



CITY OF FLORENCE, ALABAMA

Procurement Department
Leigh Anne Kidd, Purchasing Agent

AN EQUAL OPPORTUNITY EMPLOYER
INVITATION-TO-BID NO. UC-61
Bid opening: Tuesday, March 4, 2025

February 14, 2025

Ladies/Gentlemen

In conformance with the competitive bid law of the state of Alabama, please quote F.O.B. Florence, Alabama, prices, terms, and earliest delivery on the following:

ITEM #	DESCRIPTION
1.	<u>Utility Bills</u> -60# Smooth, 8.5" x 11", one micro horizontal perf, PMS 534 Blue, perforated tear-off 3 ¾" from bottom (Sample Attached) @50,000/month.
2.	<u>Outgoing Envelope</u> -#10 Custom 24# white wove, 4 1/8" x 9 ½", diagonal seam only, inverted flap, full gum, no tint, window 1 3/8" x 4", 4 ½" left, 2" bottom, printed one color PMS 534 Blue, no printing on back, <u>no postage permit</u> . Ability to imprint final notice envelope as needed in red ink (Sample Attached) @50,000/yr.
3.	<u>Outgoing Envelope</u> -#10 Custom 24# white wove, 4 1/8" x 9 ½", diagonal seam only, inverted flap, full gum, no tint, window 1 3/8" x 4", 4 ½" left, 2" bottom, printed one color PMS 534 Blue, no printing on back. <u>Presorted First-Class Mail Permit</u> printed in upper right-hand corner. Ability to imprint final notice envelope as needed in red ink (Sample Attached) @50,000/month.

4. **Return Envelope**-#9 custom window 24# white wove, full gum, printed black ink front and back, window 5 7/8" left, 7/8" bottom, 1" x 2 1/2" window size, side seam, no inside tint (Sample Attached) @50,000/month.
5. **Final Notice**-60# Smooth, 8.5" x 11", one micro horizontal perf, PMS 534 Blue, perforated tear-off 3 3/4" from bottom (Sample Attached) @75,000/year.

SPECIAL CONDITIONS AND SPECIFICATIONS

- Items 1-5 must be compatible with insert machine Pitney Bowes Relay 7000.
- All item will be printed with new logo using PMS 534 Blue going forward. Some samples are from stock with old emblem and colors to be used until all stock is depleted.
- Must provide 500 samples with the proposal of paper, outgoing envelope, and return envelope for testing with insert machine.
- Provide online ordering of all five (5) items.
- All deliveries must be with lift gate truck and marked "**Inside Basement Delivery Included**". All deliveries not unloaded and delivered to the basement by the delivery company will be refused.
- Deliveries required approximately every two weeks with a monthly maximum of up to 50,000 each.
- Credit must be given for bills, envelopes, and notices that are delivered non-usable due to damage or moisture that prevents proper feeding into the insert machine.
- This is for a one (1) year period which may be renewed yearly, without change in pricing and conditions, for a maximum of three (3) years.

All bids must list any exceptions to the specifications. If no exceptions are listed, the City shall assume the bidder CAN meet all specifications.

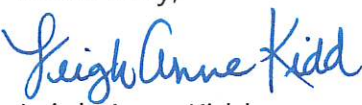
Note:

1. Please use the attached **VENDOR'S BID SHEET** to submit your bid.
2. Payment shall be made within 15 days of delivery and acceptance in accordance with normal operating procedures of the Utilities Accounting Department.
3. Contact Sandie Preedom for questions concerning specifications at spreedom@florencial.org

The following conditions apply concerning the bid submittal of the above items:

