

Request For Proposals (RFP)

POSTED DATE: June 28, 2023

DEADLINE: July 5, 2023 2:00 pm



Bulk Mailer For Revenue Neutral Rate Notices

Project Introduction

Barton County is seeking an experienced and qualified company to facilitate the bulk mailing of Revenue Neutral Rate Notices for the Barton County Clerk Office, 1400 Main Street, Suite 202, Great Bend, Kansas (mailing address).

The County's purpose for this Request for Proposal (RFP) is to gather proposals for the printing and mailing of such notices.

Project Requirements

Please provide the following:

- Name, address, phone number, and email of the firm office which would be providing the service to Barton County as well as the location of the firm's home office if other than the above
- Number of years in business
- Former names (if any)

Project Funding Source

It is anticipated that this will be funded by the Barton County General Fund

Project Timeline

The awarded Vendor must mail all of the notices by August 10, 2023.

Approximately 35,000 pages, 15,000 – 16,000 envelopes, RNR Notices to be mailed, black print, no color

Evaluation Criteria

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The firms will be evaluated upon the following general criteria:

- Experience and expertise of company
- History of previous experience with similar projects
- Company's record for completing a task on time, within budget.
- Any special capabilities the team may bring to the project

Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email to:

Bev Schmeidler

Barton County Clerk/Election Officer

clerk@bartoncounty.org

We are moving out of the courthouse around the deadline. Please call 620-793-1835 if delivering in person for instructions.

Submission Procedure

1. *Vendors may receive electronic notifications and submit proposals electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.*

OR

2. *Proposals may also be submitted via mail or courier to Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530. Prior to personal delivery, please call 620.793.1835 as the Clerk's Office relocating to 1500 Kansas, Great Bend, Kansas, shortly.*

Barton County will not consider any proposal not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. Proposals submitted after the closing date and time will be returned unopened. Proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Awarding Bids/Proposals/Contracts

Barton County reserves the right to reject any and all bids/proposals/contracts and award in the County's best interests. Barton County will award bids/proposals/contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

Barton County cannot enter into contracts with entities that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a contractor is not excluded or disqualified by either:

- *Checking SAM (www.sam.gov);*
- *Collecting a certification from that contractor; or*
- *Adding a clause or condition to the cover transaction with that contractor.*

False or Misleading Statements

In the opinion of Barton County, if your proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of your company and the products and services outlined in your proposal, your proposal will be rejected.

Conflicts of Interest

Vendors must list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Bids/Proposals/Contracts

Modifications to bids/proposals/contracts already submitted will be allowed if submitted in writing before the deadline. Modifications shall be submitted and shall not reveal the total amount of either the original or revised proposal.