



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

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TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

21-0891

June 29, 2021

AWARD CONTRACT AND ENTER INTO AGREEMENT WITH PEREGRINE SERVICES, INC. FOR PRINTING AND MAILING SERVICES FOR THE WATER AND SEWER DEPARTMENT

WHEREAS, pursuant to Resolution 21-0556 adopted April 27, 2021, the Board authorized a request for proposals for printing and mailing services for water and sewer utility bills; and

WHEREAS, five proposals were received, reviewed, and ranked by the Evaluation Committee based on the criteria set forth in the request for proposals; and

WHEREAS, based on the ranking by the Evaluation Committee, the Water and Sewer Department requests authorization to enter into agreement with Peregrine Services, Inc.; and

NOW THEREFORE BE IT RESOLVED, to approve recommendation to award contract and authorize the President of the Board to enter agreement with Peregrine Services, Inc. on behalf of the Warren County Water and Sewer Department for printing and mailing services for water and sewer utility bills, copy of said agreement attached hereto and made part hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mr. Young – yea

Mr. Grossmann – yea

Mrs. Jones – yea

Resolution adopted this 29th day of June 2021.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a—Peregrine Services, Inc.
Water/Sewer (file)
OMB bid file

**PUBLIC NOTICE:
REQUEST FOR PROPOSALS**

Printing and Mailing Services
Warren County Water and Sewer

**PROPOSALS DUE BY
11:00 a.m. May 20, 2021**

Issued by: Warren County Water and Sewer Department
406 Justice Drive
Lebanon, Ohio 45036
513-695-1377

SCHEDULE OF EVENTS

Advertise for Proposals.....April 25, 2021
Proposals Due.....11:00 a.m. May 20, 2021
Date of Award by Warrant County Commissioners.....TBD
Term of Contract.....June 1, 2021 to June 1, 2023
- h 2 additional options of 1 –year each

*The county reserves the right to amend the above schedule of events as needed

Terms of Agreement

The Warren County Sanitary Engineer Chris Brausch, on behalf of Warren County Board of Commissioners, is seeking proposals for a two-year contract to provide printing and mailing services. The contract shall include the option, by mutual agreement of both parties, to renew the contract for up to two additional one-year periods.

Contact Information

Questions concerning this request for proposal should be addressed to:

Chris Wojnicz
Warren County Water and Sewer Department
christopher.wojnicz@co.warren.oh.us
513-695-1377

Theresa Reier
Warren County Water and Sewer Department
theresa.reier@co.warren.oh.us
513-695-1377

General Information

Water and Sewer Combined Bills: There are approximately 35,500 water and sewer customers served by Warren County Water and Sewer. The utility bills are mailed out each month. Approximately 13,000 bills one month and 22,500 bills the next month.

Processing Requirements

INSTRUCTIONS:

- ✓ **Please check the appropriate box following each line item.**
- ✓ **If a service cannot be provided as listed, an explanation is required.**
- ✓ **Proposals containing unanswered line items will be considered non-responsive.**

1. Custom Forms and Envelopes

- a. The Service Provider will provide preprinted forms and envelopes. Sample forms and envelopes will be provided by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

2. Mailing Address Information

- a. Prior to mailing water and sewer bills and information sheets, the Service Provider will update mailing address information using NCOA data comparison.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

- b. The Service Provider will provide reports from NCOA processing

Service can be provided as listed

Service cannot be provided as listed. Explanation:

3. Printing: The Water and Sewer Department will provide separate data files.

a. A postal barcode must be printed on the water and sewer bills.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

b. Data sections printed from files onto the Water and Sewer bills must be able to grow or shrink according to varying sizes of information provided for each account number.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

4. Handling

a. The Service Provider will link water and sewer bills going to the same name and address for mailing purposes.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

b. The Service Provider will fold and insert water and sewer bills with return envelopes.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

c. The Service Provider will print and insert flyers as requested by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

d. The Service Provider will deliver Water and Sewer bills and information sheets to the post office. Sample handling guidelines will be provided by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

5. Process:

a. The Water and Sewer Department will submit test data files to the Service Provider via secure FTP site. Test file layouts, mapping, and CSV formats will be provided by the Water and Sewer Department. The Service Provider will provide an electronic file of proofs for review.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

b. Once initial proofs are approved by the Water and Sewer Department, the final data files will be sent to the Service Provider via secure FTP site. The file layouts, mapping, and CSV formats will be provided.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

c. The Services Provider will balance their data file load totals to the data file totals provided by the Water and Sewer Department.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

d. Once the final proofs are approved by the Water and Sewer Department and the data file totals are verified, run dates will be established by agreement of both parties.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

e. The Service Provider will provide a searchable electronic file containing all water and sewer bill and information sheets produced for that billing cycle.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

f. Once the Water and Sewer Department has established due dates, the Service Provider must provide deadlines for format and data changes, testing, and submissions of production files.

Please Provide sample deadlines using the examples below:

1. Utility bills due date: July 29
2. Test data file due by:
3. Format and data changes due by:
4. Final data file due by:
5. Bills will be placed in the mail by:

Service can be provided as listed

Service cannot be provided as listed. Explanation:

6. Postage:

a. The Service Provider will presort data for barcode postage rates.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

b. The Service provider will invoice the Warren County Water and Sewer Department separately for postage. Postage will be charged at actual cost and lowest discounted rate.

