

Informal Bid No: TR100716

Bid for: OUTGOING AND RETURN ENVELOPES

Bid Due (no later than): Thursday, October 20nd, 2017 by 10:30 AM, local time

Buyer: Traci Reimringer, (612) 673-2176
Traci.Reimringer@minneapolismn.gov

User Department: Finance and Property Services Department - Treasury Operations & Utility Billing
Tony DiPietrantonio
250 South 4th Street, Room 230
Minneapolis, MN 55415-1328

Scope: To furnish and deliver Outgoing and Return Envelopes as needed and called for, to the City of Minneapolis, Finance and Property Services Department - Treasury Operations and Utility Billing, all in accordance with the provided specifications and bid form.

Important Notices:

(1)The City reserves the right to accept or reject any part of any bid; (2) When bidding on goods other than specified, bidder must give complete description, including trade name and brand; Failure to bid on the goods specified may result in a determination of non-responsiveness (3) If this is a LUMP SUM BID, your total bid should include sales tax, if applicable (4) See additional attachment for Instructions to Bidders and Terms of Purchase

Online Posting of Informal Bids:

City of Minneapolis Website - <http://www.minneapolismn.gov/finance/procurement/bidopenings>

- All addendums can be found online; please check the above website BEFORE submitting your completed bid response. Vendors are responsible for acknowledging bid addendums.

Informal Bids Can Be Submitted By:

- Fax: (612) 673-2106
- Email: Traci.Reimringer@minneapolismn.gov
- Mail: Finance – Purchasing Office, 330 2nd Ave South, Room 552, Minneapolis, MN 55401

Automatic Bid/RFP Notification:

Visit the Purchasing website at - http://www.minneapolismn.gov/business/business_doing_business_with_city to sign up for e-mail updates and to view Formal Bids, Informal Bids and RFPs

Taxes:

Effective January 1, 2014, State of Minnesota requires vendors to obtain an ST-3 exemption certificate to substantiate a full (State & Local) sales tax exemption on sales to Minnesota cities, counties, and townships. This form can be found on the City of Minneapolis website at <http://www.ci.minneapolis.mn.us/finance/procurement>.

TERMS OF PURCHASE

1. **Definitions:** The term "Purchaser" means the City of Minneapolis and the several departments and boards of the City, and the term "Seller" means the person, firm or corporation from whom the merchandise or service has been ordered.
2. **Taxes:** Visit the MN Department of Revenue website, Sales Tax Fact Sheet 176, for tax updates for Local Governments – Cities, Counties and Townships - <http://www.revenue.state.mn.us/businesses/sut/factsheets/FS176.pdf>
3. **Contract:** Vendor's copy of Purchase Order and/or contract when properly signed, is the only form which will be recognized by Purchaser as authority for charging merchandise to its account, supersedes all previous communications and negotiations, and constitutes the entire agreement between the parties. No terms stated by Seller in accepting or acknowledging an order shall be binding upon Purchaser unless accepted in writing by Purchaser. Seller may not assign order without Purchaser's prior written consent. No waiver of a breach of any provision of order shall constitute a waiver of any other breach of such provision or of any other provision. Time is of the essence on order.
4. **Quantity:** The quantity of merchandise delivered shall not be greater than the amount specified unless an additional amount is first ordered by Purchaser in writing on its "Purchase Order Change" form. Purchaser may return quantities in excess of amounts specified to Seller at Seller's expense.
5. **Shipment:** A notice of shipment shall be sent to Purchaser at the time of shipment which shall state the number of the order, the kind and amount of merchandise, and the route by which the shipment is being made. All merchandise shall be suitably packed, marked, and shipped in accordance with shipping instructions specified herein and the requirements of common carriers in a manner to secure the lowest transportation cost. Seller shall be liable for any difference in freight charges arising from its failure to (a) follow the shipping instructions specified herein or (b) properly describe the shipment. Purchasers and Seller mutually agree to assist each other in obtaining documents and other information necessary for the prosecution of claims against carriers.
6. **Invoices:** Invoice must show the name of the division to which the merchandise was delivered or shipped. If any sales, use, duty, excise or other similar tax or charge, for which Purchaser has not furnished or agreed to furnish an exemption certificate, is applicable to order, it must be stated separately on the invoice.
7. **Responsibility:** Seller shall be responsible for any and all loss or damage to the merchandise until delivered to Purchaser at the F.O.B. point specified on the face of order; or, if no such F.O.B. point is specified, until delivered to a common carrier or to Purchaser's plant, whichever may first occur.
8. **Inspection:** All merchandise is subject to Purchaser's inspection within a reasonable time after arrival at the ultimate destination. If upon inspection any merchandise is found to be unsatisfactory, defective, or of inferior quality or workman-ship, or fails to meet the specifications or any other requirements of order, Purchaser may return such merchandise to Seller at Seller's expense. Payment for merchandise prior to inspection shall not be construed to be an acceptance of unsatisfactory or defective merchandise. Upon the return of any unsatisfactory or defective merchandise, Seller shall reimburse Purchaser for (a) any amounts paid by Purchaser on account of the purchase price of such returned merchandise and (b) any costs incurred by Purchaser in connection with the delivery or return of such merchandise.
9. **Warranty:** Seller warrants that the merchandise will conform to its description and any applicable specifications, shall be of good merchantable quality and fit for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by Seller to Purchaser, or any warranty provided by law.
10. **Title:** Seller warrants that the merchandise is free and clear of all liens and encumbrance and that Seller has a good and marketable title to same.
11. **Compliance:** Contractor agrees that during the life of this contract it will not discriminate against any employee or applicant for employment or do any other act which is prohibited by, or fail to comply with the provisions of all applicable federal, state and local laws and regulations pertaining to discrimination which shall be considered a part of this agreement as if more fully set forth herein. Contractor agrees that it will include a provision similar to the above paragraph in all subcontracts entered into for the performance hereof. Contractor hereby agrees that this contract may be cancelled or terminated by the City, and all money due or to become due hereunder may be forfeited for violation of the above statutes and ordinances or this paragraph.
12. **Termination for Default:** In the event of a breach of any of the terms of order including Seller's warranties, Purchaser may, at its option and without prejudice to any of its other rights, cancel any undelivered merchandise.
13. **Patents, Trademarks, and Copyrights:** Seller warrants that the sale or use of this merchandise will not infringe or contribute to the infringement of any patents, copyrights or trademarks in either the United States or foreign countries. Seller shall indemnify Purchaser against any loss or damage (including attorney's fees and other costs of defending an action) arising from the breach of this warranty.
14. **Contract Security:** If required by specifications a bond must be filed in the full amount of contract for the use of the City of Minneapolis, and of all persons during work or furnishing or engaging skill, tools, machinery, materials, insurance premiums, equipment or supplies, under or for the purpose of this contract pursuant to Section 574.26 Minnesota Statutes annotated, for the strict and faithful performance of contract by the contractor or his employees or agent. The form, content and execution of said bond to be approved by the City Attorney. The bond shall be approved by the proper City officers, signing and counter signing the contract.
15. **Insurance:** Evidence of insurance must be filed with the Purchasing Agent showing compliance with all insurance requirements which have been set forth in specifications. Where there are not specifications, or they do not set forth insurance requirements, evidence of the following insurance shall be furnished by all contractors when the purchase order includes any labor or services. Workmen's Compensation Insurance as required by law.

Contractor's Public Liability Insurance	\$250,000.00 each person	
Including automobile (bodily injury liability)	\$500,000.00 each occurrence	
Contractor's Public Liability Insurance	\$100,000.00 each occurrence	
(Property damage liability)	\$300,000.00 aggregate	
Automobile Liability: Bodily Injury	\$100,000.00 per person	\$300,000.00 per occurrence
Property Damage	\$100,000.00 per occurrence	\$300,000.00 aggregate

Instructions to Bidders

IF the Call for Bids, indicates a bid deposit is required, the bid deposit should be in the form of a certified check, cashiers check or bidder's corporate surety bond. If certified check or cashier check is used, it shall be made payable to the Party named in the Call for Bids. Said bid deposit shall be retained by the City of Minneapolis or Board as liquidated damages and not a penalty, in the event the bid is selected by the City of Minneapolis or Board and the bidder fails to execute a contract, therefore, and upon request of the City of Minneapolis or Board, a performance bond and payment bond, as may be required by the City of Minneapolis subsequent to award of contract.

By submitting a bid, bidder agrees that said liquidated damages shall cover only the damages sustained by the City of Minneapolis or Board, from additional administrative costs, expenses or re-advertising and re-bidding and other damages sustained by the City of Minneapolis or Board as a result of failure of successful bidder to execute a written contract, and a performance bond and payment bond when so required, but shall not cover nor preclude the City of Minneapolis or Board from claiming damages on account of delay, price change, loss of other contracts, loss of income, inability of City of Minneapolis or Board to fulfill other contracts, loss of other benefits of this contract, or damages, direct or consequential arising out of breach of contract by the successful bidder.

Whenever separately numbered categories as to materials, equipment or services are set forth in the specifications and in the bid form, unless specifications or bid form is qualified by the statement "ALL OR NONE", bidder may submit a bid upon each, or all, or any selected number of categories, and in such case separate category shall be considered as a separate bid letting procedure, and the City of Minneapolis shall have the right to make separate awards to the lowest and best bidder in any particular category, or to the overall lowest and best bidder where it is found to be in the best interest of the City.

Bidder is responsible to ensure they are in receipt of all addenda. Contact the buyer if questions.

Visit the MN Department of Revenue website, Sales Tax Fact Sheet 176, for tax updates for Local Governments – Cities, Counties and Townships -
<http://www.revenue.state.mn.us/businesses/sut/factsheets/FS176.pdf>

If a lump sum bid for materials and/or equipment includes labor and all incidentals, the bidder is responsible for all applicable sales tax on taxable items required in the performance of the bid and should be included in the total amount bid.

Specification Information

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer brand and/or catalog description in specifying any item does not restrict bidders to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or equivalence that it will serve the purpose for which it is to be used equally well as that specified, and be acceptable to the using department.

In submitting a bid on a commodity other than specified, bidder shall furnish complete data and identification with respect to the commodity he proposes to furnish. Consideration will be given to bids submitted on commodities to the extent that such action is deemed to serve the best interest of the department or boards of the City of Minneapolis.

If a Bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity as described.

Bid No: TR100716

Bid Due: Thursday, October 20th, 2016 by 10:30 AM, local time

Buyer: Traci Reimringer, (612) 673-2176

Traci.Reimringer@minneapolismn.gov

User Department: Finance and Property Services Department - Treasury Operations & Utility Billing
Tony DiPietrantonio
250 South 4th Street, Room 230
Minneapolis, MN 55415-1328

BIDS FOR OUTGOING AND RETURN ENVELOPES SPECIFICATIONS

Treasury Operations requires a bid for outgoing and return envelopes. This order is for both Utility Billing and the Treasury Division's (AR) mailing and return envelopes. **The specifications for each vary. Please pay careful attention to all specifications below.**

Quantity and Delivery Specifications:

- A. The same vendor must make all envelopes.
- B. Recycled paper must be used.
- C. The #10 Utility Billing mailing envelopes must only be manufactured quarterly to allow for periodic imprinting changes.

Utility Billing:

Total quantity is 900,000 of the outgoing window envelope and 675,000 of the Brown Kraft return (BRE) open-window envelope and 57,500 of the **WATER TURN OFF** window envelope.
Exact quantities only. No overages.

Treasury (AR) Division:

Total quantity is 26,000 of the outgoing window envelope and 26,000 of the white, security-tinted, return open window envelope. **Exact quantities only. No overages.**

Treasury Operations:

Total quantity is 22,000 of the **IMPORTANT NOTICE** outgoing window envelope. **Exact quantities only. No overages.**

- D. The vendor must deliver the envelopes to Impact Proven Solutions, 4600 Lyndale Ave N, MPLS, MN 55412-1441, (612) 638-1459. Semi-truck delivery is acceptable. This location may be subject to change.
- E. **In addition to the total quantity, an emergency shipment of up to 100,000 of each the Utility Billing outgoing and return envelopes shall be delivered within three (3) day's notice if required.**
- F. All outgoing envelopes shall be made with appropriate side seal for automatic mailing machine use.

Envelope Specifications:

Utility Billing Envelopes:

900,000 of the outgoing envelope: #10 envelope, 4 1/8" X 9 1/2", 24 lb. recycled stock, wove finish, white die cut with side seam, gummed flap. **Poly Window is a 1 1/8" X 4" window located 3/4" from left and 5/8" from bottom.** Standard City Logo must be printed on upper left corner. SIGN UP FOR E-BILL: CHECK STATEMENT INSIDE FOR INFO must also be printed directly to the right of the window. Use black ink. Return address must read:

Finance & Property Services Department
Utility Billing Office
250 South 4th Street – Room 230
Minneapolis, MN 55415

675,000 of the return (BRE) window envelope: #9 envelope, 3 7/8" X 8 7/8", 24# Brown Kraft, side seams, recycled stock, postal markings (FIM and MERLIN codes). The **die-cut-hole (no poly, no glassine)** is a 3 1/4" x 1 1/4" open window placed 3/4" from the right edge and 5/8" from the bottom edge. The top of the MERLIN code placed just under the die-cut hole must not exceed 7/16" in height from the base edge. The bottom of MERLIN code must have a base height of 1/4" (+/- 1/16"). Black ink. Samples are available upon request.

57,500 of the **WATER TURN OFF** window envelope: #10 envelope, 4 1/8" X 9 1/2", 24 lb. recycled stock, wove finish, white die cut with side seam, gummed flap. **Poly Window is a 1 1/8" X 4" window located 3/4" from left and 5/8" from bottom.** Standard City Logo must be printed on upper left corner and the words. **WATER TURN-OFF** must be printed in bold half-inch letters above the glassine window. Use black ink.

Treasury Division (AR) Envelopes:

26,000 of the outgoing envelope: #10 envelope, 4 1/8" X 9 1/2", 24 lb. recycled stock, wove finish, white die cut with side seam, gummed flap. **Poly Window is a 1 1/8" X 4" window located 3/4" from left and 5/8" from bottom.** Standard City Logo must be printed on upper left corner. Use black ink. Return address must read:

Finance & Property Services Department
Treasury Division
250 South 4th Street – Room 230
Minneapolis, MN 55415

26,000 of the return (BRE) window envelope: #9 envelope, 3 7/8" X 8 7/8", 24# White Security-Tinted, side seams, recycled stock, postal markings (FIM and MERLIN codes). The **die-cut-hole (no poly, no glassine)** is a 3 1/4" x 1 1/4" open window placed 3/4" from the right edge and 5/8" from the bottom edge. The top of the MERLIN code placed just under the die-cut hole must not exceed 7/16" in height from the base edge. The bottom of MERLIN code must have a base height of 1/4" (+/- 1/16). Black ink. Samples are available upon request.

All envelope samples are available if needed.

Treasury Operations Envelopes:

22,000 of the outgoing **IMPORTANT NOTICE** window envelope: #10 envelope, 4 1/8" X 9 1/2", 24 lb. recycled stock, wove finish, white die cut with side seam, gummed flap. **Poly Window is a 1 1/8" X 4" window located 3/4" from left and 5/8" from bottom.** Standard City Logo must be printed on upper left corner. Use black ink. Return address must read:

Finance & Property Services Department
Treasury Operations
250 South 4th Street – Room 230
Minneapolis, MN 55415

Sample proofs of each envelope must be provided and approved by the Utility Billing Manager or an authorized representative prior to production.