1. Bids will be received in the office of the Purchasing Agent, Third Floor, Room 329, City Hall, 110 West College Street, Florence, Alabama 35630, **until 1:30 p.m., CDT, Tuesday, March 4, 2025**, at which time they will be opened and read aloud in the City Auditorium, 109 South Pine Street, Florence, Alabama.
2. All bids must be sealed and clearly marked as "**Invitation-to-Bid No. UC-61, to open March 4, 2025**".
3. It is understood that the City of Florence reserves the right to accept or reject any and/or all bids and waive any informalities.
4. In accordance with Section 41-16-50.(a) of the Code of Alabama, that in the event a bid is received for an item of personal property to be purchased or contracted for, from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the corporate limits of the City of Florence, Alabama, whose bid is no greater than five percent (5%) greater than the bid of the lowest responsible bidder, the City of Florence may award the contract to such bidder.
5. All bids must be submitted on the attached Vendor's Bid Sheet signed by authorized personnel.
6. No prices shall include state or federal excise taxes, state or local sales taxes.

Yours Truly,



Leigh Anne Kidd,

Purchasing Agent



VENDOR'S BID SHEET - BID NO. UC-61
FLORENCE UTILITIES CUSTOMER SERVICE DEPARTMENT

Utility Bills, Envelopes, and Final Notices

ITEM NO.	DESCRIPTION	PRICE/1,000
1.	Utility Bill Form	\$ _____
2.	Outgoing Envelope – No Postage Permit	\$ _____
3.	Outgoing Envelope – Printed Postage Permit	\$ _____
4.	Return Envelope	\$ _____
5.	Final Notice Form	\$ _____

SIGNATURE OF AUTHORIZED PERSONNEL: _____

PRINT NAME: _____

DATE SIGNED: _____

COMPANY NAME: _____

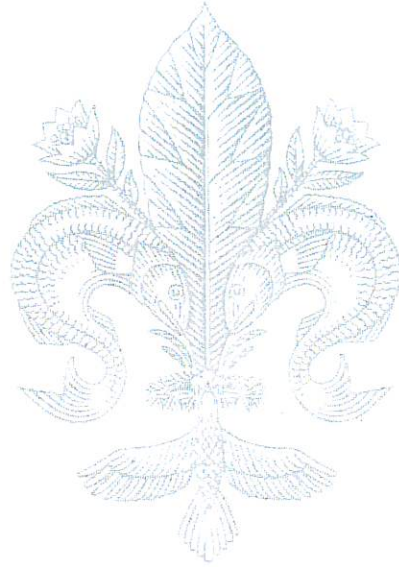
ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

TELEPHONE NUMBER: _____

PRINT EMAIL ADDRESS: _____

UTILITY BILL #1





FLORENCE UTILITIES

Post Office Box 877
Florence, AL 35631-0877

OUTGOING ENVELOPE #2

**IMPORTANT:
UTILITY BILL ENCLOSED**



FLORENCE UTILITIES

Post Office Box 877
Florence, AL 35631-0877

**ENVELOPE WITH RED
IMPRINT (2)**

**IMPORTANT
BILLING NOTICE**

**IMPORTANT:
UTILITY BILL ENCLOSED**



CITY OF FLORENCE UTILITIES
POST OFFICE BOX 877, FLORENCE, AL 35631-0877

OUTGOING ENVELOPE #3

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
PERMIT NO. 506

**IMPORTANT:
UTILITY BILL ENCLOSED**



FLORENCE UTILITIES
Post Office Box 877
Florence, AL 35631-0877

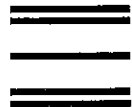
**FINAL NOTICE ENVELOPE
WITH RED IMPRINT (3)**

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
PERMIT NO. 506

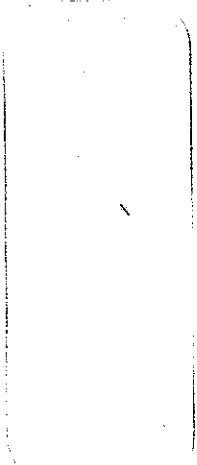
**IMPORTANT
BILLING NOTICE**

**IMPORTANT:
UTILITY BILL ENCLOSED**

RETURN ENVELOPE #4



PLACE STAMP HERE	POSTAL SERVICE WILL NOT DELIVER UNLESS STAMPED
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FINAL NOTICE #5