Service can be provided as listed

Service cannot be provided as listed. Explanation:

COST OF SERVICES

<u>Services</u>	<u>Estimated Volume</u>	<u>Cost Per Item</u>	<u>Total</u>
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Water and Sewer bills:

Water and Sewer Bills:

April (3 bill dates)	22,500
May (1 bill date)	13,000
June (3 bill dates)	22,500
July (1 bill date)	13,000
August (3 bill dates)	22,500
September (1 bill date)	13,000
October (3 bill dates)	22,500
November (1 bill date)	13,000
December (3 bill dates)	22,500
January (1 bill date)	13,000
February (4 bill dates)*	23,500
March (1 bill date)	13,000

*includes stormwater only accounts

#10 Window Envelopes- Logo
(Utility Bill Enclosed)

#9 Return Envelopes
(PO Box Address)

9x12 Window Envelopes- Logo
(Utility Bill Enclosed)

Data printing and Handling

NCOA Processing and Reports

TOTAL ESTIMATED COST OF SERVICES

COST PROPOSAL

Annual Processing Cost (*Including One-time Fees*) \$ _____

Additional Fees Not Reflected on Cost of Services \$ _____

TOTAL BID \$ _____

Percentage Increase in Cost- Option year 1 % _____

Percentage Increase in Cost- Option Year 2 % _____

(Name of Company)

(Address)

(City, State ,Zip)

(Telephone Number)

(Authorized Representative)

(Title)

(Authorized Representative)

(Title)

RFP REQUIREMENTS

PROPSAL SUBMITTAL

1. **Introduction and Executive Summary-** Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your company to obligate your company to perform the commitments contained in the proposal. Submission of the letter will constitute a representation that your company is willing and able to perform the commitments contained in the proposal.
2. **Processing Requirements- Proposals that do not address the processing requirements of this RFP will not be considered in the selection process.**
3. **Affidavits-** Affidavits must be executed for the proposal to be considered
4. **Company Qualifications-** Provide information on your company's background and qualifications that addresses the following:
 - a. name, address, telephone number, and email address for a contact person; and
 - b. brief description of your company, as well as how any joint venture or third-party association would be structured; and
 - c. description of three projects similar in size and scope implemented by your company including client contact information
5. **Fee proposal-** Bidder shall list all applicable fees, including:
 - a. one-time set up fees; and
 - b. any additional fees or charges not addressed in the RFP; and
 - c. Percentage increase in cost for optional renewal year 1 and year 2

In connection with the fee proposal, please complete the Cost of Services and Bid Summary pages.

Errors and Omissions in Proposal

Failure by the County to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Bidder from fuller compliance with the specifications of the FP or any contract awarded pursuant of the RFP.

Financial Responsibility

The County accepts no financial responsibility for any costs incurred by a company in responding to this RFP. Submissions of the RFP will become the property of the County and may be used by the County in any way deemed appropriate.

Selection Process for all Services:

1. One original and one copy of the proposal must be delivered on or before **May 20, 2021, by 11:00 AM:**

**Warren Water & Sewer Department
Attn: Theresa Reier, Office Administrator
406 Justice Drive
Lebanon, OH 45036**

2. Proposals shall be plainly marked “**PROPOSAL FOR WATER AND SEWER’S PRINTING AND MAILING SERVICES**”
3. Each proposal will be evaluated by a committee of qualified individuals for responsiveness to the requirements of this request for proposal. Proposals will be ranked using the following criteria and weightings:

<u>Criteria</u>	<u>Weight</u>
Cost	50 Points
Processing capabilities	35 points
Experience and references	15 points

4. Vendors submitting proposals may be requested to make a presentation to the selection committee to explain their proposal and to answer any questions
5. The selection committee will select the highest ranked vendor based on the above weighted criteria and shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked vendor and begin contract negotiations with the next highest ranked vendor.
6. Warren County reserves the right to reject any and all proposals in which the offeror takes exceptions to the terms and conditions of the request for proposals or fails to meet the terms and conditions of the request for proposals. Warren County reserves the right to reject, in whole or in part, any proposal that the county contracting authority has determined, using the factors above, would not be in the best interest of the County.

CERTIFICATE OF COMPLIANCE
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

STATE OF _____:

COUNTY OF _____:

_____, being first duly sworn, deposes and says the he/she is the _____ of _____ the party who made the foregoing proposal; that such party as a bidder does not and shall not discriminate against any employee, applicant for employment, resident, or prospective resident, because of race, religion, color, sex, or national origin. If successful as a bidder under the foregoing proposal, the party shall post nondiscrimination notices in conspicuous places available to employees and applications for employment setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by _____, of _____, for and on behalf of said corporation.

Notary Public

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____
COUNTY OF _____, **SS:**

_____, Upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That he/she is _____(title), of _____(name of bidder) and authorized to execute this affidavit; and,
- 2) That _____(name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____(name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

Sworn to and subscribed in my presence this _____ day of _____, 2021

Notary Public

My Commission Expires:_____



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**REQUEST FOR PROPOSALS FOR PRINTING AND MAILING SERVICES FOR WATER
AND SEWER UTILITY BILLS**

Sealed proposals for Printing and Mailing Services for Water and Sewer Utility Bills will be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 11:00 a.m., May 20, 2021.

Documents and specifications are available online at the Warren County Website at <https://www.co.warren.oh.us/commissioners/Bids/>. Questions regarding the proposal should be directed to Chris Wojnicz, at (513) 695-1646 or email at christopher.wojnicz@co.warren.oh.us and Theresa Reier, at (513) 695-1380 or email at theresa.reier@co.warren.oh.us.

This notice is posted on the Warren County Government website. The Warren County website can be accessed at <https://www.co.warren.oh.us/commissioners/Bids/>. To access project information, click on the project you wish to obtain information about. Please contact the Warren County Commissioners' Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk