examiner	July 30, 2022
Last day for Q&A	August 2, 2022; No later than 3 PM
RFP Response Deadline	August 11, 2022; No later than 11 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

XI. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on August 2, 2022.

Please check the City’s Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

Thank you for your interest in doing business with Ogden City.

EXHIBIT A

Scope of Work

Mail and Printing Service Specifications

- Ogden City Corporation is accepting sealed proposals from qualified entities to provide the necessary labor and materials for Mail Services at several Ogden City facilities. The City has several facilities that will be placed on regular pickup routes.
- All supplies shall be stored, handled, and applied within the manufacturer's guidelines and in compliance with state and federal rules and regulations. Care shall be taken to ensure the comfort and safety of all employees and visitors at the premises where the services are carried out.
- Utility Billing - The Contractor will be required to ensure proper printing, folding, stuffing, and delivery of utility bills to the United States Post Office. Utility bills are mailed weekly. With approximately 24,000 bills being mailed each month. Pick up and deliver all interoffice mail pieces.
- High Volume Printing Services and Mailing Services – Ensure proper printing, folding, and stuffing of additional documents, flyers, postcards, etc. from various entities within Ogden City
- Interoffice Mailing - Picking up all outgoing mail from several locations, sealing them, and delivering them to the post office.
- Address verification - At times, the Contractor will provide address verification to ensure items are being sent to the correct person(s)
- Occasionally providing special handling mail services like overnight or same-day mail deliveries.
- Accepting proposals for services that bidders may see as a benefit to Ogden City.
- Advise on most affordable mail option when first-class, overnight, or same-day are not required.

Route Stop Locations

Regular Route Stops

Ogden City Municipal Building
2549 Washington Blvd

LRA/BDO
1150 S Depot Drive

Ogden City Justice Court
310 26th Street

Community Services
1875 Monroe

Francom Public Safety Building
2186 Lincoln Ave

Golden Hours Center
680 25th Street

Marshall White Center
222 28th Street

Airport
3909 Airport Road

Public Services Building, PW #1
133 W 29th Street

Union Station
2501 Wall Avenue

BIC
2036 Lincoln Avenue Suite 105

**Exhibit B
Proposal Form**

(Can bid on all or part of these services)

<u>Services Provided</u>	Monthly Cost
Fold and insert water bills and newsletter with return envelope.	\$ _____
Postage for bar codes water bills (subject to USPS rate Changes)	\$ _____
Postage for non bar coded water bills (subject to USPS rate changes)	\$ _____
Pickup daily mail from all locations in Exhibit A.	\$ _____
Meter 1 ounce #10 envelopes	\$ _____
Postage for 1 ounce #10 envelopes (subject to USPS rate changes)	\$ _____
Postage for all other pieces will be the applicable First-Class Postage Depending upon the size and weight of each piece.	\$ _____
Daily Pickup interoffice mail at various locations in Ogden City boundaries	\$ _____
Cost for providing occasional special handling mail, like overnight or same day	\$ _____
High volume printing service (e.g, newsletter(s), flyers, postcards, documents)	\$ _____

Additional Services/Improvements with cost

Can include additional information with the proposal.

_____ \$ _____

_____ \$ _____

_____ \$ _____

REGULAR MAIL SERVICE MONTHLY TOTAL \$ _____

Name & Title:

Authorized Signature & Date:
