



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT
Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL
RFP #23-0021
ON-CALL MAILING SERVICES

June 6, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide On-Call Mailing Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm CDT, June 27, 2023.

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

Sincerely,

Jaimee Witmer
Purchasing Agent

JW/ch

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Each year more than 500,000 notifications are mailed to residents in Sedgwick County. Sedgwick County currently utilizes contract mail services for certain Appraiser, Treasurer, County Clerk, and Election mailings.

This proposal is seeking on-call mailing services to include Appraiser, Treasurer, County Clerk, and Election mailings, as well as other unique large mailings as requested by various departments. The county reserves the right to utilize in-house printing and sorting services for projects less than 8,000 pieces.

Annual/Semi-Annual mailings include but are not limited to: Real Property Valuation Notice (RP CVN) (February), Personal Property Valuation Notice (PP CVN) (April), Commercial Income and Expense (COM I&E) (June-July), Personal Property Rendition (PP Rendition) (December), Tax Statements (March, November, and December), Revenue Neutral Rate (RNR) notice (August), and Advance Voting Flyer or Card (late September/early October on even years only.)

It is preferred for the vendor to accept electronic files for printing, mail prep, and mailing via USPS. The county is also seeking a firm with the option to offer and manage electronic mailings.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide on-call mailing services. The following objectives have been identified for this contract:

1. Acquire on-call mailing services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire on-call mailing services with the most advantageous overall cost to the county.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, please email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, June 27, 2023**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CDT on the due date. No information other than the respondent’s name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these proposals are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

V. Scope of Work

Items listed in this section are requirements to completion of services under this contract. Contractor shall furnish labor, parts, material, and equipment necessary to perform the following:

Mailing and Printing Specifications:

Treasurer’s Office

- A. 1st Half Bills - usually mailed out a week before Thanksgiving
 1. Real Estate – 132,000 statements
 2. State Assessed – 800 statements
 3. Personal Property – 30,000 statements
 4. Advisory Notices – 82,000 statements
- B. Antique Tag Renewals – usually mailed out around December 15th
 1. Antique Tag Renewals – 9,600 statements
- C. 2nd Half Bills – usually mails out 2nd or 3rd week of March
 1. Delinquent Personal Property – 9,000 statements
- D. 2nd Half Bills – usually mails out during same time frame as delinquent personal property – 2nd/3rd week of March
 1. Real Estate – 70,000 statements
 2. Personal Property – 3,500 statements
 3. State Assessed 600 statements

These statements are also:

- Two-sided
- Black and white, with the exception of delinquent bills, which has a red watermark which says “DELINQUENT.”
- Printed on 24# white paper.
- Typically inclusive of an insert in each mailing, with the exception of Delinquent Bills and Advisory Notice mailings.

Inserts are:

- Two-sided
- Typically printed in color.
- Printed on 24# white paper.

Envelopes are:

- #10 window envelope and reply envelopes are #9 window envelope.
- Black and white
- Printed on front only.

2022 Treasurer's Office Page Volume Data	
# of Pages Per Mailing	(Estimations)
1 Page	Approximately 80% of statements
2 Page	Approximately 20% of statements
3 Page	
4 Page	

Appraiser’s Office

- A. RP CVN’s could be anywhere from 75,000 to 235,000 records mailed out in February
- B. PP CVN’s will be approximately 35,000 records mailed out in April
- C. COM I&E will be approximately 7,700 records mailed out in June-July
- D. PP Renditions will be approximately 35,000 records mailed out in December

These records are also:

- Two-sided
- Black and white
- Printed on 24# white paper.
- Inclusive of an insert in each mailing except for the PP CVN mailing.

Inserts are:

- Two-sided
- Black and white
- Printed on 24# white paper.

Envelopes are:

- Two different #10 window envelopes (one with and without red text, in addition to the black text).
- Two different #9 closed face reply envelopes (there are two different return addresses).
- All black and white, with the exception of the #10 window envelope that includes red text, which is only used for the PP Renditions mailing done in December.
- Printed on front only.

2022 Appraiser's Office Page Volume Data				
# of Pages Per Mailing	RP CVN's	PP CVN's	COM I&E	PP Rendition
1 Page	136,149	29,150	5,428	27,316
2 Page	7,631	1,231	532	2,658
3 Page	2,265	151	142	220
4 Page	1,095	46	52	115
5 Page	628	20	35	21
6 Page +	24,084	1,784	497	1,036

Clerk's Office

- A. Revenue Neutral Rate mailing - Clerk mailed 253,000 legal size, one page document, using 186,186 envelopes in August 2022. **Mailing must be postmarked by August 10th.**

In 2022 these notices were:

- Printed on one side with the mailing address printed on the flip side to facilitate folding/stuffing with address showing through window envelope.
- Black and white
- Printed on 24# white paper.
- Standalone and did not contain an insert.

The above notice have only been mailed since 2022 and are subject to change by Kansas State Legislature and may vary year to year.

Envelopes were:

- #10 window envelope
- Black and white
- Printed on front only.

These envelopes have only been mailed since 2022 and are subject to change by Kansas State Legislature and may vary year to year.

Election's Office

- A. Advance Voting Flyer – up to 330,000 folded self-mailers sent out late September/early October on even years only.
- B. Advance Voting Card – up to 200,000 8.5” x 5.5” postcards sent out late September/early October on even years only.
- C. Informed Delivery is preferred to be included within the mailing.

These mailings are also:

- Two-sided
- Printed in color.

Optional Requirements

The county is also seeking a firm with the ability to include an opt in choice, within the mailing, for recipients to receive future mailings electronically, at the discretion of the department. In conjunction with the paperless sign-up, the firm would also need to manage and maintain large scale electronic mailings.

Mandatory Requirements

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

1. Accept electronic delivery of files over a secure connection to vendor.
2. Folding statements and inserts (if applicable).
3. Inserting statements, inserts, #9 envelopes into #10 window envelopes (if applicable). All statements are to be printed on a designated paper type at the request of individual departments at notification of mailing.
4. Sealing envelopes.
5. Applying lowest possible rate postage to envelopes.
6. Delivering envelopes to the nearest General Mail Facility as first class mail within 48 hours of pick-up days or specified date whichever is sooner, must be a guaranteed mailing. Mail pieces can be metered with permit imprint that does NOT designate a mailed from location if facility is outside the Wichita area.
7. Provide after hour support for project requests.
8. Provide per job itemization on invoices.
9. Invoice actual cost of postage per job separately from the printing fees.

Disclaimers:

- Sedgwick County cannot guarantee documents will be provided in order of number of pages in each statement in any mailings provided and will not provide additional compensation as a result. (If applicable)
- It should be noted that normally prints are provided in batches with the same number of pages per account, with the exception of the renditions. (If applicable)
- Sedgwick County will provide the statements and inserts separate, not consecutive. (If applicable)
- Sedgwick County cannot process more than 80,000 pages each day if printed in-house. (If applicable)
- Vendor will be expected to meet pick up deadline each day batch printing is completed (if applicable).
- Sedgwick County will award this proposal to a single vendor; vendor must be prepared to complete both small and large mailings.
- Envelopes may/may not be delivered to vendor by print shop depending on mailing. (If applicable)
- Inserts are not included in all mailings.
- Inserts are typically full sheet or 1/3 sheet.
- Inserts include, but are not limited to, statute changes, instructions, cover letters, etc.

VI. Sedgwick County's Responsibilities

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

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Jaimee Witmer at Jaimee.Witmer@Sedgwick.gov by 5:00 pm CDT, June 13, 2023. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CDT, June 20, 2023. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have a minimum of five (5) years’ experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Have appropriate material, equipment and labor to perform specified services.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. RFP response demonstrates understanding of project and is complete and thorough	20
b. Ability to carry out the volume of paper/electronic mailings required in the scope of work	20
c. Experience providing paper and electronic mailing services for government agencies the size of Sedgwick County	20
d. Turnaround time for mailings	20
e. Pricing	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- | | | |
|---|---------|------------|
| A. \$38,000.00 divided by \$50,000.00 =.76 | .76*10 | 7.6 points |
| B. \$38,000.00 divided by \$38,000.00 =1.00 | 1.00*10 | 10 points |
| C. \$38,000.00 divided by \$49,000.00= .77 | .77*10 | 7.7 points |

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

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

Distribution of Request for Proposal to interested parties	June 6, 2023
Questions and clarifications submitted via email by 5:00 pm CDT	June 13, 2023
Addendum Issued by 5:00 pm CDT	June 20, 2023
Proposal due before 1:45 pm CDT	June 27, 2023
Evaluation Period	June 28, 2023 – August 28, 2023
Board of Bids and Contracts Recommendation	August 31, 2023
Board of County Commission Award	September 6, 2023

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

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of three (3) years with two (2) one (1) year options to renew.

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

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

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

It is the responsibility of contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Cyber/Network Security and Privacy Liability Insurance:	
Combined single limit to cover civil, regulatory and statutory damages, contractual damage, as well as data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as confidential information of County or confidential information in County's possession.	
	\$1,000,000.00

Special Risks or Circumstances:

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

IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, contractor shall also provide the following:

Builder's Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, contractor, and all Subcontractors shall be included as named insured's.
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G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. Proposal Conditions

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

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

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

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

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

VIII. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The firm's relevant experience, notably experience working with government agencies.
3. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) years.
4. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #23-0021
ON-CALL MAILING SERVICES**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

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

Partnership _____ Other (Describe): _____

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

Dealer _____ Other (Describe): _____

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

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

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

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

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55) _____ Asian Pacific-Woman Owned (60)

_____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70) _____ Native American-Woman Owned (75)

_____ Other – Woman Owned (80) – Please specify _____

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

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

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

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

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

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

X. [Pricing Sheet](#)

**REQUEST FOR PROPOSAL
RFP #23-0021
ON-CALL MAILING SERVICES**

	With Return Envelopes			
	Black & White		Color	
	1 Sided	2 Sided	1 Sided	2 Sided
1 page				
2 pages				
3 pages				
4 pages				
5 pages				
6 pages & over				

	Without Return Envelopes			
	Black & White		Color	
	1 Sided	2 Sided	1 Sided	2 Sided
1 page				
2 pages				
3 pages				
4 pages				
5 pages				
6 pages & over				

	With 1/3 Page Inserts and Return Envelope			
	Black & White		Color	
	1 Sided	2 Sided	1 Sided	2 Sided
1 page				
2 pages				
3 pages				
4 pages				
5 pages				
6 pages & over				

	With 1/3 Page Inserts and No Return Envelope			
	Black & White		Color	
	1 Sided	2 Sided	1 Sided	2 Sided
1 page				
2 pages				
3 pages				
4 pages				
5 pages				
6 pages & over				

Additional Costs	
Electronic Mailing Fee	
Informed Delivery Fee	
Automated Sort - Commingle Flat Fee	
Parcel Processing Fee	
Full Service Fee-First Class	
Folding Fee for Bi-Fold/Tri-Folds	
Other	

Minimum # of days needed prior to mailing _____

Actual Cost Postage, per piece _____

Will there be any markup on postage? **YES** _____ **NO** _____

If yes, what percent will that be? _____

Enter an "X" for ONE option

_____ We will accept electronic files, prep as indicated herein and mail at nearest local mailing facility.

_____ We will pick-up paper files as indicated herein, prep and mail at Wichita General Mail Facility.

*** Any volume discounts should be clearly delineated on a like spreadsheet (i.e. mailing exceeds 50,000 receives XX discount on service or postage).