

Bid Detail**Bid Detail**

Project Title	Certified Mailings
Invitation No.	10004170
Bid Posting Date	June 5, 2020 3:12 PM (Eastern)
Project Stage	Bidding
Bid Due Date	June 23, 2020 1:30 PM (Eastern)
Response Format	Electronic only
Project Type	Bid
Response Types	Line Item, General Attachments, Bid Bond
Type of Award	Lump Sum
Categories	91528 - Electronic Information and Mailing Services 91557 - Mailing/Postage and Shipping Services, Electronic 91558 - Mailing Services (Includes, Addressing, Collating, Packaging, Sorting and Delivery) 96224 - Courier/Delivery Services (Including Air Courier Services)
License Requirements	N/A
Preferences	Local - Local Business MBE - Minority-Owned Business Enterprise
Restriction Type	None
Department	Department Finance
Address	1 Government Center, Toledo, Ohio
County	Lucas
Bid Valid	60 Days
Liquidated Damages	N/A
Estimated Bid Value	
Start/Delivery Date	Upon Issued PO
Project Duration	Up to 1 year with 3 - 1 year optional renewals

Bid Bond Information

Bid	5.0%
Performance	0.0%
Payment	0.0%

Pre-Bid Meeting Information

Pre-Bid Meeting	No
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Online Q&A

Online Q&A	Yes
Q&A Cutoff Date	June 18, 2020 12:00 PM (Eastern)

Contact Information

Contact Info	Questions must be submitted thru the Q & A tab of this bid
Bids to	Division of Purchases and Supplies
Owner's Agent	640 Jackson St. , Suite 2000 One Government Center Toledo, OH 43604

Description

Scope of Services	The City of Toledo Division of Finance is seeking bids for Certified Mailings.
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Bid Detail**Other Details****BID SUBMISSION**

Bids for this project can only be accepted via e-bid through the City of Toledo's PlanetBids portal. Bids prices shall be to two (2) decimal places (i.e. \$0.00). Only one (1) price per line item will be accepted with this bid.

In order to be responsive, all bids must have the following with submittal:

- Goods & Services Project Paperwork*
- Line Items
- Bid Guaranty (bid bond or certified check / cashier's check on a solvent bank)
- Signed Contract by the Vendor*
- Child Support Affidavit*
- Bureau of Worker's Compensation Certificate
- Insurance Certificate, naming the City of Toledo as an additional insurer

*Located on PlanetBids in the "Documents & Attachments" tab

If e-bidding and using a check as the bid guaranty, the check must be scanned and uploaded with your bid, in addition the check must be mailed in and received by the Division of Purchases and Supplies no later than the due date and time to be deemed responsive. No Company checks will be accepted. Checks shall be made payable to "City of Toledo."

City of Toledo
Division of Purchases and Supplies
One Government Center, Suite 2000
640 Jackson Street
Toledo, OH 43604

Notes

Forms with Bid Submission

City forms must be filled out and attached to the bid: Acknowledgment and Acceptance of Conditions Contract Specifications; Toledo Municipal Income Tax Compliance; Public Utilities Compliance; MBE Good Faith and Goal Commitment; EEO Form; Primary and Subcontractor Forms and Debarment and Suspension Certificate; Signed Contract by Vendor CEO/President; Current Worker's Compensation Certificate; Insurance Certificate; Child Support Affidavit.

The following items will be required upon awarding the contract: Any additional Insurance or Bonding as Required

Local Programs & Policies LOCAL PREFERENCE - TMC Section 187.34 - Ord. 233-13, effective June 14, 2013

Special Notices Deposit to guarantee bid.
Please refer to the Bid Information tab of this bid for details.

Line Items

Num		UOM	Qty	Ref	MFR	Model#	Brand Req	Brand	Delivery Loc
	Main Bid								
1	Certified Mailings								
	5	EA	16479	Per Specs					Department of Finance; 640 Jackson Street; Toledo, OH 43604

Prospective Bidders

Vendor	Contact	Vendor Type	Pre-Bid	Status
Sebis Direct Inc. 6516 W 74th St. Bedford Park, IL 60660 United States	Contact: David Brady Phone: 312-243-9300 ext. 41 Fax: 708-546-2006 Email: dave@sebis.com			Bidder
Prime Vendor Inc. 4622 Cedar Avenue Wilmington, NC 28403 United States	Contact: Bid Clerk Phone: 800-746-9554 Fax: Email: govtbids@prime-vendor.com			Bidder
Envelopes and Forms, Inc., dba SureBill 2505 Meadowbrook Parkway Duluth, GA 30096 United States	Contact: Kim Ford Phone: 770-841-9968 Fax: 770-623-5141 Email: kimf@envelopesandforms.com			Bidder
DMullis Insurance 1299 Boltonfield St. Columbus, OH 43228 United States	Contact: David Mullis Phone: 505-988-6583 Fax: Email: dmullisinsurance@gmail.com			Bidder
SevenOutsource 113 Barksdale Professional Center Newark, OH 19711-3258 United States	Contact: Steve Walse Phone: 315-308-7852 Fax: Email: rfpalerts@gmail.com			Bidder
Mail It Corporation 380 South Erie Toledo, OH 43604 United States	Contact: Michelle Beard Phone: 419-249-4848 Fax: 419-249-4847 Email: michelle@mailitcorp.com	WBE		Bidder
Onvia, Inc 509 Olive Way, Ste. 400 Seattle, WA 98101 United States	Contact: Source Phone: 206-373-9500 Fax: Email: sourcemanagement2@onvia.com			Bidder
Bid Ocean, Inc. PO Box 40445 Grand Junction, CO 81504 United States	Contact: Lyra de Asis Phone: 970-712-5663 Fax: Email: lyra@bidocean.biz			Non-Bidder, no communicati ons
Logistics Inc 21450 Trolley Industrial Dr Taylor, MI 48180 United States	Contact: Stephen Brown Phone: 734-641-1600 ext. 131 Fax: 734-595-9722 Email: sbrown@reliabledelivery.com	DVBE		Bidder

Addenda