

City of Winter Garden
REQUEST FOR PROPOSAL RFP CR18-001
Mail and Fulfillment Services

LEGAL ADVERTISEMENT
CITY OF WINTER GARDEN

REQUEST FOR PROPOSAL (RFP) NO. CR18-001 – FOR A VENDOR TO PROVIDE DOMESTIC AND INTERNATIONAL FULFILLMENT, WAREHOUSING AND DATE MANAGEMENT SERVICES FOR MAIL AND FULFILLMENT SERVICES.

The City of Winter Garden, Florida, in conformance with the policies and procedures of the City of Winter Garden (City) is soliciting proposals from prospective vendors for the purpose of mail and fulfillment services of four projects: City Newsletter, City Utility Bill, City Utility Bill Late Notices and City Water Quality Report.

The City intends to award the contract to the firm deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the City shall consider the below selection criteria.

The selection criteria will be Complete response to all required items contained on the standard form; Printing & mailing service cost per identified project; Ability to provide forms and formats as requested; Ability to meet current and future service requirements; Demonstrated ability to have successfully completed jobs of similar magnitude in the past; Compliance with all federal, state and local regulations; and Ability and willingness to conform to unavoidable delays in mailing schedule.

Interested firms may obtain a copy of the RFP documents at City Hall, 300 West Plant Street, Winter Garden, FL 34787. The RFP documents are also available online at <http://www.cwgd.com/business/bids/>.

Proposal packages must be received no later than **2:00 p.m. (local time) on February 19, 2018**. Any proposal packaged received after the above-noted time will not be accepted under any circumstances. Any uncertainty regarding the time a proposal package was received will be resolved against the respondent. Proposal packages submitted after this designated time will be returned unopened.

Interested firms or companies shall submit (1) original and five (5) copies of their proposal to the City of Winter Garden reception desk by the submission deadline to the attention of:

Andrea L. Vaughn
City of Winter Garden
RFP CR18-001
300 W. Plant Street
Winter Garden, FL 34787

No faxed or electronic submissions will be accepted.

The City, through written inquiries directed to Andrea Vaughn, will receive questions regarding the RFP. Please send such inquiries via email to Ms. Vaughn at AVaughn@cwgd.com. The deadline for receipt of written inquiries is **February 9, 2018 close of business**.

Pursuant to Section 287.133(2) (a), Florida Statutes, interested firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit a proposal on a contract to provide services for a public entity, may not be awarded a consultant contract, and may not transact business with a public entity for services, the value of which exceeds \$35,000, for a period of 36 months from the date of being placed on the convicted vendor list.

**Four Mail and Fulfillment Services Projects
RFP CR18-001**

1 Project Name: City Newsletter
Volume Estimate: 15,000
Materials: ---
Mails: Three times a year (January, May, September)
Notes: A data file provided on schedule by CWG for mail services, addressing (delivered by local vendor)

2 Project Name: City Utility Bill & NYCU Insert
Volume Estimate: 15,000
Materials: Printing #10 window envelopes, #9 reply envelopes
Printing data on one side
Mails: Monthly
Notes: A data file provided on schedule by CWG to be printed in form
Printing bill, folding & inserting
Inserting NYCU (News You Can Use) (delivered by local vendor)
Mail service and addressing

3 Project Name: City Utility Bill Late Notices
Volume Estimate: 4,200
Materials: Printing #10 window envelopes, #9 reply envelopes
Printing
Mails: Monthly
Notes: A data file provided on schedule by CWG to be printed in form
Printing bill, folding & inserting
Mail service and addressing

4 Project Name: City Water Quality Report
Volume Estimate: 15,000
Materials: Print report on two pages, front and back
Printing #10 window envelopes
Mails: Once a year
Notes: A data file provided on schedule by CWG to be printed
Printing brochure, folding & inserting
Mail service and addressing

**RFP Response Cover Sheet
RFP CR18-001**

Proposal submitted by:

Vendor: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

This proposal contains all of the following items:

Response Form A – General Information Questionnaire

Response Form B – Proposed Mail and Fulfillment Services Project Costs

Response Form C – Exceptions

Response Form D – Copy of CASS Certification issued by U.S.P.S.

Response Form E – Copy of PAVE Certification issued by U.S.P.S.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Response Form A – General Information Questionnaire
RFP CR18-001

Vendor: _____

Please answer each of the following questions (attach additional sheets as necessary):

1. How long has your company been in business?

2. Who is your designated Account Executive and how long has this person been with your company?

3. List all the municipalities you have done businesses with and the types of projects that you completed for them, as well as a contact person and telephone number.

4. If you do not have any municipal clients, list three (3) similar projects that you have completed, as well as customer's name, contact person and telephone number.

5. What contingency plans are in effect if the production equipment is not functional?

6. Are all components of this project produced at your facility? If not, which components are subcontracted and with whom?

**Response Form B – Proposed Mail and Fulfillment Services Project Costs
RFP CR18-001**

Vendor: _____

1 Project Name: City Newsletter	
Annual Quantity of City Newsletter	45,000
X Cost per Piece	
Total Cost of Service, excluding postage	
2 Project Name: City Utility Bill & NYCU Insert	
Annual Quantity of	180,000
X Cost per Piece	
Total Cost of Service, excluding postage	
3 Project Name: City Utility Bill Late Notices	
Annual Quantity of	50,400
X Cost per Piece	
Total Cost of Service, excluding postage	
4 Project Name: City Water Quality Report	
Annual Quantity of	15,000
X Cost per Piece	
Total Cost of Service, excluding postage	
Total Projects (1, 2, 3 &4) Costs	

Response Form C – Exceptions
RFP CR18-001

Vendor: _____

Please list any items that you take exception to or will be unable to comply with: