



DATE: April 28, 2017

REQUEST FOR PROPOSAL:

#18-10 - Laser Printing and Bulk Mailing of the City of Iowa City Utility Bill

NOTICE TO PROPOSERS: Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below.

ADDRESS PROPOSALS TO: Attention of the City Clerk’s Office, City Hall, 410 E. Washington St., RM 140, Iowa City, IA 52240-1826. Proposals shall be sealed and clearly marked on the front **“Laser Printing and Bulk Mailing of the City of Iowa City Utility Bill, RFP #18-10.”**

Faxed and E-mailed Proposals will not be accepted.

QUESTIONS: All questions, inquiries, requests for public information and clarifications regarding this Request for Proposal can be answered by **e-mailing** the following representative. All questions will be answered on an individual basis and will not be posted to the City’s website. In order to receive a response **all questions must be in written form** and be submitted via e-mail no later than **May 18, 2017, noon (local time)**.

Mary Niichel-Hegwood
mary-niichel@iowa-city.org
(319)356-5078

PROPOSALS ARE DUE NO LATER THAN: 2:30 p.m. (local time), May 26, 2017. Proposers must submit **five (5) sealed hard copies** of the proposal.

The City is not responsible for delays occasioned by the U.S. Postal Service, or other carriers, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any proposal responses which are received later than the date and time stated above.

INSURANCE: Insurance is required, as specified in Section IV.

NO CONTACT POLICY. All questions regarding this Request for Proposal must be in written form and must be submitted to the representative listed above. After the date and time established for receipt of proposals by the City, any contact initiated by the proposer or by a City representative, other than the representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

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SECTION I. PROPOSAL SUBMITTAL CHECKLIST

Review the following checklist to make sure the contents listed below are included in all five (5) sealed copies of your company's proposal.

The required sections and specific content must be organized in the submitted proposal as they are listed below.

_____ **Executive Summary**

Letter signed by an authorized representative from your company summarizing your company's understanding of this contract. Provide any additional information that will assist in evaluating your company's ability to perform the requirements of this contract.

_____ **Wage Theft Policy**

After review of **Section V. Wage Theft Policy**, the **Wage Theft Affidavit** must be completed, notarized, and included in the submitted proposal.

_____ **Company Questionnaire**

Review and provide responses to the questions contained in **Section VI**. **This form must be included with your company's submitted proposal.**

_____ **Completed and Signed Company Information and Pricing Form**

A comprehensive and detailed listing of all costs, fees, and reimbursable fees to be incurred as a part of your company's work. All costs for this contract must be included in the submitted proposal. Exclusion of any costs for this contract will be the responsibility of your company. **This form (Section VII. Pricing and Company Information Form) must be included with your submitted proposal.**

SECTION II. SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS PROPOSAL

A. Scope of Work:

The City of Iowa City is soliciting proposals from qualified companies to provide laser printing and bulk mailing of the City of Iowa City utility bill per the terms, conditions, and specifications of this Request for Proposal document. The utility bills may include a special insert that must be printed by the vendor and inserted with each bill document. All mailing preparation and printing shall comply with postal standards and requirements allowing for the most advantageous postal rates. The vendor will be required to supply all paper products, including forms, inserts, and envelopes.

B. Contract Term:

- 1) The official contract start date will be designated as the date stated on the issued Purchase Order.
- 2) No price escalation will be allowed during the original term of the contract.
- 3) The parties will have the option to renew the contract each year upon mutual consent. This contract may be renewed for four (4) additional one (1) year periods.
- 4) Requests for proposed price changes after the initial term of the contract must be submitted to the Purchasing Agent. The City reserves the right to accept or reject price increases, to negotiate more favorable terms, or to terminate without cost, the future performance of the contract.

C. Proposal Requirements:

1. If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer should contact the City representative listed on page one of this document no later than **May 18, 2017, noon (local time)**. All questions must be in e-mail form in order to receive a response.
2. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal by a company concludes the company's acceptance of the terms and conditions herein, unless otherwise stated.
3. The format of the company's proposal must be consistent with the specifications listed on the ***Proposal Submittal Checklist – Section I***. Each copy must be organized as stated on the checklist and contain all of the required information in order for the City to fully evaluate the submitted proposal.
4. The proposer is responsible for all costs related to the preparation of the submitted proposal, any costs associated with the preparation of additional material, and any required visits to the City during the pre-award process.
5. Any costs associated with this project not specifically set forth in the company's submitted proposal will be the sole responsibility of the proposer. Price/Cost adjustments presented after the contract has been awarded will not be accepted by the City.
6. The City reserves the right to tour the proposer's facility before the contract is awarded.
7. All submitted proposals, including any negotiations, submitted shall be binding for one hundred and twenty (120) working days following the due date for the proposal or negotiations, unless the Proposer(s), at the City's request, agrees in writing to an extension.

8. Responses may be rejected if the proposer fails to perform any of the following:
 - a. To adhere to one or more of the provisions established in this Request for Proposal
 - b. To demonstrate competence, experience, and ability to provide services described in this Request for Proposal
 - c. To submit a response on or before the deadline and complete all required forms
 - d. To fulfill a request for an oral presentation or interview
 - e. To respond to a written request for clarification or additional information
9. Proposers may be required to submit financial statements subsequent to the opening of proposals together with such information as may be required to determine that a contemplated awardee is fully qualified to receive the award.

D. Reference Checks and Proposal Clarification:

The City of Iowa City reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal, and to discuss the proposer's qualifications. The City of Iowa City reserves the right to obtain and consider information from other sources concerning a vendor such as the vendor's capability and performance under other contracts.

E. Contract Negotiations:

The City of Iowa City reserves the right to negotiate specifications and terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal. The City of Iowa City may require the Request for Proposal and the proposer's submitted proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the City of Iowa City as contractually binding on the successful proposer.

The negotiated contract will provide that any material designed specifically to meet the project needs, or any modifications to existing materials for the project will become the property of the City of Iowa City over which it shall have exclusive property rights.

F. Evaluation Process:

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements, terms and conditions, and overall responsiveness to the Request for Proposal. The evaluation committee may conduct discussions with any proposer that submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other proposer. The evaluation committee reserves the right to request the proposer to provide additional information during this process.

An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The proposal that accrues the highest points shall be recommended for award subject to the best interests of City. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds the City's requirements. The following table lists the maximum points associated with each category. A proposer must score a minimum of 80 points in order to be considered for award.

“The Vendor’s submission of a proposal implies vendor acceptance of the evaluation technique and vendor recognition that some subjective judgments shall be made by the City of Iowa City during assignment of points.”

<u>PHASE ONE - POINT CATEGORY</u>	<u>ASSIGNED POINTS</u>
Proposer’s Facilities, Personnel, Capabilities to Perform the Required Work	40
Company History/Customer Satisfaction/References	30
Pricing	<u>30</u>
Total Points	100

G. Contract Award:

1. The submitted proposal must be complete to be considered for award.
2. Award, if made, will be between the City and the proposer. The awarded vendor shall not subcontract any part of this contract without the prior written approval of the City. All subcontractors working on this contract must be employed by and responsible to the awarded vendor; all fees for this project will be paid to the main contractor. Failure to comply with the subcontractor provision will result in termination of the contract.
3. The City reserves the right to qualify, accept, or reject any or all proposers as deemed to be in the best interest of the City. The City of Iowa City reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City of Iowa City reserves the right to accept or reject any exception taken by the proposer to the terms and conditions of the Request for Proposal.
4. Award, if made, will be in accordance with the terms and conditions herein.
5. Award, if made, shall be in the form of a purchase order issued by the City, which will include the terms and conditions of the Request for Proposal, and any additional submittals by the proposer that have been accepted by the City.
6. Any change to the contract must be approved in writing by the Purchasing Agent and the awarded vendor.
7. Consideration may be given to, but not limited to, the company’s qualifications, experience with past and present clients, customer satisfaction and references, proven success of other contracts, company’s financial stability, the company’s ability to demonstrate an understanding of the work to be performed, the company’s ability to comply with the requirements of this Request for Proposal, value of service relative to proposed costs.
8. The awarded vendor will be given the City’s **Contract Compliance Document** to complete and return before the commencement of the contract.
9. By submitting a proposal in response to this Request for Proposal, the proposer acknowledges that the proposal submitted shall become public information after the contract is awarded.
10. Awarded vendor(s) will be required to submit a current certificate of insurance prior to commencement of work. The certificate of insurance shall include the following items:

- The City of Iowa City will be named as additional insured
- Project proposal number and project title as the description
- Insurance carriers will be rated as A or better by A.M. Best

SECTION III. CONTRACT SPECIFICATIONS

A. Utility Bills

The printing of the utility bill shall include, but not be limited to:

1. A cut sheet paper for a laser image. Form size of 8 ½ x 11 inches, with a perforation 3 ¼ inches from the bottom. See Exhibit #1.
2. The current City of Iowa City logo must be included at the top of each form.
3. A remittance stub must be on the bottom of the form.
4. The policy and procedure information on the backside of each current form must be printed on the portion retained by the customer. See Exhibit #2.
5. Credit card payment information must be printed on the backside of the remittance stubs. See Exhibit #2.

“Keep this portion for your records”, “See reverse side for important information,” and “Please detach and return this portion with your payment” must be printed on the front of the form. See Exhibit #1.
6. The remittance stubs will be placed in a window remittance envelope.
7. Three (3) or four (4) utility bill pdf files are created four (4) times a month on Tuesday evenings with the average quantity of 20,000 bills each month.
8. Bills with the same bill address must be combined and inserted into a single envelope.
9. All bills damaged during any stage of the printing or mail process must be reproduced at the vendor’s expense and mailed with that same mailing.
10. The printing and mailing of the utility bills must be completed within one business day of receiving the transmitted data files.
11. The selected vendor must provide to the City an electronic file outlining the number of utility bills printed for each pdf bill file received.
12. The City requires a detailed report that must be included with your monthly invoice referencing the number of utility bill forms used to verify current inventory. See Exhibit #3 for a copy of a City of Iowa City printed utility bill.

B. USPS CASS Certification:

1. The selected vendor shall use an appropriate mail system/software to meet the USPS CASS certification standards and obtain the lowest postal rate for each mailing.
2. The selected vendor shall provide reports to the Revenue Division detailing the mailing address corrections and changes (listing the utility account # - CID #, the transmitted

mailing address to the vendor, and the mailing address after the change/correction was completed).

3. The selected vendor shall provide reports to the Revenue Division detailing the mailing addresses that could not be CASS certified (listing the utility account # - CID #, the transmitted mailing address to the vendor, and identifying the problem with that mailing address).
4. An itemized monthly report of the postal charges, including the number of bills and/or notices mailed, the unit cost(s) of each mailing and the total postage expense.

C. Envelopes

1. The outer envelope is a #10 window envelope. See Exhibit #4.
2. The remittance envelope is a #9 window envelope. See Exhibit #5.
3. The selected vendor shall maintain sufficient inventory of the envelopes to process all mailings with the specified time limits of the RFP/contract proposal.
4. The mail out envelope must include the endorsement FORWARDING SERVICE REQUESTED.
5. Sufficient monthly inventory of the envelopes must be provided to the City's Revenue Division for in-house processing (quantity to be determined after production testing is completed).
6. The remittance envelope is not a static insert as not all accounts receive a return envelope.
7. The City prefers the envelopes be manufactured using a recycled paper product.
8. The City requires a detailed report that must be included with your monthly invoice referencing the number of the envelopes used to verify the current inventory.

D. Inserts

1. A bill insert for the utility bills may be required.
2. This insert may be of variable size from 8 ½ x 11 full sheet to a 1/3 size sheet or less.
3. The number of inserts are limited by the weight of each completed mail piece (bill, remittance envelope and inserts) to not exceed the maximum weight to obtain the best postage rate for automated presort first class bulk mailing.
4. The vendor would be required to produce sufficient copies of the insert for the utility bill mailings for that calendar month – one insert per mailing – unless the selected inserts are a preprinted brochure.

SECTION IV.
CITY OF IOWA CITY – PURCHASING DIVISION
GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The general rules and conditions which follow apply to all proposals issued by the City unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR PROPOSAL (RFP): is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a **REQUEST FOR PROPOSAL**, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is **NOT** a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

1. **NO CONTACT POLICY.** After the date and time established for receipt of proposals by the City, any contact initiated by the Proposer or by a City representative, other than the Purchasing Division representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the Proposer from the procurement transaction.
2. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proper proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the Proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Proposer to the proposal.
3. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed or e-mailed proposals will not be accepted. Proposal shall be submitted in a sealed envelope or box clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

Attn: City Clerk's Office
City of Iowa City
410 E. Washington St., RM 140
Iowa City, Iowa 52240-1826
4. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerk or other specified agent on or before the local time and date specified. The City shall not be responsible for, and may not consider, any proposal delayed in the postal or other delivery service, or in the City's internal mail system, nor any late proposal, amendment thereto, or request for withdrawal of proposal

received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to the specified proposal date.

5. RECEIPT OF PROPOSALS. Unless otherwise required by the Iowa Public Records law, during the process of negotiations, no proposals shall be handled so as to permit disclosure to competing Proposers of the identity of the Proposer with whom the City is negotiating or the contents of the proposal.
6. PROPOSALS BINDING 120 DAYS. Unless otherwise specified, all formal proposals, including any negotiations, submitted shall be binding for one hundred and twenty (120) working days following the due date for the proposal or negotiations, unless the Proposer(s), at the City's request, agrees in writing to an extension.
7. TRADE SECRETS OR PROPRIETY INFORMATION. The laws of Iowa require that at the conclusion of the selection process the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld.
8. MULTIPLE PROPOSALS. Proposers may submit more than one proposal, provided the additional proposal or proposals are properly submitted on the proposal forms or in the proposal format.
9. COMPETENCY OF PROPOSER. No proposal may be accepted from or contract awarded to any person, firm or corporation that is in arrears or in default to the City of Iowa City upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. If requested, the Proposer shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
10. COLLUSIVE PROPOSING. The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. OFFICERS NOT TO BENEFIT. Upon signing this agreement, Consultant acknowledges that Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5
12. EQUAL EMPLOYMENT OPPORTUNITY. All Proposers are subject to and must comply with the provisions of the City's EEO policy and applicable local, state and federal antidiscrimination laws. All City contractors, subcontractors or consultants with contracts of \$25,000 or more (or less, if required by another governmental agency) must abide by the requirements of the City's Contract Compliance. Emergency contracts are exempt from this provision.

13. **WAGE THEFT.** All City contractors with contracts of \$25,000 or more must abide by the requirements of the City's Wage Theft Policy. Pursuant to the Wage Theft Policy, the City will not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City's purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

B. BONDS AND INSURANCE

1. **BID SECURITY.** **When required,** no bid shall be considered unless accompanied by either of the following forms of bid security:
 - a. A certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States, or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to a minimum of five percent (5%) of the bid, or
 - b. A bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in a penal sum of a minimum of five percent (5%) of the bid.

The bid security shall be made payable to the TREASURER OF THE CITY OF IOWA CITY, IOWA, and shall be forfeited to the City of Iowa City as liquidated damages in the event the successful Proposer fails to enter into a contract within fourteen (14) calendar days and, when required, post bond satisfactory to the City insuring the faithful performance of the contract and maintenance of said work, if required, pursuant to the provisions of the bid documents and other contract documents. The amount of the check, draft or bond shall not constitute a limitation upon the right of the City of Iowa City, Iowa, to recover for the full amount of such damage.

Security deposits of the lowest two (2) or more Proposers may be retained pending contract award or rejection. All other security deposits will be returned promptly.

2. **PERFORMANCE BOND.** When required, the successful Proposer shall furnish a bond in the amount of one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City and shall guarantee the prompt payments of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operation of the contract, and shall also guarantee the maintenance of the improvement for a specified period following its completion and acceptance by the City. A letter of Irrevocable Credit from a responsible lending agency approved by the City, for the same guarantee(s) as noted above, may be submitted for approval. The City reserves the right to accept or reject this form of guarantee.

3. **INSURANCE REQUIREMENTS.** When required, the successful Proposer shall provide insurance as follows:

a. Certificate of Insurance; Cancellation or Modification

1. Before commencing work, the Contractor shall submit to the City for approval of a Certificate of Insurance meeting all requirements specified herein, to be in effect for the full contract period.
2. The Contractor shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.
3. Cancellation or modification of said policy or policies shall be considered just cause for the City of Iowa City to immediately cancel the contract and/or to halt on the contract, and to withhold payment for any work performed on the contract.
4. The policy shall be primary in payment, not excess or contingent, regardless of any other coverage available to the City.

b. **Minimum Coverage**

Any policy or policies of insurance purchased by the Contractor to satisfy his/her responsibilities under this contract shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Insurance Requirements

Informal Project Specs: Class I (under \$1M)

Type of Coverage	Each Occurrence	Aggregate
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
b. Automobile Liability	Combined Single Limit	
(1) Bodily Injury & Property Damage	\$500,000	
c. Worker's Compensation Insurance as required by Chapter 85, Code of Iowa.		

The City requires that the Contractor's Insurance carrier be "A" rated or better by A.M. Best.

C. SPECIFICATIONS

1. **FORMAL SPECIFICATIONS.** The Proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, building codes, underwriters' codes or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.

The absence of a written list of deviations submitted with the proposal shall hold the Proposer strictly accountable to the City and to the specifications as written. Any unauthorized deviation from the specifications may be grounds for rejection of the service when delivered.

2. **PROPOSED ALTERNATE.** When an item is identified in the bid document by a manufacturer's name or catalog number, it is understood that the Proposer proposes to furnish the commodity and/or service so identified by the City unless the Proposer specifically proposes an alternate. In bidding on a proposed alternate, the Proposer shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings, performance and test data, references, and any other information necessary for a complete evaluation. Proposer shall include a statement setting forth any changes in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the Proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Proposer shall provide a description of qualifications, credentials, experience, and resources as they relate to the provision of the proposal. The Proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contact person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made by written addendum. Unless otherwise specified the addendum will be posted to the City of Iowa City website: <https://icgov.org/purchasing-bids>

Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date. It is the Proposer's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Request for Proposal prior to bidding.

D. SELECTION OF FIRM

1. **REJECTION OF PROPOSALS.** The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject the proposal of any Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from a Proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION.** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected. Criteria for selection will include but not be limited to:
 - The quality, availability, adaptability and life cycle costing of the commodities and/or service.
 - Guarantees and warranties.
 - Ability, capacity and skill to provide the commodities and/or service required within the specified time.
 - Ability to provide future maintenance and service.

- Character, integrity, reputation, experience and efficiency.
- Quality of performance of previous and/or existing contracts.
- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
- Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on surety to the City.
- If reasonable doubts arise as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency and/or require a performance bond.
- Such other relevant information as may be secured by the City.
- Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.

Once the City has reached an agreement with the Proposer, a purchase order will be issued to the awardee. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made.
4. **PRESENTATIONS.** When required and based on an evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the City.

Formal presentations will be scored and evaluated by a committee. The evaluation committee will make a recommendation to the City Manager and if required, to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.

5. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

E. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon City's selection and satisfactory negotiation between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the City; or if the Proposer's contract document is used, the City reserves the right to modify any document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent of appropriations available to each project. The City's extended obligation on these contracts which envision extended funding through successive fiscal periods shall be contingent upon actual appropriation for the following fiscal year.

4. CHANGE IN LAWS: In the event of a change in law that frustrates the goals of the City relative to this contract, the City will be entitled to terminate the contract upon written notification to the vendor without cost or penalty to the City.
5. CONTRACT ALTERATIONS. The City reserves the right to make changes to the Services to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and agreed to by both the City and the Proposer. The Proposer shall not commence any additional work or change the scope of the Service until authorized in writing by the City. Proposer shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Agreement executed by both the Proposer and the City. This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.
6. SUBLETTING OF CONTRACT. Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
7. CONTRACT PERIOD. Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. Extended upon written authorization of the City and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
 - b. Terminated due to default, as described below.
8. DEFAULT. The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period during which to cure or remedy the default, which cure period shall be included in the written notice of default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the Contract terminated without further notice. In either event, the defaulting Contractor (or his/her surety) shall be liable to the City for cost to the City in excess of the defaulted contract price. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.

If the Contract is terminated, an award may then be made to the next qualified Proposer; or when time is of the essence, services may be contracted in accordance with Emergency procedures.

9. DELIVERY FAILURES. Failure of a contractor to provide commodities and/or service within the time specified, unless extended in writing by the City, or failure to replace rejected commodities and/or service when so directed by the City shall constitute delivery failure. When such failure occurs the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities and/or service of comparable worth to replace the articles of service rejected or not delivered. On all such purchases, the Contractor shall reimburse the City, within a reasonable time specified by

the City, for any expense incurred in excess of contract prices, or the City may deduct such amount from monies owed the Contractor. If the contract is not cancelled, such purchases shall be deducted from contract quantities. The City reserves the right to accept commodities and/or service delivered which do not meet specifications or are substandard in quality, subject to an adjustment in price to be determined by the City. Acceptance will be at the sole discretion of the City.

10. FORCE MAJEURE. The Contractor shall not be liable in damages for delivery failure when such failure is the result of fire, flood, strike, and act of God, act of government, act of an alien enemy or any other circumstances which, in the City's opinion, is beyond the control of the Contractor. Under such circumstances, however, the City may at its discretion cancel the contract.
11. INDEMNITY. The Proposer shall indemnify, defend and hold harmless the City of Iowa City and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, license, patent, or copyright infringement, or property damage rising out of or resulting from the Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Iowa City.

Responsibility for Damage Claims - It is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and the prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copy-right or non-copyright composition, secret process, license, patented or unpatented invention, article, apparatus, or appliance, including any device or article forming a part of the apparatus or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
 - b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Iowa and the Federal Government.
12. ANTI-DISCRIMINATION. Proposer shall not discriminate against any person in employment or public accommodation because of race, religion, color, creed, gender identity, sex, national origin, sexual orientation, mental or physical disability, marital status or age. "Employment" shall include but not be limited to hiring, accepting, registering, classifying, promoting, or referring to employment. "Public accommodation" shall include but not be limited to providing goods, services, facilities, privileges and advantages to the public.

13. **CHOICE OF LAW AND FORUM.** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to the choice of law provisions of Iowa law. In the event any judicial proceeding is commenced in connection with this Agreement, the exclusive jurisdiction for the proceeding shall be in the Iowa District Court in and for Johnson County, Iowa City, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including without limitation immunity in State or Federal court, which may be available to the City.

F. PAYMENT PROVISIONS

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
2. **INVOICING.** Following acceptance of each payment term, payment shall be made within thirty (30) calendar days from receipt of itemized invoice. Before City will pay any invoice, the invoice must first include proposal number, department name, dollar amount, and any other pertinent information. Submit invoice to:
Revenue Division
City of Iowa City
410 East Washington St.
Iowa City, Iowa 52240
3. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of claims. In all cases, regulations and limitations imposed by the Federal Government and State of Iowa shall prevail.
4. **TAXES.** The City of Iowa City is exempt from all Federal, State of Iowa and other states' taxes on the purchase of commodities and services used by the City of Iowa City within the State of Iowa. The Purchasing Division shall provide tax exemption certification to out of state suppliers as required. Out of state taxes imposed on purchases of commodities and/or services which are used within another state are applicable and subject to payment.

SECTION V. CITY OF IOWA CITY WAGE THEFT POLICY

It is the policy of the City of Iowa City, as expressed by City Council Resolution No. 15-364 adopted on November 10, 2015, not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. (hereinafter “Wage Theft Policy”)

I. **Application.** The Wage Theft Policy applies to the following:

- a. Contracts in excess of \$25,000 for goods, services or public improvements.
- b. Contracts for discretionary economic development assistance. “Discretionary” economic development assistance shall mean any economic development assistance provided by the City of Iowa City that is not required by law.

II. **Exceptions.** The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City’s purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

III. **Affidavit.** **The contracting entity must complete the attached affidavit showing compliance with the Wage Theft Policy and provide it to the Contracting Department prior to the execution of the contract.**

Contract provision: Any contract to which this policy is applicable will include the following contract provision: If the City becomes aware that a person or entity (including an owner of more than 25% of the entity) has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, within the five (5) year period prior to the award or at any time after the award, such violation shall constitute a default under the contract.

IV. **Waivers.** If a person or entity is ineligible to contract with the City as a result of the Wage Theft Policy it may submit a request in writing indicating that one or more of the following actions have been taken:

- a. There has been a bona fide change in ownership or control of the ineligible person or entity;
- b. Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation(s);
- c. Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default; or
- d. Other factors that the person or entity believes are relevant.

The City Manager or Designee shall review the documentation submitted, make any inquiries deemed necessary, request additional documentation if warranted and determine whether a reduction in the ineligibility period or waiver is warranted. Should the City Manager or Designee determine that a reduction or waiver of the ineligibility period is warranted the City Manager or Designee shall make such recommendation to the City Council. The City Council will make a final decision as to whether to grant a reduction or waiver.

This following affidavit form must be included with the vendor’s proposal.

WAGE THEFT AFFIDAVIT

STATE OF _____)

) ss:

_____ COUNTY)

I, _____, upon being duly sworn, state as follows:

1. I am the _____ (position) of _____ (“contracting entity”) and have the authority to execute this affidavit on behalf of said contracting entity and any person or entity with an ownership interest in said contracting entity of more than 25%.
2. Neither _____ (contracting entity) nor any person or entity with an ownership interest of more than 25% of said contracting entity has been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection Law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute of local ordinance, which governs the payment of wages in the last 5 years.

Signature

This instrument was acknowledged before me by

_____ on _____, 20____.

Notary Public in and for the State of _____

SECTION VI. COMPANY QUESTIONNAIRE

This form must be included with the vendor's proposal.

1. Explain the history of your company. Include all products and services your company makes available to customers.
2. Where are your customers located? How many accounts does your company service?
3. How long has your company been in business servicing the eastern Iowa area?
4. Are there any mergers, acquisitions, buyouts, etc. that would affect the location of your mail processing or services requested in this proposal?
5. How long has your company printed and mailed forms for customers?
6. How often do you bill for your printing and mailing services?
7. Do you bill the City for total inventory when received or do you bill for inventory as it is used?
8. How many months of inventory would you retain? Is the cost of the inventory built into your overall production costs or are those costs itemized separately each month? If the costs were separate, how would you invoice that expense?
9. Detail your timeline from the contract award date to presenting your production of the utility bill form. Include in your timeline: processing revisions, submission of your final product for City approval, and final implementation.
10. Define the quality control measures you intend to implement to insure the number of bill records in the received transmission files were printed and mailed. Explain the quality control procedures for every step from production to mailing.
11. What backup arrangements exist should your production and mailing processing system fail (receiving of file transmissions, printing utility bills, the mailing of utility bills)? Describe your Disaster Recovery Plan.
12. If there is an error during any stage of the production of a transmitted file, or to the complete file, who bears the cost of a duplicate production of that file (e.g. forms and/or envelopes used, production time, etc.)?
13. The utility bill files (average 5,000 per week) are prepared on Tuesday evenings and are ready for transmission around midnight. When would be the most opportune time to transmit the file to you for processing and mailing? What times of any day could your company receive the file transmissions?
14. After receiving the file transmissions, what is the shortest time period that your company would guarantee that the utility bills would be delivered to the US Postal Office for mailing.
15. Some of our utility customers have multiple accounts. The City requests that you combine these two bills for mailing in a single envelope. Explain the process that your company would use for mailing if these forms are addressed to the same customer.

16. A utility insert may be included with the utility bills. What would be the best method of providing the master insert document to your company for production? Since the first billing for any month would fall on the 1st Wednesday of the month, when would you need that document and how would you ensure that an insert is included with each utility bill for that particular month?
17. What are your restrictions on utility bill inserts (e.g. size, preprinted glossy pamphlet, paperweight, etc.)?
18. Some utility bill inserts are like a newsletter, printed on 8 ½ x 11, 20 pound paper, reproduced by the vendor completing mailing. What would be your minimum lead time to receive a master document and to produce the utility bill insert.
19. What do you consider an acceptable amount of form and envelope spoilage when producing the utility bill? Who would incur the costs of spoilage?
20. Explain your customer service policy, including the attention that your company devotes to individual accounts. Does your company designate an Account Representative(s) to individual accounts? List the Account Representative(s) that would be assigned to the City? Include both experience and qualifications of the designated Account Representative(s). List the responsibilities of each Account Representative.
21. Provide a list of at least (5) small and large scale printing and mailing projects that your company has been involved with and provide letters of recommendation and testimonials for these projects. Include company contact names and phone numbers.
22. What is the CASS certification software that you use to obtain the best automation postal rate allowed by the US Postal System?
23. Define and describe the reports that are created from your CASS certification software. Submit samples of each report used for the mailing and address certification system.
24. What type of reports do you prepare for the City's review to itemize the total postage fees per mailing and how often are these reports produced.
25. The City requests a detailed report of any mailing address changes through the CASS certification software review (address before CASS certification and address after CASS certification) and a detailed listing of those addresses that could not be matched or CASS certified. How would those reports be generated and when would the City receive these reports?
26. What is the method used for file transfer (Web, FTP, Bulletin Board, TCP/IP, Modem)? The City prefers FTP or e-mail for file transfer. If your company does not use either of these methods, which method of file transfer would be proposed?
27. What type of technical support is offered by your company? Explain the qualifications and experience of your technical support staff. Would the City have an assigned technical support representative(s) (phone, e-mail, pager, etc.)? List the hours your staff would be available for technical support.

SECTION VII. PRICE AND COMPANY INFORMATION FORM

This form must be included with the vendor's proposal.

Any costs associated with the Laser Printing and Bulk Mailing of the City of Iowa City Utility Bill not specifically set forth in this Request for Proposal must be included in the fees and charges proposed by the vendor. Any pricing exclusions will be the responsibility of the vendor.

CONTRACT PRICING**A. Utility Bills – Processing and Printing**

Pricing for Utility Bills must include the following services:

- Initial system design, programming and implementation
- Initial form design, consultation, and set-up
- Warehouse and inventory control of all procured forms, envelopes, and inserts
- Laser printing of all required documents
- Bar coding for multi-page insertion
- Folding of all required documents
- Inserting of all required documents
- First class bar coding, pre-sorting, and qualification
- Sealing, tagging, an traying of all mail for distribution through the USPS postal facility
- One additional insert per envelope; two if a #9 return envelope is required

1. Utility bill images \$_____ each (per image)
2. Combined minimum monthly service billing \$_____
3. Postage (Prepaid)
All 1 oz. mail at the automated discount postal rate \$_____ each account
CASS and PAVE Certification: includes address preparation, zip code change reports

B. Utility Bills – Forms and Envelopes

The vendor will be responsible for replenishing inventory on a quarterly, or as needed basis. The City will be billed for forms and envelopes as used on a monthly basis.

1. Utility bill form \$_____ per thousand
2. #10 Outgoing window envelope – 1 color \$_____ per thousand
3. #8 5/8 Return window envelope – 1 color \$_____ per thousand

C. Utility Bill Inserts

The vendor will be responsible for providing and including approximately 20,000 monthly inserts with the utility bills. The inserts must adhere to following requirements:

- #24 Blue paper
- Finished sizes 8 ½ x 3 2/3
- Printed 1 color, 2 sides, black ink
- Copy to change monthly
- City furnishes art

1. Cost for printing and including insert \$_____ each
- D. Insert Pricing**
1. 8 ½ x 11 Printed 1 side black ink on 20# color stock folded with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
2. 8 ½ x 11 Printed 1 side black ink on 20# white stock folded with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
3. 3.625 x 8.5 (1/3 sheet) Printed 1 side black ink on 24# color stock with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
4. 3.625 x 8.5 (1/3 sheet) Printed 1 side black ink on 24# white stock with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
5. 8 ½ x 11 Printed front and back, black ink on 20# color stock folded with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
6. 8 ½ x 11 Printed front and back, black ink on 20# white stock folded with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
7. 3.625 x 8.5 (1/3 sheet) Printed front and back, black ink on 24# color stock with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____
8. 3.625 x 8.5 (1/3 sheet) Printed front and back, black ink on 24# white stock with copy provided \$_____ per thousand
Quantity 20,000 **Total price** \$_____

Exceptions, Deviations or other Agreements

Exceptions/Deviations to this Request for Proposal shall be taken below. Exceptions may not be added to any submittals after the due date. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. **If your company has no exceptions/deviations, please write "No Exceptions" in the space provided. If you state no exceptions, you may not add your company's terms and conditions or any other documents to your submitted proposal or any submittals after the proposal due date.**

Prohibited Interest

Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5

Your firm shall identify any relationship that has existed, or presently exists with the City of Iowa City and its staff that may interfere with fair competition or may be a possible conflict of interest for either party. **If no relationship has existed or does not presently exist, the company must make this statement in the space provided below (companies are subject to disqualification on the basis of any potential for conflict of interest as determined by the City of Iowa City).**

Liens, Unsatisfied Judgments, Disciplinary Actions

List any and all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your company or any of its personnel relating to your firm's services that are current, pending, or occurring in the last five (5) years. If your company has no liens, unsatisfied judgments, or disciplinary actions that have occurred you must state this also.

City of Iowa City Wage Theft Policy

Your company must carefully review the policy included in Section V. of this Request for Proposal. Any objection that your company has regarding this policy must be stated in the space provided below. If your company is in agreement with this policy and is able to uphold the policy, provide a statement in the space provided below.

Voluntary Demographic Information

- “*Women owned business*” means a business that is fifty-one percent or more owned, operated, and actively managed by one or more women.
- “*Minority-owned business*” means a business that is fifty-one percent or more owned, operated, and actively managed by one or more minority persons. "Minority" persons are persons who are Asian, Black, Hispanic and Native American.
- “*Service-disabled veteran-owned business*” means a business that is fifty-one percent or more owned, operated, and actively managed by one or more service-disabled veterans, as defined in 15 U.S.C. §632.

- None of the Above

Designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. Provide the following information:

Name: _____

Phone Number: _____

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to provide the required labor, services, materials, and equipment to perform the work as described in the proposal documents and to do all work at the prices set forth within.

The undersigned proposer certifies that this proposal is made in good faith and without collusion and connection with any person or persons bidding on the project.

The undersigned proposer states that this proposal is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor’s proposal and the RFP prepared by the City of Iowa City, the City’s document shall prevail.

Name of Firm: _____

Name and Title of Representative: _____

Authorized Signature: _____

Address: _____

Date: _____

Phone: _____

E-Mail Address: _____



LOCATED AT:

CITY HALL
410 EAST WASHINGTON ST.
IOWA CITY, IOWA 52240-1826
PHONE (319) 356-5066

Exhibit 1



Keep this portion for your records. See reverse side for important information.

Please detach and return this portion with your payment.

IMPORTANT INFORMATION

Exhibit 2

Charges for City utility services are billed on a monthly basis. These charges are due and payable when billed and become delinquent (past due) 15 days thereafter. Accounts are subject to additional collection procedures, involving possible service fees and discontinuance of service(s), when payment in full is not received within 22 calendar days after the bill date.

★ ★ ★ ★ ★
REMITTANCE OPTIONS:

1) Use the enclosed return envelope. Please be sure the mailing address on the payment stub is visible in the window of the return envelope. Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your bank account on the same day the payment is received.

2) Mail to: City of Iowa City – Utilities
P.O. Box 10399
Des Moines, IA 50306-0399

3) Automatic Bank Debit Payment: "SurePay" system. Call (319) 356-5066 for more information.

4) Payment can be made with Master Card, VISA or Discover on our website: www.icgov.org/ezpay

5) Additional Payment Locations:

City Hall 410 East Washington Street:

Cashier Revenue Division	Drive-Up Drop Box East Drive as you exit	Walk-in Drop Box Main Lobby
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Do not pay at the following locations if you have received a collection letter. Payments are credited to your account when received at the Revenue Division, City Hall.

Druggtown 301 N First Avenue	Hy-Vee Food Store 812 S First Avenue	Hy-Vee Food Store 721 Waterfront Drive	Hy-Vee Food Store 1201 N Dodge St.
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★ ★ ★ ★ ★

IF YOU HAVE:

PLEASE CALL:

Bill Questions	(319) 356-5066
High Usage	(319) 356-5066
Water Emergency	(319) 356-5166
Sewer Emergency	(319) 356-5177
Refuse / Recycling Collection	(319) 356-5180

Moving? . . . PLEASE NOTIFY US ONE WEEK BEFORE LEAVING (319) 356-5066

Business Hours: 8:00 a.m. to 5:00 p.m.

Business Address: City of Iowa City Phone: 356-5066
City Hall Revenue Division
410 E. Washington Street
Iowa City, IA 52240-1826

**TO CHANGE YOUR
MAILING ADDRESS
PLEASE COMPLETE:**

Name _____

Street _____

Apt # _____

City _____

State _____

Zip _____

TO PAY BY CREDIT CARD:

PAY ONLINE: OR
www.icgov.org/ezpay

REMIT TO:
City of Iowa City – Utilities
410 E Washington Street
Iowa City, IA 52240

Check One VISA MasterCard Discover

Card Number _____

Card Number

Expiration Date _____ / _____

Mo

Yr

\$ _____

Amount of Payment

Cardholder Name _____

Phone Number _____

Your Signature _____



LOCATED AT:

CITY HALL
410 EAST WASHINGTON ST.
IOWA CITY, IOWA 52240-1826
PHONE (319) 356-5066

UTILITY BILL
PAY ONLINE:



BILL DATE	ZONE	ACCOUNT # - CID #
04/19/2017	C	1035924 - 307450
SERVICE ADDRESS		
2401 S SCOTT BLVD		
SERVICE FROM	SERVICE TO	
03/06/2017	04/10/2017	
PAST DUE AMOUNT	CURRENT BILL AMOUNT	
-\$38.69	\$38.69	
DATE CURRENT BILL DUE	TOTAL BALANCE DUE	
05/04/2017	\$0.00	

Exhibit 3

CITY OF IOWA CITY-LANDFILL
410 E WASHINGTON ST
IOWA CITY, IA 52240-0000

CONSUMPTION INFORMATION

Page 1 of 1

Meter Number	Present Reading	Previous Reading	Cubic Feet Used	Read Code
060692814	11400	11130	270	ACTUAL READ

USAGE INFORMATION

	Cubic Feet
Present Usage:	270
Average Monthly Usage:	200
Usage One Year Ago:	210

SUMMARY OF CURRENT CHARGES

WATER	23.76
SEWER	14.93
TOTAL CURRENT CHARGES	38.69
CURRENT DUE AFTER 05/11/2017 (includes 5% late fee)	\$38.69

NEW YARD WASTE STICKERS ARE NOW AVAILABLE. THE STICKERS ARE \$12.50 AND WILL BE VALID NOW THROUGH DEC 29, 2017. STICKERS CAN BE PURCHASED AT CITY HALL, BY MAIL, OR BY PHONE (319) 356-5066. A \$.50 POSTAGE AND HANDLING FEE IS ADDED IF PAYING BY PHONE OR BY MAIL.

Keep this portion for your records. See reverse side for important information.

Please detach and return this portion with your payment

BILLING DATE	ZONE	ACCOUNT # - CID #	PAST DUE AMOUNT	CURRENT BALANCE DUE DATE	CURRENT BALANCE DUE	TOTAL BALANCE DUE	AMOUNT PAID
04/19/2017	C	1035924 - 307450	-\$38.69	05/04/2017	\$38.69	\$0.00	

CHECK HERE FOR:

- Address correction and complete reverse side.
- Credit card payment and complete reverse side.

MAKE CHECKS PAYABLE TO: CITY OF IOWA CITY
REMIT TO:

CITY OF IOWA CITY - UTILITIES
PAYMENT PROCESSING DEPARTMENT
P.O. BOX 10399
DES MOINES, IA 50306-0399

CITY OF IOWA CITY-LANDFILL
410 E WASHINGTON ST
IOWA CITY, IA 52240-0000

00006042017200696090000000000000



CITY OF IOWA CITY
REVENUE DIVISION
410 E WASHINGTON ST
IOWA CITY IA 52240-1826

Exhibit 4



FROM _____

Exhibit 5



PLACE
POSTAGE
STAMP
HERE

