

Department of Procurement and  
Contract Compliance

REQUEST FOR PROPOSAL



**RFP R36488**

**“Mailing & Printing Services”**

**Article I. General Information ..... 4**

Section 1.01 Method of Source Selection .....4

Section 1.02 Purpose .....4

Section 1.03 Existing Environment.....4

Section 1.04 Required Review .....4

Section 1.05 Protests and Appeals .....5

Section 1.06 Inquiries - Clarifications.....5

Section 1.07 Amendments & Addendums .....5

Section 1.08 Alternate Proposals.....5

Section 1.09 Implied Requirements .....5

Section 1.10 Project Timetable & Contract Term .....5

Section 1.11 Location of Work .....6

Section 1.12 Proposals and Presentation Costs .....6

Section 1.13 Disclosure of Proposal Contents .....6

Section 1.14 Cooperative Procurement .....6

Section 1.15 Independent Contractor Relation.....6

Section 1.16 Determination of Responsibility .....7

Section 1.17 Evaluation.....7

Section 1.18 Equal Treatment .....7

Section 1.19 Award .....7

Section 1.20 Notification of Award .....8

Section 1.21 Right to Reject Proposals .....9

Section 1.22 Mistakes in Proposals Discovered Prior to Award.....9

Section 1.23 Mistakes in Proposals Discovered after Award .....9

Section 1.24 Ownership of Reports, Drawings, Specifications, etc.....10

**Article II. Standard Proposal Information ..... 10**

Section 2.01 Authorized Signature.....10

Section 2.02 Site Inspection .....10

Section 2.03 Supplemental Terms and Conditions .....10

Section 2.04 Discussions with Offerors .....10

Section 2.05 Prior Experience .....11

Section 2.06 Evaluation of Proposals.....11

Section 2.07 Contract Negotiations.....11

Section 2.08 Failure to Negotiate .....11

**Article III. Standard Contract Information..... 12**

Section 3.01 Contract Type .....12

Fixed Price Contract .....12

Section 3.02 Contract Approval .....12

Section 3.03 Proposal as a Part of the Contract .....12

Section 3.04 Additional Terms and Conditions .....12

Section 3.05 Insurance Requirements .....12

Section 3.06 Proposed Payment Procedures .....13

Section 3.07 Proposed Payment Option .....15

Section 3.08 Informal Debriefing.....15

Section 3.09 Contract Personnel .....15

Section 3.10 Contract Changes - Unanticipated Amendments .....15

**Article IV. Required Contractual Terms and Conditions..... 16**

Section 4.01 Agreement with Kansas Law .....16

Section 4.02 Kansas Cash Basis Law .....16

Section 4.03 Payment of Taxes .....16

Section 4.04 Disclaimer of Liability .....16

Section 4.05 Anti-Discrimination Requirements .....16

Section 4.06 Termination for Default.....18

Section 4.07 Termination for Convenience.....19

Section 4.08 Disputes .....19

Section 4.09 Representations .....20

Section 4.10 Ownership of Materials .....20

Section 4.11 Availability of Records and Audit.....20

Section 4.12 Assignment .....20

Section 4.13 No Limit of Liability .....21

Section 4.14 Indemnification .....21

**Article V. Project Scope ..... 21**

Section 5.01 Scope of Work.....21

Section 5.02 General Information .....21

**Article VI. REQUIREMENTS AND SPECIFICATIONS FOR PROPOSALS..... 26**

Proposal Format.....26

**Article VII. Proposal Format and Content ..... 27**

Section 7.01 Electronic Filing Requirements.....28

Section 7.02 Introduction .....28

Section 7.03 Performance.....29

**Article VIII. Evaluation and Selection ..... 29**

Section 8.01 Selection Criteria.....29

## **Article I. General Information**

### ***Section 1.01 Method of Source Selection***

Section 29-154 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code and Regulations allows for the use of Competitive Sealed Proposals when it is determined in writing that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government.

### ***Section 1.02 Purpose***

The Unified Government of Wyandotte County/Kansas City, Kansas, desires to procure a contractor that will process and handle all outgoing daily mail, interoffice routine mail “including packages”, courier services and the printing, processing and mailing of Change of Value Notices for the Appraiser’s Office and Tax Statements, Renditions for the Appraisers Office and Notice of Estimated Ad Valorem Taxes for Clerk’s Office. This will include, pre-sorting, postage metering validation, imprinting and delivering each piece of mail for the United States Post Office (USPC), it will also include pickup and delivery of all interoffice mail at various Unified Government locations throughout the City of Kansas City, Kansas.

Vendors providing such services must meet the requirements, as specified herein.

Solicitations from qualified minority, and women owned businesses, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. This encouragement does not infer preference and all solicitations will be evaluated equally.

### ***Section 1.03 Existing Environment***

The Unified Government of Wyandotte County/Kansas City, Kansas is a consolidated city/county government serving all of the citizens of the City of Kansas City, Kansas, and Wyandotte County. The City of Kansas City, Kansas is located entirely in Wyandotte County and, along with ten other Kansas and Missouri counties, makes up the Metropolitan Kansas City Region with a population of approximately 1.6 million. The Cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects.

### ***Section 1.04 Required Review***

Offerors should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror’s proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the contracting officer, in writing, at least ten days before the time set for opening.

