



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR PROPOSAL** **UTILITY BILL PRINTING AND MAILING SERVICES**

Project Description: The City of Kingman is soliciting proposals from qualified companies capable of satisfying the City's needs for Utility Bill Printing and Mailing Services for a contract term of five years.

The proposer must have the ability to work with electronically delivered bills in PDF format. The proposer should also be familiar with *Tyler Technologies, Munis Utility Billing* bill specifications.

Criteria for selection will be cost, experience, qualifications, ability to meet the technical requirements, ease of use, and the ability to deliver the scope of work requested. The selection process will be led by an Evaluation Committee comprised of at least three City team members.

The request for proposals may be obtained by visiting the City of Kingman's website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Wendy Sherer at (928) 753 – 8582 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Proposers wishing to submit questions must do so in writing by 6:00 pm Arizona time, on February 4, 2021. Questions should be submitted by email to: wsherer@cityofkingman.gov.

Sealed Proposals will be received at the City of Kingman, City Clerk, 310 North Fourth Street, Kingman, Arizona 86401, until 3:00 P.M. (Arizona time) on February 11, 2021. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. The outside of the proposal envelope shall indicate the name and address of the Proposer shall be addressed to: **City of Kingman, Attention: City Clerk** at the above address and shall be marked:

“FIN21-001 SEALED RFP – UTILITY BILL PRINTING AND MAILING SERVICES”

The envelope shall contain one (1) original and four (4) copies of the proposal.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

The City anticipates selecting a proposer and awarding a contract by April 20, 2021. There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.



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Thank you for your interest in working with the City of Kingman.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Kingman and the firm selected.

The City reserves the right to reject any and all bids.

Posted: January 11, 2021

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