

ITB 17/18-37 FOUR YEAR CONTRACT FOR WATER BILLING, ASSESSMENT NOTICES & TAX STATEMENTS - PREPARATION, PRINTING & MAILING SERVICES

The City of Romulus, Michigan is seeking bids from qualified companies for a four year contractual services agreement for the printing and mailing of the City of Romulus 2019, 2020, and 2021 Property Assessment Notices, 2018, 2019, 2020, and 2021 Summer and Winter Tax Statements and the monthly residential and commercial water billing statements for the term of the contract.

- (1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Official bid forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct (<http://www.mitn.info/>). Bids may be rejected unless made on the forms included with the bidding documents. Copies of documents obtained from any other source are not considered official copies.
- (2) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents.
- (3) A total of three copies (one marked "Original" and two marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the ***City Clerk's Office*** no later than 2:30 P.M., Wednesday, **4/11/2018**. Bids should be addressed using the bid package label provided in the ITB documents.
- (4) At approximately 2:45 p.m., local time all timely received bids will be publicly opened and read.
- (5) The successful Bidder will be required to submit proof of all bonds and insurance required by the ITB documents and copies of all required endorsements.
- (6) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part. A contract will ultimately be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (7) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, or Gary Harris, Purchasing Department Buyer by calling (734) 955-4568 or by emailing Purchasing@romulusgov.com.