



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Utility Bill Printing and Mailing Services

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, April 14, 2020

Notice is hereby given that the City of Albany ("City") is requesting proposals from qualified Contractors to provide utility bill printing and mailing services for five years, with an option to extend two additional one-year terms.

The scope of services the Contractor must provide includes the following:

- Program and bill design services
- Print, insert, meter and mail utility bills
- Offer a one per-unit, all-inclusive fee, which includes all services except postage
- Secure data transmission of utility billing data between City and Contractor
- View and approve sample bills online before bills are printed and mailed
- Allow City to reprint utility bills on-demand
- Access to print at least two years of historical bills on-demand
- Electronic pre-sorting services to maximize postal discounts and mail bills at the lowest first-class rate
- Disaster recovery/failover facility to process utility bills without interruption if the Contractor's primary facility is unable to process utility bills
- Generate utility bills using data natively exported from the Tyler Munis Utility Billing application, including the mapping of Munis data and conversion to Contractor's format
- Incorporate restrictions - no subcontracting or third-party involvement for any element of the contracted services
- Experience with Tyler Munis Utility Billing application is preferred

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/finance/purchasing/bids>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.


The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522. Inquiries concerning the scope of services should be directed to Sean Park, IT Project Manager, sean.park@cityofalbany.net, 541-917-7536.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (Pacific Time), Tuesday, April 14, 2020, addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

Time is of the essence to acquire a contractor to provide services to fully implement utility bill print and mail services by September 30, 2020 in order to coincide with Munis Utility Billing go-live.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 16TH DAY OF MARCH 2020.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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Daily Journal of Commerce, on Monday, March 16, 2020