Delivery Instructions and Boxing Specifications:

Envelopes	Delivery Due-by Dates and Quantities			
	1/4/2017	4/3/2017	7/3/2017	10/2/2017
Utility Billing				
#10 Window	225,000	225,000	225,000	225,000
Browncraft BRE	168,750	168,750	168,750	168,750
#10 Water Turn Off	57,500	n/a	n/a	n/a
Treasury Division (AR)				
#10 Window	26,000	n/a	n/a	n/a
White BRE	26,000	n/a	n/a	n/a
Treasury Operations				
#10 Window	22,000	n/a	n/a	n/a

Boxing: Envelopes must be boxed in Normal Pack which is five (5) boxes of 500 per box for a total of 2500 envelopes per case.

All questions must be emailed Traci Reimringer no fewer than 5 business days prior to bid opening: Traci.Reimringer@minneapolismn.gov

Bid No: TR100716

Company Name: _____

Bid Due: Thursday, October 20th, 2017

by 10:30 AM, local time

Buyer: Traci Reimringer, (612) 673-2176

Date: _____

Traci.Reimringer@minneapolismn.gov

**BID FORM
BIDS FOR OUTGOING AND RETURN ENVELOPES**

My/Our bid to furnish and deliver outgoing and return envelopes to the City of Minneapolis, Finance and Property Services - Treasury Operations; all in accordance to the below bid specifications and bid form. Do not include sales tax in your pricing. City of Minneapolis is tax exempt.

Delivery Due by 1/4/2017

	Quantity	Description	Unit Price
Utility Billing Envelopes:			
1.	225,000	#10 Window	\$ /each
2.	168,750	Browncraft BRE	\$ /each
3.	57,500	#10 Water Turn Off	\$ /each
Treasury Division Envelopes:			
1.	26,000	#10 Window	\$ /each
2.	26,000	White BRE	\$ /each
Treasury Operations Envelopes:			
1.	22,000	#10 Window	\$ /each

Delivery Due by 4/3/2017

	Quantity	Description	Unit Price
Utility Billing Envelopes:			
1.	225,000	#10 Window	\$ /each
2.	168,750	Browncraft BRE	\$ /each

Delivery Due by 7/3/2017

	Quantity	Description	Unit Price
Utility Billing Envelopes:			
1.	225,000	#10 Window	\$ /each
2.	168,750	Browncraft BRE	\$ /each

Delivery Due by 10/2/2017

	Quantity	Description	Unit Price
Utility Billing Envelopes:			
1.	225,000	#10 Window	\$ /each
2.	168,750	Browncraft BRE	\$ /each

Bid No: TR100716

Bid Due: Thursday, October 20th, 2017
by 10:30 AM, local time

Buyer: Traci Reimringer, (612) 673-2176
Traci.Reimringer@minneapolismn.gov

Price Agreement:

*The City of Minneapolis reserves the right to terminate a contract based on convenience.

Duration of term: January 1, 2017 through October 31, 2017

Basis of award: bid will be awarded to the overall lowest, responsive bidder.

F.O.B.: Destination, Freight Prepaid and Allowed (vendor pays freight, bears risk of loss in transit, included in bid price)

Impack Proven Solution
4600 Lyndale Ave N,
Minneapolis, MN 55412-1441

All questions must be emailed Traci Reimringer no fewer than 5 business days prior to bid opening:

Traci.Reimringer@minneapolismn.gov

Notice of Addendum (if applicable): _____

Vendor Information

Federal Tax ID or SS No: _____ Remittance Address _____

Vendor Name: _____ City: _____

Address: _____ State: _____ Zip: _____

City: _____

State: _____ Zip: _____ Email: _____

Phone No.: _____

Fax: _____

Print Name of Signer: _____

Signature: _____

Date Signed: _____

Results will not be posted but will be sent to email listed on this form once the bid has been awarded.