**Section 1.05 Protests and Appeals**

Any protest or appeal of the award of the Agreement must be in writing and received by the Director of Purchasing within seven (7) days of the County Administrator’s decision. The written communication must list the specific areas of protest and suggested remedy. The decision of the Purchasing Director on any protest or appeal shall be final.

**Section 1.06 Inquiries - Clarifications**

Any questions regarding the Request for Proposal shall be directed in writing to the attention of the buyer via fax or email, to the Office of Procurement and Contract Compliance ATTN: Kelly P. Regan [kregen@wycokck.org](mailto:kregen@wycokck.org); Room 649, 701 North 7th Street, Kansas City, Kansas 66101. Phone 913-573-5447, Fax 913-573-5444. All questions must be received no later than the date established in the project timetable. Telephone conversations must be confirmed in writing by the interested party.

**Section 1.07 Amendments & Addendums**

Amendments and addendums will be made by addendum issued only to vendors known to have the Request for Proposal.

**Section 1.08 Alternate Proposals**

Offerors may only submit one proposal for evaluation. Alternate proposals (proposals that offer something different than what is asked for) will be rejected.

**Section 1.09 Implied Requirements**

By submission of the proposal, the Offeror certifies all services proposed meet or exceed all requirements as set forth in the Request for Proposals, unless the proposal specifically states otherwise. Any products and services that are not specifically addressed in the RFP but which are necessary to provide functional capabilities proposed by the offeror must be included in the proposal.

**Section 1.10 Project Timetable & Contract Term**

The project timetable set out herein represents the Unified Government’s best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date, is delayed, the rest of the schedule may be shifted by the same number of days.

|   |                       |
|---|-----------------------|
| Issue RFP:  | April 13, 2023        |
| Last day for Questions:                             | 2:00pm April 27, 2023 |
| Proposals Due:                                      | 2:00pm May 11, 2023   |
| Proposal Evaluation Committee completes evaluation: | TBD                   |
| Notice of Award:                                    | TBD                   |
| Contract Start                                      | TBD                   |

The initial contract period will from the date the Contract is executed and continue through December 31, 2024. The contract upon written determination by the Unified Government may be extended for up to four additional one-year periods and will run from January 1 to December 31 thereafter. Written notification will be given at least 30 days prior to the end of the contract period notifying the vendor of either an extension or cancellation.

### ***Section 1.11 Location of Work***

The location(s) the work is to be performed is within the Unified Government of Wyandotte County/Kansas City, Kansas.

### ***Section 1.12 Proposals and Presentation Costs***

The Unified Government of Wyandotte County/Kansas City, Kansas will not be liable in any way for any costs incurred by the offeror in the preparation of their proposal in response to the RFP nor for the presentation of their proposal and/or participation in any discussions or negotiations.

### ***Section 1.13 Disclosure of Proposal Contents***

All proposals and other material submitted become the property of the Unified Government and may be returned only at the UG's option. Kansas Open Records Act requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

### ***Section 1.14 Cooperative Procurement***

If the contractor has indicated agreement to participate in the Cooperative Procurement Program, the contractor shall provide equipment, supplies, and/or services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities. The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the Unified Government bears no financial responsibility for any payments due the contractor by such governmental entities.

### ***Section 1.15 Independent Contractor Relation***

Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party.

The Agreement to be entered into is not intended to be and will not constitute or otherwise recognize a joint venture, partnership agreement or relationship, or formal business organization or association of any kind between the parties; and the rights and obligations of the parties shall be only those expressly set forth in the Agreement. The parties will agree that no persons supplied by the Contractor in performance of the contract are employees of the Unified Government and further agree that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons.

The Contractor shall have the total responsibility for all salaries, wages, workers' compensation insurance, unemployment compensation, bonuses, retirement, withholdings, other benefits, and all taxes and premiums appurtenant thereto concerning such persons and shall hold the Unified Government harmless with respect thereto.

### ***Section 1.16 Determination of Responsibility***

Per § 29-198 (Duty Concerning Responsibility), before awarding a contract the Procurement Officer must be satisfied that the prospective contractor is responsible.

All offerors shall supply information as requested by the Procurement Officer concerning the responsibility of such offeror. The determination of responsibility shall be governed by Section 29-198 of the Unified Governments Procurement Code and Regulations. The contract file shall contain the basis on which the award is made.

### ***Section 1.17 Evaluation***

The selection committee shall evaluate all proposals submitted and shall classify proposals as: acceptable, potentially acceptable (that is reasonably susceptible of being made acceptable), or unacceptable. Vendors whose proposals are unacceptable shall be notified promptly. More detailed evaluation information will be found in section 8 of this RFP.

### ***Section 1.18 Equal Treatment***

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. The Procurement Officer will establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one offeror's price to another) and disclosure of any information derived from competing proposals are prohibited.

### ***Section 1.19 Award***

The contract shall be awarded in whole or in part to the responsible offeror whose proposal is determined to be the most advantageous to the Unified Government taking into consideration all the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

The County Administrator retains the sole and complete discretion to select the successful proposer based upon the evaluation of the selection committee's recommendation. The decision of the County Administrator will be final unless an appeal is filed as described in the protest section.

## **Section 1.20 Notification of Award**

Written notice of award shall be sent to the successful Offeror. The successful Offeror shall, within ten (10) days from the date of receipt of the notice of award, perform the following:

- Submit a performance bond, if required, in the total amount of one hundred percent (100%) of the proposal amount (*Bond form format will **be provided by the Unified Government***)
- If the Offeror is not a resident of the State of Kansas, submit an executed Appointment of Process Agent Form or a Foreign Corporation form (Form *will **be provided by the Unified Government***).
- Submit a certificate of insurance evidencing insurance as required by the Request for Proposal.
- Ensure that all occupation taxes and fees are paid in full. Offerors are hereby directed to contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division for information regarding Licensing and Occupational Taxes. Prior to contract award, the successful bidder(s) must ensure that all occupational taxes are paid. For information, contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org)
- The Contractor will be required to come into compliance with chapter 11 of the Procurement Code and Regulations regarding Affirmative Action and Equal Employment Opportunity as required by Sections 18-86 and 18-87 of the Code of Ordinance of the Unified Government of Wyandotte County / Kansas City, Kansas.
- Contact the Contract Compliance Division located on the 6<sup>th</sup> Floor of the Municipal Office Building, 701 N. 7<sup>th</sup> Street, Kansas City, Kansas 66101, Room 649, or call (913) 573-5440 or e-mail [ayang@wycokck.org](mailto:ayang@wycokck.org) for information regarding compliance requirements.”
- The Unified Government may, at its option, declare the Offeror in default if the Offeror fails to perform all of the above-enumerated conditions, in which case the proposal security shall become the property of the Unified Government.
- All bonds required by this proposal must contain terms and conditions approved by the Unified Government and shall be executed by a surety company authorized to do business in the State of Kansas.
- The Unified Government of Wyandotte County/Kansas City, KS, Johnson County KS, City of Kansas City MO, and Jackson County MO, (collectively the “Local Governments”), have agreed to cooperate with each other to ensure that tax funded contracts are performed by Contractors in compliance with the Tax Laws of the Local Governments. Contactor agrees that the Contractor shall be in compliance with the respective Tax Laws of the Local Governments throughout the term of this contract and any contract renewals and that proof of Contractor’s compliance with the Tax Laws of the Local Governments shall be a condition of award. All Contractors entering into a contract and all subsequent renewals with the Unified Government of Wyandotte County in the amount of \$20,000.00 or more must obtain a Tax Clearance Certification.

The Tax Clearance Certification must be signed by an authorized official from all four (4) of the "Local Governments" and submitted to the Unified Government Procurement and Contract Compliance Department. The Tax Clearance Certification shall be valid for a period of one year from the date of issuance and shall not be dated more than sixty (60) days prior to any notice of intent to contract by the County. (Form *will be provided by the Unified Government*).

### ***Section 1.21 Right to Reject Proposals***

The Unified Government reserves the right without contest to accept or reject any proposals or alternate proposals. Offerors must comply with all of the terms of the RFP, the Unified Government Procurement Code, and all applicable local, State, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not restrict the rights of the Unified Government or qualify their proposal. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counteroffer and the proposal may be rejected.

Minor informalities may be waived by the procurement officer if determined that they:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- do not change the meaning or scope of the RFP,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work; or,
- do not constitute a substantial reservation against a requirement or provision,

If no offerors meet all the mandatory requirements of the Request for Proposals, or if sufficient funds are not available, or if other extenuating circumstances prevail, the Unified Government may choose to make no award and to submit a revised Request for Proposals to offerors at a later date, or may choose to negotiate with those submitting proposals.

### ***Section 1.22 Mistakes in Proposals Discovered Prior to Award***

At any time prior to the specified date and time for submission, an offeror may withdraw or modify a proposal in accordance with Section R3-103.10 of the Unified Government's Procurement Code Regulations. Any proposal modification must be in writing, executed by an authorized person, and submitted prior to the proposal submission date. The Unified Government will deal with mistakes in proposals according to Section R3-103.15 of the Unified Government's Procurement Code Regulations.

### ***Section 1.23 Mistakes in Proposals Discovered after Award***

The Unified Government will deal with mistakes in proposals according to Section R3-103.15 of the Unified Government's Procurement Code Regulations.

### ***Section 1.24 Ownership of Reports, Drawings, Specifications, etc.***

All reports, drawings, designs, specifications, notebooks, tracings, photographs, negatives, finding, recommendations, data and memoranda of every description relating to the services described herein and in completion thereof, shall be the property of the City.

## **Article II. Standard Proposal Information**

### ***Section 2.01 Authorized Signature***

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

### ***Section 2.02 Site Inspection***

The Unified Government may conduct on-site visits to evaluate the offeror's capacity to perform the contract. Offerors must agree, at risk of being found non-responsive and having their proposal rejected, to provide the Unified Government reasonable access to relevant portions of their work sites. Site inspection will be made by individuals designated by the procurement officer at the Unified Government's expense.

### ***Section 2.03 Supplemental Terms and Conditions***

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this RFP or that diminish the Unified Government's rights under any contract resulting from the RFP will be considered null and void. The Unified Government is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

- [a] if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- [b] if the Unified Government's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

### ***Section 2.04 Discussions with Offerors***

The Unified Government may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions may only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer.

Discussions, if held, will be after initial evaluation of proposals by the evaluation committee. If modifications are made as a result of these discussions, they will be put in writing.

Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions. Reevaluation will be limited to the specific sections of the RFP opened to discussion by the procurement officer.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made.

### ***Section 2.05 Prior Experience***

The Offeror is required to have a minimum of three (3) years of experience in providing Mailing and Printing Services for position similar to that identified in the proposal. If an Offeror has less than three (3) years of experience in providing Mailing and Printing Services, the key personnel of the firm and the representative assigned to Unified Government must have a minimum of three (3) years of experience.

### ***Section 2.06 Evaluation of Proposals***

The procurement officer, or an evaluation committee made up of the procurement officer and at least two Unified Government employees, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section eight of this RFP.

### ***Section 2.07 Contract Negotiations***

After completion of the evaluation, including any discussions held with offerors during the evaluation, the Unified Government may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the Unified Government. If the Unified Government elects to initiate contract negotiations, these negotiations cannot involve changes in the Unified Government's requirements or the contractor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

The offeror will be responsible for all travel and per diem expenses related to contract negotiations.

### ***Section 2.08 Failure to Negotiate***

If the selected contractor

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- the contractor and the Unified Government, after a good faith effort, simply cannot come to terms,

the Unified Government may terminate negotiations with the contractor initially selected and commence negotiations with the next highest ranked offeror.

## **Article III. Standard Contract Information**

### ***Section 3.01 Contract Type***

#### ***Fixed Price Contract***

### ***Section 3.02 Contract Approval***

This RFP does not, by itself, obligate the Unified Government. The Unified Government's obligation will commence when the contract is approved by the Unified Government County Administrator, the Administrator's designate, or the procurement officer. Upon written notice to the contractor, the Unified Government may set a different starting date for the contract. The Unified Government will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the Unified Government.

### ***Section 3.03 Proposal as a Part of the Contract***

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### ***Section 3.04 Additional Terms and Conditions***

The Unified Government reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### ***Section 3.05 Insurance Requirements***

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

The policies must be effective prior to the commencement of work and must remain in force until termination of the work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract, or any extension thereof, any required policies of insurance should expire or are canceled, it will be the responsibility of the Contractor to furnish to the Unified Government a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to expiration or cancellation date so that there will be no lapse in any coverage.

The Contractor shall agree to indemnify the Unified Government of Wyandotte County/Kansas City, Kansas and save it harmless against any and all loss, damage, expense, liability or claim of liability, expense for injury, death or damage to property directly caused by the Contractor's negligence arising out

of performance by the Contractor of the agreement. The Contractor’s insurance shall include contractual coverage of the foregoing “hold harmless agreement”.

The contractor shall secure and maintain at his or her own expense insurance of such types and in such amounts as herein specified to protect Contractor and the Unified Government from all hazards involved in the performance of the work described in this contract.

| <u>Coverage’s</u>   | <u>Limits of Liability</u> |
|---|----------------------------|
| a) Workmen’s Compensation   | Statutory                  |
| b) Combined bodily injury and property damage liability             | 500,000.00 per occurrence  |
| c) Combined automobile bodily injury and automobile property damage | 500,000.00 per occurrence  |

Certificates of Insurance and copies of all policies acceptable to the Unified Government shall be filed annually with the Purchasing Division and License Division as to the coverage’s outlined above. The Unified Government shall be listed as an additional named insured on coverage’s, b and c above, and the insurer shall be obligated to provide the Unified Government a defense in actions arising in relation to work performed under this contract. Contractor is required to indemnify the Unified Government and to provide a legal defense for any and all claims arising out of the performance of this contract whether the proper insurance is in effect or not.

**Performance Bond**

Should your company be awarded the contract, a \$10,000 performance bond will be required to be submitted to the Unified Government within 10 days of the Notice of Award letter for this contract.

***Section 3.06 Proposed Payment Procedures***

Invoice and Reports:

Contractor must submit an invoice to the Unified Government by account category, (at the Unified Government’s discretion, account category may be determined by pick-up location, tray identification, and/or return address.), number of pieces per account category, amount of postage charged per account category, and amount of fees charged per account category, if applicable.

Quarterly report listing year to date usage by account category, # of pieces and total cost of each mail category including # of pieces of rejected mail that required additional handling fees, certified mail, etc.

The Unified Government will pay the Contractor on a monthly basis as invoiced, by individual department for the previous month. An initial amount of \$10,000.00, which is a projected 30-day postage expense, will be set up in an escrow account.

On December 1, 2018, our account history will be reviewed and the appropriate adjustment will be made to the escrow account. These escrow funds will not be used as credit toward any department’s account. Said payments shall be from such fund or funds as determined by the Unified Government of Wyandotte County/Kansas City, Kansas.

Following is the list of departments to be invoiced separately.

Unified Government Clerk  
Unified Government East Bldg. Suite 323  
701 N 7<sup>th</sup> St.  
Municipal Office Bldg.

Motor Vehicle Department  
Unified Government West Bldg.  
710 N. 7<sup>th</sup> St. Suite 240  
Courthouse Bldg.

Court Trustee  
Unified Government West Bldg.  
710 N. 7<sup>th</sup> St.  
Courthouse Bldg.

Community Corrections  
812 N 7<sup>th</sup> St.  
Old Federal Bldg.

Health Department  
619 Ann Ave.

