

***Local people.***



***Local service.***

## **INVITATION TO BID**

Owensboro Municipal Utilities will receive sealed bids until 2:00 P.M. (CST) on May 23, 2024 (prevailing time) at which time bids will be opened and read aloud for the:

### **BID No. 24-05-011 PRINT AND MAIL SERVICES**

OMU requests proposals for an outsourcing qualified vendor that can provide services for bill printing and mailing, which may also include bill design, processing, and finishing, as well as other services as requested in this RFP. Vendor must answer in the affirmative to all of the following questions to be considered for this contract:

1. Does vendor have the ability to accept PDF images from client for bill printing and mailing?
2. Does vendor have the ability to combine bills into one envelope when the bills have the same customer name and address when client utilizes PDF images?
3. Does vendor have the ability to correct mailing address issues when client utilizes PDF images?
4. Does vendor have at least five (5) references from active utility clients?
5. Does vendor have the ability to be fully implemented and ready to start printing and mailing OMU's Billing Statements and Notices no later than November 1, 2024?

A formal agreement along with a non-disclosure agreement shall be executed by both parties following award and before commencement of work with terms and conditions agreeable to OMU. The term of the Agreement shall commence on November 6, 2024, and shall continue for an initial period of three (3) years until November 5, 2027 ("Initial Term"), and shall automatically extend for two (2) successive one-year terms ("Renewal Terms"), unless OMU provides the vendor with at least ninety (90) days written notice prior to the end of the Initial Term or the first Renewal Term, indicating OMU's election to terminate the Agreement.

Prospective bidders may obtain copies of the bid documents and specifications by sending an e-mail with your Company Name and a brief description of your business. Contact Derek Price, Buyer, via e-mail: [pricedm@omu.org](mailto:pricedm@omu.org).

OMU reserves the right to reject any or all bids and to waive irregularities.