

Invitation to Bid



Kirksville, Missouri

Printing and Mailing of Utility Statements,
Delinquent Notices, and Kirksville Connection

Respond by:

January 20, 2022

Introduction

The City of Kirksville, Missouri (City) will accept sealed bids from qualified firms to provide services for the printing, metering, and mailing of monthly utility statements, including the statement insert known as the Kirksville Connection, and monthly utility delinquent notices. Occasionally, other inserts may be provided to include with monthly utility statements.

This service includes receiving and processing data transfer electronically or by an approved method, printing and folding of monthly utility statements and the Kirksville Connection, envelope inserting of both documents, presorting, postage metering, and mailing.

General Information

Proposal Instructions and Due Date

To be considered, submit two (2) copies of the attached **Bid Proposal Form** to the City Clerk at 201 S. Franklin Street, Kirksville, MO **by 3:00 p.m. on Thursday, January 20, 2022**. Any bid received after the time and date listed above shall be refused and returned unopened. No proposal will be considered unless properly signed by the bidder, his legally authorized agent or representative, with address, phone number and date. Bid proposals are to be sealed and on the face of the envelope clearly labeled "**Printing and Mailing of Utility Statements**". Oral, facsimile, or electronic mail transmittals will not be accepted.

All associated costs shall be included in the unit price section of the **Bid Proposal Form**. The proposal shall include all fees and costs related directly or indirectly to this project including but not limited to preprinted forms, printing, inserting, folding, metering postage, envelopes, and other additional costs not listed.

Cost to Develop Bid Proposal

Any costs for preparing and submitting a proposal in response to this request will not be the responsibility of or chargeable in any manner to the City, who reserves the right to retain all bid proposals submitted and use any ideas in a proposal regardless of whether that proposal is selected.

Rejection of Bid Proposal

The City reserves the right to reject any or all proposals submitted, or parts thereof. Further, the City reserves the right to negotiate with submitting firms in making a final determination of "best and final" service offering and pricing, subject to revisions which the City may wish to make to the original proposal. The City of Kirksville is not obligated to accept the lowest submitted proposal and reserves the right to select any proposal that best meets its needs.

Scope of Work

General Specifications

The City of Kirksville seeks to secure services to provide all labor, equipment, and materials for the printing, folding, and mailing of monthly utility statements, including the Kirksville Connection, and monthly delinquent notices.

As a quality control measure, the City will provide the total number of utility statements produced for each billing cycle and the total number of delinquent notices with each file sent for production to ensure the number of items being mailed matches the totals supplied by City staff.

As outlined in the City of Kirksville Code of Ordinance, all utility statements must be postmarked and mailed on the last day of the month. The awarded firm will be provided the billing file and Kirksville Connection file electronically, or by an agreed upon method, no later than two (2) business days prior to the last day of the month for the last day of the month mailing.

Statement payments are due on the 20th of the following month after the billing date. If the 20th falls on a Saturday or Sunday, the payments are due on Monday by the close of business. If the 20th falls on a city holiday, the payments are due the next business day of that month. Delinquent notices are prepared the day after the monthly due date, typically on the 21st of each month. The awarded firm will be provided the delinquent notice file electronically the day after the monthly due date and must be printed, folded and mailed by the following day.

The selected firm will be given dates to process utility statements, the Kirksville Connection, and delinquent notices for all billing cycles.

Materials

Utility Statement- printed in black ink, single sided, and must be printed on full page of 20# 8.5" X 11" white paper with a 92 brightness with a horizontal perforation 3.5" from the bottom to allow the bottom portion to be torn off and remitted to the City for processing.

Kirksville Connection- printed in black ink, double sided, and must be printed on full page of 24# 8.5" X 11" standard bright white paper, without bleed.

Delinquent notice- printed in black ink, single sided and must be printed on full page of 20# 8.5" x 11" canary yellow paper.

Envelope- No.10 window envelope with one color for all mailings.

Please refer to Appendix A for a sample of the City's utility statement, Kirksville Connection, delinquent notice, and billing envelope, as an example of the minimum requirements. All billing information currently printed on the samples and provided in the billing files must be included.

The vendor shall agree to maintain a sufficient supply of materials for uninterrupted printing requirements. All associated costs shall be included in the unit price quote.

Quantities

Quantities listed are estimates based on current activity. These estimates are not intended to set forth minimum or maximum quantities of this agreement and shall not be construed as such. The City reserves the right to increase or decrease the number at any time.

The City's utility billing department bills customers in three (3) cycles per month.

Cycle 1 – approximate number of bills - 2,850

Cycle 2 – approximate number of bills - 3,400

Cycle 3 – approximate number of bills - 320

Total utility statement per month approx. - 6,570

In addition, the Kirksville Connection will be printed and inserted into the utility statement each month to match the total monthly statement count.

The City's utility billing department produces delinquent notices for all three cycles in one batch. The approximate number of delinquent notices range from 900 to 1,200 pieces monthly.

Modifications

Any modification must be approved in writing by the City and would include but not be limited to printing, set up, quality of service, etc.

The City does reserve the right to modify the forms as needed.

Technology and Data Security

The selected firm will have the technology to provide a secure file transfer protocol (FTP) site to protect the electronic PDF files provided by the City or other secure method agreed upon by the City for each billing cycle that includes all utility statements, the Kirksville Connection, and delinquent notices processed.

Postage and Mailing

The selected firm will perform all postage, handling, and mailing of customer utility statements and delinquent notices. Both utility statements and delinquent notices must be mailed First-Class presorted bulk rate for full or best postage discounts.

Errors attributed to selected firm that result in extra USPS fees or penalties will be the responsibility of the firm.

Alternative Processing/Disaster Contingency Plan

In the event that the service is interrupted due to equipment malfunctions, personnel problems, etc., there shall be a contingency plan that shall guarantee all mailing schedules are met. A detailed alternative processing/disaster recovery plan must be provided with the proposal.

Invoicing and Reporting

Itemized invoices shall be provided to the City on a monthly basis that reflect the number of utility statements, Kirksville Connection, and delinquent notices mailed and the postage rates used. Postage shall be billed on a reimbursement basis.

Privacy of Information

It is prohibited for the customer data provided to be published, sold, or distributed for any other purpose. The successful firm shall be legally responsible for safeguarding the data and shall be liable for any damages caused by the disclosure or use of said information.

Evaluation of Bid Proposals

Proposals will be evaluated by the Finance Director and other City staff based on the ability of the proposer to produce and deliver readable statements, Kirksville Connections and envelopes with the manpower capable of managing all aspects of the processes from start to finish.

All proposals and related reference information submitted in response to the bid will become the property of the City and will not be returned. The City will use discretion with regard to disclosure of proprietary information contained in the response but cannot guarantee that information will not be made public. As a public entity, the City is subject to making records available for disclosure after approval of the contract.

Each firm submitting a bid proposal, waives any right of confidentiality as to the proposal. If certain material in the proposal is considered proprietary information, the firm shall clearly designate those portions of the proposal it wishes to remain confidential. Agents may submit additional information and data that they believe may be helpful to the City in the evaluation.

Indemnification and Hold Harmless

The selected firm agrees to indemnify and hold harmless the City of Kirksville, Missouri, its agents, officials and employees and to assume all risk, responsibility for death of, injury to or damage to, any persons and for loss, damage or injury to any property (together with all expenses, including attorney fees, in defense or prosecution of any action involving any such death, injury or damage), directly or indirectly related to the performance of this work.

The City will not hold harmless or indemnify any firm for any liability whatsoever.

The selected firm also agrees to show proof of comprehensive general liability coverage with a minimum limit of \$500,000 per occurrence. See attached requirements (Appendix B).

Term of Agreement

The City will negotiate an agreement with the firm selected in response to this proposal and if the City is unable to reach an agreement with the selected firm, negotiations will cease. Negotiations will then begin with the next most qualified firm and so on until an agreement is reached. The initial term of the agreement shall begin in February 2022 and continue for a period of one (1) year with the option to renew for three (3) additional one-year periods.

Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the bidder.

Compliance with All Government Laws

All contractual agreements shall be subject to, governed by and construed according to the laws, ordinances, rules, regulations and orders of the City, County, State, Federal and any other public bodies, which apply to work performed under this agreement.

The City of Kirksville does not discriminate in its decisions on the basis of age, ancestry, color, disability, gender, gender identity, marital status, national origin, race religion, sexual orientation, or on any other basis that would be in violation of any applicable federal, state or local law. Furthermore, the City of Kirksville will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This is an equal opportunity event.

Point of Contact

Any questions, clarifications, or requests for general information should be directed to:

Lacy A. King
Finance Director
(660) 627-1251
lking@kirksvillecity.com

Bid Proposal Form

Can you guarantee monthly mailing deadlines are met based on the information? YES / NO

Printing & Inserting

Quantity	Description	Unit Price
_____	Utility Statements: Single-sided, black ink 20# 8.5" x 11" paper perforated at 3.5" from bottom, white brightness 92 Printed, folded & inserted	_____
_____	Kirksville Connection Double-sided, black ink 24# 8.5" X 11" standard bright white paper, no bleed Printed, folded & inserted	_____
_____	Delinquent notice Single-sided, black ink 20# 8.5" x 11" canary yellow paper Printed, folded & inserted	_____
_____	Envelope No.10 window envelope One color, City logo Used for all mailings	_____
_____	Additional inserts/flyers Various sizes Colors and Sides unknown Printed, folded if needed, inserted	_____

Additional Capabilities:

(Check all that apply)

- _____ Emergency back-up plan (please attach)
- _____ Confirmation of file receipt and number of pieces mailed
- _____ Multiple page and selective inserting capabilities
- _____ Household merge/purge multiple statements into same envelope
- _____ Image resolution 600 DPI or better

Mailing

Quantity	Description	Unit Price
_____	Postage Rate	_____

Additional Capabilities:

(Check all that apply)

- _____ Presort & mail pieces at bulk mailing rate when applicable
- _____ Match and hand-insert multiple statements to the same owner & mailing address in appropriate size envelope, metered 1st-class separately and delivered to USPS with other bills

By my signature below, I certify that this bid submittal meets the specifications requested and I have the authority to submit the pricing.

Bidder Signature & Information:

Firm: _____

Address:

By: _____

(Please Print)

Title: _____

Signature: _____

Email Address (if available)

Phone No. (____) _____

Fax No. (____) _____

Appendix A

Samples

1. Utility Statement



John Anybody
1234 Any Street
Kirksville, MO 63501-2052

Account Statement

ACCOUNT INFORMATION

ACCOUNT: 123456-000
SERVICE ADDRESS: 1234 Any St
SERVICE PERIOD: 11/25/2021 to 12/6/2021
BILLING DATE: 12/7/2021
DUE DATE: 12/22/2021

METER READING

Serial No	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
44586713	11/17/2021	33243	12/6/2021	33333	90

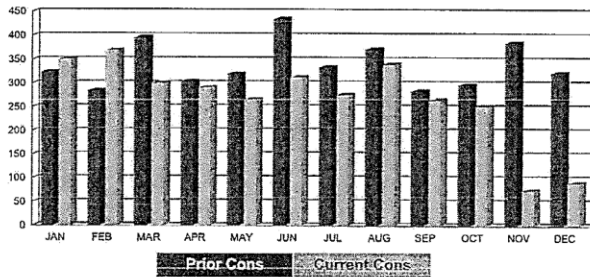
SPECIAL MESSAGE

Billing Questions, Call (660)627-1251
www.kirksvillecity.com

CURRENT CHARGES

WATER	9.58
SEWER	13.41
PRIMACY FEE	0.22
TRASH	4.62
TAX	0.06
STORMWATER UTILITY	3.20
TOTAL CURRENT CHARGES	31.09

Water Usage History



BILL SUMMARY

PREVIOUS BALANCE	58.22
PAYMENTS RECEIVED	0.00
ADJUSTMENTS	0.00
ADDITIONAL BILLING	0.00
CURRENT CHARGES	31.09
TOTAL AMOUNT DUE	89.31