Sub accounts

- (42) Business Office, 3<sup>rd</sup> Floor
- (43) Environmental Health
- (44) General Clinic
- (45) Child Care Services
- (46) Miscellaneous
- (47) Kansas Breast Cancer
- (48) Dental Clinic
- (49) Healthy Start
- (50) Laboratory
- (51) Medical Records
- (53) Epidemiology
- (54) Pediatrics
- (55) Tuberculosis
- (56) Directors Office
- (57) Child Care Facilities
- (58) Air Pollution Grant Fund
- (59) State Formula Grant Fund
- (60) Healthy Start Grant Fund
- (63) Chronic Disease Risk Reduction
- (64) Lead
- (65) Family Planning Fund
- (67) Maternal & Child Health Fund
- (68) WIC
- (69) Maternal & Infant Fund
- (70) Aids Fund-Health Education R.R.

- (72) STD Control Program
- (74) Immunization AP
- (76) STD AIDS Control
- (77) EPSDT

Appraisers Office  
Unified Government Annex  
8200 State Ave.

Area Agency on Aging  
849-C North 47<sup>th</sup> Street

Election Office  
850 State Avenue

Parks & Recreation Department  
5033 State Avenue

NOTE: If additional departments or accounts are identified the vendor will be notified in writing at least five days in advance to invoice them separately.

### ***Section 3.07 Proposed Payment Option***

A Virtual Payment Option is now available. If you would like to learn contact Accounts Payable, 913-573-5256

### ***Section 3.08 Informal Debriefing***

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### ***Section 3.09 Contract Personnel***

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the Unified Government may be grounds for the Unified Government to terminate the contract.

### ***Section 3.10 Contract Changes - Unanticipated Amendments***

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments Unified Government Procurement Code Regulation R7-101.

The contractor will not commence additional work until the project director has secured any required Unified Government approvals necessary for the amendment and issued a written contract amendment, approved by the County Administrator.

## **Article IV. Required Contractual Terms and Conditions**

The following terms and conditions must be agreed to by the successful Offeror and are hereby made a part of the contract entered into between the Unified Government and the successful Offeror, unless specifically modified in writing:

### ***Section 4.01 Agreement with Kansas Law***

This agreement is subject to and shall be governed by and shall be construed according to the laws of the State of Kansas.

### ***Section 4.02 Kansas Cash Basis Law***

This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Unified Government. The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government's current budget year or (b) funds made available from any lawfully operated revenue producing source.

### ***Section 4.03 Payment of Taxes***

The Unified Government shall not be responsible for, nor indemnify the Contractor for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. The Contractor shall pay the Unified Government occupation tax prior to execution of the Agreement.

### ***Section 4.04 Disclaimer of Liability***

The Unified Government shall not hold harmless or indemnify the Contractor for any liability whatsoever.

### ***Section 4.05 Anti-Discrimination Requirements***

During the performance of this Agreement, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, sexual orientation, gender identity disability, age, national origin or ancestry. Such action shall include, but not be limited to, the following:

Employment, upgrading, demotion, or transfer; the recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government, setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity disability, age, national origin, or ancestry.

The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions shall apply to contracts or subcontracts for standard commercial supplies or raw materials.

The Contractor shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.

If the Contractor shall fail, refuse, or neglect to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the contract and such Agreement may be terminated, canceled, or suspended, in whole or in part, and the Contractor may be declared ineligible for any further Unified Government contracts for a period of up to one year. Provided that if an Agreement is terminated, canceled, or suspended for failure to comply with this section, the Contractor shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility.

The Contractor shall assure that it is in compliance with and shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with all applicable sections of the Equal Employment Section of this Agreement, and the following, as applicable: Title VI of the Civil Rights Act of 1964 (as amended) (42 USCS '2000d et seq.); Title VII of the Civil Rights Act of 1964 (42 USCS '2000e et seq.); Title VIII of the Civil Rights Act of 1968 (42 USCS '3601 et seq.); the Americans with Disabilities Act of 1990, 42 U.S.C. '12101, and amendments thereto; the Kansas Act Against Discrimination, K.S.A. '44-1001 through 1004 (1992 Supp.) and amendments thereto; Chapter 11 of the Procurement Code and Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto; and, '18-86 and 87 of the 1988 Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto. Such records shall at all times remain open to inspection by an individual designated by the Unified Government for such purpose.

The Contractor and the Unified Government, in carrying out this Agreement, shall also comply with all other applicable existing federal, state and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.

The Contractor will be required to conform to Equal Employment Opportunity and Affirmative Action requirements prior to the execution of this Contract.

### ***Section 4.06 Termination for Default***

If the Contractor refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the Procurement Officer may notify the Contractor in writing of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the Procurement Officer, such officer may terminate the Contractor's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.

The Unified Government shall pay the Contractor the costs and expenses and reasonable profit for services performed by the Contractor prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due the Contractor such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by the Contractor because of the default.

Except with respect to defaults of subcontractors, the Contractor shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if the Contractor has notified the Procurement Officer within 15 days of the cause of the delay and the failure arises out of causes such as acts of God, acts of the public enemy, act of the Unified Government and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, or other labor disputes. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the Contractor to meet the contract requirements. Upon request of the Contractor, the Procurement Officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Contractor's progress and performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly.

If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and both the Unified Government and the Contractor agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued.

The following acts committed by the Contractor will constitute a substantial breach of the Agreement and may result in termination of the Agreement:

- If the Contractor is adjudged bankrupt or insolvent;
- If the Contractor makes a general assignment for the benefit of his creditors;
- If a trustee or receiver is appointed for the Contractor or any of his property;
- If the Contractor files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or applicable laws;
- If the Contractor repeatedly fails to supply sufficient services;

- If the Contractor disregards the authority of the Procurement Officer;
- Acts other than those specified may constitute substantial breach of this Agreement.

### ***Section 4.07 Termination for Convenience***

The Procurement Officer may, when the interests of the Unified Government so require, terminate this contract in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.

The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified.

The Procurement Officer shall pay the Contractor the following amounts:

All costs and expenses incurred by the Contractor for work accepted by the Unified Government prior to the Contractor's receipt of the notice of termination, plus a reasonable profit for said work.

All costs and expenses incurred by the Contractor for work not yet accepted by the Unified Government but performed by the Contractor prior to receipt of the notice of termination, plus a reasonable profit for said work.

Anticipatory profit for work and services not performed by the Contractor shall not be allowed.

### ***Section 4.08 Disputes***

All controversies between the Unified Government and the Contractor which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by the Contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Contractor may proceed as if an adverse decision had been received.

The Procurement Officer shall immediately furnish a copy of the decision to the Contractor by certified mail, return receipt requested, or by any other method that provides evidence of receipt. Any such decision shall be final and conclusive, unless fraudulent, or the Contractor brings an action seeking judicial review of the decision in the Wyandotte County District Court.

The Contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of this Agreement pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of, this Agreement, except where there has been a material breach of the Agreement by the Unified Government; provided, however, that in any event the Contractor shall proceed diligently with the performance of the Agreement where the Purchasing Director has made a written determination that continuation of work under the contract is essential to the public health and safety.

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the Unified Government has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of any contingency. Further, the Unified Government shall not agree to pay attorney fees and late payment charges.

### ***Section 4.09 Representations***

The Contractor makes the following representations:

The price submitted is independently arrived at without collusion.

It has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article 12 of the Procurement Regulations.

It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in R-12-106 (Gratuities and Kickbacks) of the Procurement Code.

It has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

### ***Section 4.10 Ownership of Materials***

All property rights, including publication rights, in all interim, draft, and final reports and other documentation, including machine-readable media, produced by the Contractor in connection with the work pursuant to this Agreement, shall be in the Unified Government.

### ***Section 4.11 Availability of Records and Audit***

The Contractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. The Contractor agrees to make available at the offices of the Unified Government at all times during the period set forth in the Request for Proposals any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, the Contractor shall preserve and make available to persons designated by the Unified Government his records for a period of three years from the date of final payment under the Agreement or until all audit questions have been resolved, whichever period of time is longer.

### ***Section 4.12 Assignment***

Neither the Contractor nor the Unified Government shall sell, transfer, assign, or otherwise dispose of any rights or obligations created by the Contract Documents or any portion thereof without the written consent of the other party.

**Section 4.13 No Limit of Liability**

Nothing in this Agreement shall be construed to limit the Offeror's liability to the Unified Government as such liability may exist by or under operation of law.

**Section 4.14 Indemnification**

Vendor shall indemnify, defend, and hold the Unified Government of Wyandotte County/Kansas City, Kansas harmless from and against all claims, losses, damages, or costs arising from or in any way related to Vendor's breach of the foregoing warranties. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in this or any other agreement and shall survive termination of this or any other agreement between the parties hereto or thereto.

**Article V. Project Scope**

**Section 5.01 Scope of Work**

**Section 5.02 General Information**

**The overall objective(s) of this proposal is: Specific tasks of the objective include:**

- a. Handling all outgoing mail to the United States Post Office.
- b. Providing evidence of proof of mailing from USPS when requested
- c. Providing pre-paid postage when envelopes are supplied when requested
- d. Delivery of all Unified Government interoffice mail "and small packages".
- e. Special periodic mailings.

Task 1: The contractor will pick-up interoffice mail and mail to be metered for the United States Post Office at the following locations:

| <u>Location</u>   | <u>Proposed Pickup times</u><br><u>To be no later than</u> |
|---|--|
| Unified Government East<br>701 N 7 <sup>th</sup> St.<br>Old City Hall Bldg. (Mail Room)<br>Municipal Office Bldg. | 11:00 a.m.   |
| Designated delivery parking (on Ann near 6 <sup>th</sup> street)  |  |
| Unified Government West   | 11:15 a.m.   |

710 N. 7<sup>th</sup> St.  
 Courthouse Bldg. (Clerk's Office 2<sup>nd</sup> Floor)

Court Services and Correctional Bldg. 11:20 a.m.  
 812 N 7<sup>th</sup> St.  
 Old Federal Bldg.  
 Room G-47

Juvenile Building 11:20 a.m.

\*Juvenile Building at the same time as Court Services

Police Department Headquarters 11:30 a.m.  
 700 Minnesota Ave  
 Parking-Dock Area (adjacent to State Ave)  
 Front Desk

Election Office 11:40 p.m.  
 850 State Avenue

Neighborhood Resource Center 11:55 a.m.  
 4953 State Ave.

Fleet Maintenance 12:00 p.m.  
 5033 State  
 Front Bldg. Copy Room

Parks & Recreation 12:05 p.m.  
 5033 State Avenue

Appraisers Office 12:20 p.m.  
 Unified Government Annex  
 8200 State Ave.

Health Department 3:35 p.m.  
 619 Ann Ave.  
 Business Office, 3<sup>rd</sup> Floor

Unified Government West Bldg. 3:45 p.m.  
 710 N. 7<sup>th</sup> St.  
 Courthouse Bldg., Clerk's Office 2<sup>nd</sup> Floor

Unified Government East Bldg. 3:55 p.m.  
 701 N. 7<sup>th</sup> St.  
 Old City Hall Bldg.

Locations can be added and/or deleted with a minimum of five working days written notice to the contractor by the Unified Government.

- Task 2: Mail picked up on any one day will be delivered to the Post Office the same business day by the contractor.
- Task 3: Interoffice mail will be picked up daily and delivered to their respective Unified Government locations, within one business day.
- Task 4: Periodically will do large bulk mailings for various offices that could require disk upload/download, lasering, tabbing, folding, presort, stuffing, labeling, postage etc.

### **Printing and Processing of Change of Value Notices for Appraisers Office And Printing and Processing of Tax Statements for Treasury Office (Fold, Stuff and Mail)**

It is required that the mail service provider combine, into a single mailing package, all statements that are addressed with the same name and address. Use the most economical envelopes that will contain multiple statements while delivering at the lowest postage.

- Vendor must have the ability to include up to six inserts selectively. In other words, vendor must have the ability to include an insert in some mail pieces and not in others, based upon a flag in the data file.
- Provide the name of the CASS software you will use and your guaranteed minimum CASS certification rate you expect to attain for our mailing.
- Will an address verification report be provided to us, specifically defining the issues with any mailing addresses in order for us to update our records? If so, what is the cost of this service?
- What method do you use to comply with the USPS move update requirement? If there is a cost for this service, please include in your cost proposal.
- What other methods, if any, do you employ to ensure the very best delivery address?
- Will a report be provided indicating the total number of pieces mailed, validating that it was processed through the appropriate equipment?
- What is the vendor's guaranteed number of days for providing proofs after the data file is provided to the vendor?
- What is the vendor's guaranteed number of days to mail once the print proofs have been approved?

- Is there an electronic paperless solution for those who wish to opt out of a paper statement? If so, please describe and provide cost in the cost proposal.
- If mail must be reprinted and re-mailed due to no fault of ours, will you promise to cover the reprinting costs and added postage charges?

**Printing and Processing of Change of Value Notices for Appraisers Office (Fold, Stuff and Mail)**

**Minimum Specifications:**

1. Folding, inserting into envelopes and mailing of "Change of Value Notices" (2 color duplex form) estimated at 75,000 pieces
  - a) Fold so that printed address appears in window of envelope.
  - b) Insert into envelopes (envelopes will be supplied by the Unified Government Appraisers Office)
  - c) Mail by 1<sup>st</sup> class pre-sort with vendors' own pre-sort fee and permit imprint.
  - d) Forms and envelopes will be picked up at the Wyandotte County Appraisers Annex, 8200 State Ave., Kansas City, Kansas, when notified by the Appraisers Office.
  - e) When invoiced should only be charged for exact number of pieces mailed.
  - f) Forms must be delivered to Post Office and mailed.

**These forms will be printed in color on 8 ½ x 11 20# Paper, front and back (duplexed).**

**Cost Calculations:**

Costs must be shown by per 1000 pieces

- |                           |         |
|---------------------------|---------|
| a) Folding                | \$_____ |
| b) Inserting in envelopes | \$_____ |
| c) Pre-Sort mailing fee   | \$_____ |
| d) Printing               | \$_____ |

Will this fee be required up front; Yes \_\_\_\_\_ NO \_\_\_\_\_

Who will this fee be paid to; Your company directly or the Postmaster.

\_\_\_\_\_

**TOTAL**                    \$ \_\_\_\_\_ X 65 = \$ \_\_\_\_\_

**Printing and Processing of Tax Statements for Treasury Office  
(Fold, Stuff and Mail)**

**Minimum Specifications:**

- In November of each year, print, fold and mail between 75,000-85,000 Tax Statements for the Treasury Office. The statements are to be printed 2-sided in color on legal size paper with a perforated tear off section.

\$ \_\_\_\_\_ per 1000

- In April of each year, print, fold and mail between 35,000-50,000 Tax Statements. These statements are to be printed 2-sided in black & white on letter size paper with a perforated tear off section.
- 

\$ \_\_\_\_\_ per 1000

**Optional Printing:**

- Printing, folding and mailing of 12,000-15,000 late notices each year in June. The notices would be printed 1-side in black & white on letter size paper.

\$ \_\_\_\_\_ per 1000

**Mailing of Notice of Estimated Ad Valorem Taxes for UC Clerk's Office in August of each year-print fold and mail between 65,000-85,000 statements in format to be determined. It is contemplated the statements will be on letter-size paper in color.**

- **Pick up and return envelopes provided for special mailing projects as part of regular daily delivery with no additional charge.**
- **Design, print, and mailing of special mailing projects for various UG departments, i.e. postcard mailings**
- **Providing Election Office with postage machine for ballot mailings.**
- **Acceptance of payment via credit card for special projects and postage machine refill**

## **Article VI. REQUIREMENTS AND SPECIFICATIONS FOR PROPOSALS**

### Proposal Format

- Proposal should be submitted in a clear, orderly format.
- An index should be provided noting each section of the submitted proposal.
- Each section of the submitted proposal should be clearly tabbed for easy access and reference.
- The provided "Proposal Form" should be included in the first section.

Each proposal must contain the following information:

- Proposal form consisting of the name of the Offeror and the location of the Offeror's principal place of business. The Contractor must have a location in the Greater Kansas City, metropolitan area.
- Company profile, including number of years in business, size and experience of firm.
- The abilities, qualifications, number of years with the company and experience of all persons who will be assigned to provide the required service.
- A statement of understanding of the scope of work, which is being requested.
- A written plan that includes as much detail as is practical outlining how the required objective will be met. This is to include a timeline.
- A listing of other contracts for services similar in scope, size, or discipline to the required services.
- References from Kansas clients and the names, addresses and contact persons.
- Insurance coverage along with liability limits.

1.1 Contractor will pick-up all mail available, full trays are not required.

- 1.2 Contractor employees/drivers will wear an identifiable uniform that has the company name and driver's name visible on the uniform.

The vehicle of the contractor will have the company name affixed to the body of the vehicle and a sign in the front window identifying it as a delivery vehicle.

### **Section 6.02 Contract Period**

The first term of the contract shall be for a period from the date of contract execution and continue through the remainder of the 2024 calendar year. Upon written mutual agreement of both parties the contract may be renewed annually by the Unified Government of Wyandotte County/Kansas City, Kansas for an additional Four (4) 1-year terms.

Each contract year thereafter will be from January 1, through December 31. Written notification will be given at least 30 days prior to the end of the contract period notifying the vendor of either an extension or cancellation.

### **Section 6.03 Access to and Ownership of Claim Files**

The Proposer agrees that the Unified Government shall have access to claim files created as a result of claims services to be provided by the successful respondent. Reasonable access shall be defined as making available upon three (3) days' notice, all claim files for review and/or audit by the City. The Unified Government of Wyandotte County Kansas City Kansas shall have the right, title interest and ownership of claims files; (paper and electronic) created as a result of claims services to be provided by the successful respondent. Upon ten (10) days written notice, the successful respondent shall return such files to the Unified Government.

## **Article VII. Proposal Format and Content**

**PROPOSALS WILL NOT BE CONSIDERED UNLESS AN OFFICER AUTHORIZED TO BIND THE OFFERING COMPANY SIGNS THE SIGNATURE PAGE.**

Any respondent that does not comply with these policies may be disqualified from the procurement.

ALL PROPOSALS MUST BE SEALED AND PLAINLY MARKED ON THE OUTSIDE OF EACH SEALED ENVELOPE:

**Proposal RFP #R36488  
"Mailing & Printing Services"**

**One (1) Electronic Copy, One (1) Original and One (1) Copy of your proposal and supplementary material should be submitted to:**

**Office of the Unified Clerk, Municipal Office Building  
701 North 7th Street, Suite 323  
Kansas City, Kansas 66101-3064**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THE TIME LISTED IN THE RFP CALENDAR OF EVENTS. LATE PROPOSALS WILL NOT BE CONSIDERED.

*It is the respondent's responsibility to ensure **proposals** are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse **late** submissions. Respondents shall be responsible for actual delivery of the proposal to the appropriate department identified in document.*

### **Section 7.01 Electronic Filing Requirements**

A respondent may submit a complete copy of its response on the Unified Government's e-procurement site which can be accessed at; <https://purchasing.wycokck.org/eProcurement>. Also, one (1) copy of the complete response must be submitted on a flash drive in Word Format and be included in the hard copy submittal prior to the closing date. If components of the response, such as spreadsheets, pictures, charts or diagrams require the functionality of a non-word-processing application, they must be submitted in Microsoft Excel or Microsoft PowerPoint format. Any respondent that does not comply with these policies may be disqualified from the procurement.

### **Section 7.02 Introduction**

Proposals must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the Unified Government should contact regarding the proposal.

Proposals must confirm that the firm will comply with all of the provisions in this RFP, and if applicable, provide notice that the firm qualifies as a Unified Government bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their proposals may cause their proposal to be determined non-responsive and the proposal may be rejected.

The following must be submitted in the proposal:

**Qualifications:**

**Cost Proposal:**

The proposer should quote a fee for the scope of services outlined in this RFP.

**Section 7.03 Performance**

How would the firm approach the situation if we should experience consistently unresolved performance issues from assigned personnel? Who would be responsible for resolving this type of issue?

**Article VIII. Evaluation and Selection**

**Section 8.01 Selection Criteria**

- 30%** Experience in services provided to other entities of similar size, scope and purpose.
- 20%** Overall approach on how this project would be completed, which includes Contractor's identification of major issues, tasks, work plan timeline and daily pick-up and delivery mail schedule to Unified Government locations and United States Post Office.
- 30%** Percentage and or fees charged
- 5 %** Quality and completeness of proposal, including understanding of proposal, format and clarity.
- 15 %** Optional Services. Any special services or capabilities, which the offeror has to offer, that would enhance the utility and usefulness of the Code to Unified Government personnel and other users of the Code.
- 100%** TOTAL

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
PROPOSAL FORM**

**RFP R36488  
Mailing & Printing Services**

**AUTHORIZED SIGNATURE**

By submission of this proposal, the undersigned certifies that:

1.0 it has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government;

2.0 it has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;

3.0 it has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,

4.0 the prices contained in this proposal have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.

5.0 it has the full authority of the Offeror to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached proposal has been prepared in compliance with the specifications and that the quotations are valid for a period of \_\_\_\_\_ days.

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_