Payment

Coupon

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
PLEASE MAKE CHECK PAYABLE TO:
CITY OF KIRKSVILLE

ACCOUNT: 123456-000
SERVICE ADDRESS: 1234 Any St
SERVICE PERIOD: 11/25/2021 to 12/6/2021
BILLING DATE: 12/7/2021
DUE DATE: 12/22/2021

John Anybody
1234 Any Street
Kirksville, MO 63501-2052

AMOUNT DUE

TOTAL AMOUNT DUE BY 12/22/2021 89.31

AMOUNT ENCLOSED

AUTO PAY

REMIT PAYMENT TO:

FINAL BILL

City of Kirksville
201 S Franklin St
Kirksville, MO 63501

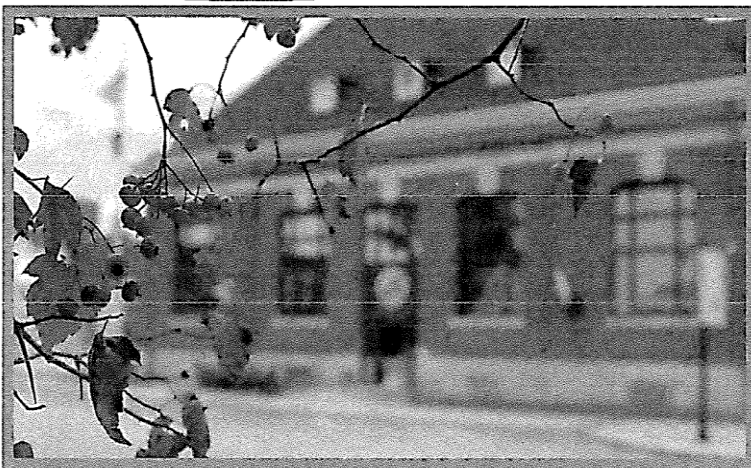
2. Kirksville Connection (Front)



KIRKSVILLE CONNECTION

News & Information from the City of Kirksville

Volume 27, Issue 12
December 2021



Kirksville's City Hall

City Council Filing Opens December 7

Have you ever considered running for City Council? Filing for City Council candidates begins Tuesday, December 7, 2021, at 8:00 am and continues through Tuesday, December 28, 2021, at 5:00 pm. You may file in the City Clerk's office at City Hall, 201 S. Franklin St., during regular business hours, Monday through Friday, 8:00 am to 5:00 pm, except for designated holidays. The Municipal Election for City Council will be held on Tuesday, April 5, 2022.

To qualify, you must be 21 years of age prior to taking office; a US citizen; a resident of Kirksville for one year preceding the election; and a registered voter. Anyone who has been found guilty of, or pled to, a felony does not qualify. Prior to filing, each person must complete an "Affidavit" with the Missouri Department of Revenue affirming that all state income, personal property, and real property taxes on their place of residence have been paid. For more information, contact City Clerk

Wanda Cagle at 660.627.1225.

Check Us out on Social Media!

-  [facebook.com/cityofkirksville](https://www.facebook.com/cityofkirksville)
-  [facebook.com/kirksvilleparksandrecreation](https://www.facebook.com/kirksvilleparksandrecreation)
-  [facebook.com/kirksvillepolicedepartment](https://www.facebook.com/kirksvillepolicedepartment)
-  [facebook.com/kirksvillefire](https://www.facebook.com/kirksvillefire)
-  [@kirksvillecity](https://twitter.com/kirksvillecity)
-  [@kirksvilleparks](https://twitter.com/kirksvilleparks)
-  [@kirksvillePD](https://twitter.com/kirksvillePD)
-  [youtube.com/kirksvillecity](https://www.youtube.com/kirksvillecity)

Visit us online at www.kirksvillecity.com

In This Issue:

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- o Public Christmas Tree Drop-Off!
- o Check Us out on Social Media!
- o Fire Safety Tips for the Holidays!
- o Important Dates
- o Contact Us

Offices Closed for Holidays

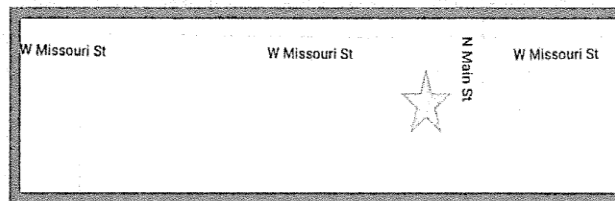
All City offices will be closed on Thursday, December 23 through Friday, December 24, 2021, in observance of Christmas. All City offices will reopen Monday, December 27, 2021, for regular business hours!

All City offices will also be closed Friday, December 31, 2021, in observance of New Year's Day.

We apologize for any inconvenience these closures may cause, and wish you and yours a very happy holiday season! For more information, contact the City Clerk at 660.627.1225.

Public Christmas Tree Drop-Off!

Are you wondering what to do with your old Christmas tree? The City will offer a free Christmas tree drop-off from Monday, December 27, 2021, through Friday, January 7, 2022! Christmas trees may be dropped off within the orange fenced-in area in the northeast corner of the Missouri Street and Main Street public parking lot. All decorations, including ornaments, lights, tinsel, etc., must be removed prior to drop-off. We appreciate your cooperation!





A tree decorated for the holidays!

Fire Safety Tips for the Holidays!

The holidays are a time for families and friends to gather together. Following a few simple tips will help ensure a happy and fire-safe holiday season.

For Holiday Decorating:

- Choose holiday decorations that are flame resistant or flame retardant.
- If you choose a natural tree, buy a fresh-cut tree and water it daily.
- Keep lit candles away from decorations and other flammable objects.
- Some holiday lights are only for indoor or outdoor use, but not both. Be sure to check!
- Replace any string of holiday lights with worn or broken cords or loose bulb connections.
- Use clips, not nails, to hang holiday lights so the cords do not get damaged.

For Holiday Entertaining:

- Test your smoke alarms and tell your guests about your home fire escape plan.
- Keep children and pets away from lit candles, and keep matches and lighters high up in a locked cabinet.
- When cooking on the stovetop, stay in the kitchen and have a fire extinguisher nearby.

To Get Ahead of the Winter Freeze:

- Ensure your furnace has been inspected and serviced by a qualified professional during the past twelve months. (A furnace should be serviced at least once a year.)
- Ensure chimneys and vents have been cleaned and inspected by a qualified professional, and burn only dry, seasoned firewood in a fireplace.
- Ensure your fireplace screen is metal or heat-tempered glass, in good condition, and secure in its position in front of the fireplace.
- Have a covered metal container ready to dispose cooled ashes. The ash container should be kept at least ten feet from the home and any nearby buildings.
- Use only portable space heaters with an automatic shutoff, and plug electric heaters directly into a wall outlet, never an extension cord.

For more fire safety tips this holiday season, contact the Fire Department at 660.665.3734.



Important Dates

- o 12/6—Council Meeting, 6:00 pm
- o 12/7—LPRC Meeting, 12:00 pm
- o 12/8—P&Z Meeting, 6:00 pm
- o 12/13—Council Study Session, 6:00 pm
- o 12/20—Council Meeting, 6:00 pm
- o 12/23-12/24—Christmas, Offices Closed
- o 12/31—New Year's Day, Offices Closed
- o 12/31—Monthly Siren Test, 10:00 am

www.kirkvillecity.com/alerts

Contact Us:

Airport	660.665.5020
Business Licenses	660.627.1251
City Manager	660.627.1225
Codes/Inspections	660.627.1272
Economic Development	660.627.1224
Engineering	660.627.1272
Fire Department	660.665.3734
Human Resources	660.627.1458
Parks & Recreation	660.627.1485
Planning	660.627.1272
Police Department	660.785.6945
Public Works	660.627.1291
Water/Sewer Bills	660.627.1251
Trash Service (RTS)	660.784.2474

This document is published by:

City of Kirkville
Public Information Office
201 S. Franklin St.
Kirkville, MO

Phone: 660.627.1224
Fax: 660.627.1026



3. Delinquent Notice



City of Kirksville
201 S. Franklin
Kirksville, MO 63501
Phone (660)-627-1251

DELINQUENT NOTICE

John Anybody
1234 Any Street
Kirksville, MO 63501-2902

RE: Account Number 123456-000
Account Name John Anybody
Service Location 1234 Any Street
Past Due Amount \$56.98
Additional Charge \$5.70
Amount Due \$62.68
Due Date Friday, December 3, 2021

Dear Customer:

11/23/2021

According to our records your utility account is now past due. If you have paid your account and are receiving this in error, please contact the Finance Department by phone at 660-627-1251 during regular business hours M-F 8:00 am to 5:00 pm

Delinquent bills CANNOT BE PAID AT HYVEE. Payment methods include City Hall Office between 8am to 4:30pm, the drop slot on the front of City Hall, drop box across from City Hall, online through the City's website at www.kirksvillemo.com, or by the City auto phone pay system by calling 660-956-4008. All past due bills must be paid by NOON on the due date listed and online and telephone payments must be received a day earlier for processing.

Please note that in the event the account is left unpaid, the service may face disconnection with additional fees.

Sincerely,

Utility Billing
City of Kirksville
201 S. Franklin
Kirksville, MO 63501

Payment Coupon

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
PLEASE MAKE CHECK PAYABLE TO:

ACCOUNT: 123456-000
SERVICE ADDRESS: 1234 Any Street
BILLING DATE: 11/23/2021

DUE DATE: 12/03/2021

John Anybody
1234 Any Street
Kirksville, MO 63501-2902

AMOUNT DUE

PAST DUE AMOUNT	\$56.98
LATE CHARGE	\$5.70
TOTAL AMOUNT DUE BY 12/3/2021	\$62.68

AMOUNT ENCLOSED

REMIT PAYMENT TO:

City of Kirksville
201 S. Franklin
Kirksville, MO 63501

4. Envelope



Appendix B

CITY OF KIRKSVILLE INSURANCE REQUIREMENTS FOR LOW RISK CONTRACTS LESS THAN 1 YEAR, NO PUBLIC INVOLVEMENT, NO PROFESSIONAL SERVICES

INSURANCE PROVISIONS:

- A. Worker's Compensation: The coverage must include Employer's Liability with a minimum limit of \$500,000 for each employee, \$500,000 for each accident, and \$500,000 policy limit, and Workers' Compensation covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws. The City reserves the right to waive the requirement for this provision upon the approval of the City Manager.
- B. Comprehensive General Liability: Coverage shall have minimum limits of \$500,000 per Occurrence, Combined Single Limit for Bodily Injury and Property Damage Liability. This shall include: Premises and Operations, Independent Contractors, Products and Completed Operations, Broad Form Property Damage and XCU Coverage, and a Contractual Liability Endorsement. The City reserves the right to waive the requirement for this provision upon the approval of the City Manager.
- C. Business Auto Liability: Coverage shall have minimum limits of \$500,000 per Occurrence, Combined Single Limit for Bodily Injury and Property Damage Liability, including Owned, Hired, and Non-owned Vehicles and Employee Non-ownership.
- D. Builders' Risk: Is required for construction of and/or additions to buildings or structures. It shall be all Risk coverage, with the limit of insurance to equal 100% of the completed value of the structure. A Waiver of Occupancy Clause must be included to allow the City to occupy the facility during construction. \$5,000 is the maximum Deductible Clause for each claim. When a contract includes installation of machinery and/or equipment into an existing structure, the policy must include an endorsement covering same, including installation and transit.

SPECIAL REQUIREMENTS:

- A. An appropriate Hold Harmless and Indemnification Agreement shall be included.
- B. Current, valid insurance policies meeting the requirement herein identified shall be maintained during the duration of the named project. Renewal certificates or cancellation notices shall be sent to the City 30 days prior to any expiration date.
- C. It shall be the responsibility of the contractor to ensure that all subcontractors comply with the same insurance requirements that he is required to meet.
- D. Certificates of insurance meeting the required insurance provisions shall be forwarded to the Office of Risk Management.