

**CITY OF COVINGTON REQUEST FOR PROPOSAL
INTEGRATED BILL PRINTING & MAILING, PDF IMAGING, E-BILLING,
ELECTRONIC BILL PRINTING & MAILING & IVR BILL PAYMENT SERVICES**

SEALED BIDS WILL BE RECEIVED UNTIL **2:00 P.M.**, LOCAL TIME, **TUESDAY, NOVEMBER 05, 2019**, AT THE OFFICE OF THE PURCHASING AGENT, CITY HALL, COVINGTON, LOUISIANA, 317 N. JEFFERSON AVENUE, COVINGTON, LA 70433;

FOR THE PURCHASE OF INTEGRATED BILL PRINTING & MAILING, PDF IMAGING, E-BILLING, ELECTRONIC BILL PRINTING & MAILING & IVR BILL PAYMENT SERVICES TO BE USED BY THE CITY OF COVINGTON UTILITY DEPARTMENT. BIDS WILL BE OPENED AT **2:00 P.M.** IN THE CITY HALL CONFERENCE ROOM, CITY HALL, COVINGTON, LOUISIANA.

ANY BIDS RECEIVED AFTER **2:00 P.M. ON TUESDAY, NOVEMBER 05, 2019** WILL BE RETURNED UNOPENED.

APPLICANT MUST HAVE CURRENT OCCUPATIONAL LICENSE.

THE CONTRACT TERM WILL BE FOR A PERIOD OF TWO (2) YEARS WITH OPTION TO RENEW FOR (5) YEARS. INDIVIDUAL ORDERS WILL BE PLACED UNDER THE CONTRACT. NO MINIMUM VALUE IS GUARANTEED.

PROPOSALS SHALL SET FORTH THE COST PER UNIT ON THE PROVIDED FORMS.

A COMPLETE AND DETAILED REQUEST FOR PROPOSAL IS AVAILABLE FOR PUBLIC INSPECTION AND DOWNLOADING FROM THE CITY'S WEBSITE AT WWW.COVLA.COM, BY EMAILING THE CITY OF COVINGTON, PURCHASING AGENT OFFICE AT SSHARP@COVLA.COM, BY CALLING FOR A COPY AT (985)898-4733 OPTION 2 OR BY REQUESTING IN PERSON AT CITY OF COVINGTON, CITY HALL, 317 N. JEFFERSON AVENUE, COVINGTON, LA 70433.

THE OUTSIDE ENVELOPE IN WHICH THE BID IS PLACED MUST BE CLEARLY MARKED AS FOLLOWS:

SEALED BID: REQUEST FOR PROPOSAL FOR INTEGRATED BILL PRINTING & MAILING BILL PAYMENT SERVICES OPENING DATE: 11/05/19

BIDS MUST BE SEALED. EMAILED OR FAXED BIDS WILL BE DISQUALIFIED.

THE ENTIRE PACKAGE MUST BE SUBMITTED TO STACEY SHARP, PURCHASING AGENT, CITY OF COVINGTON, 317 N. JEFFERSON AVE., P.O. BOX 778, COVINGTON, LA 70434 IN TRIPLICATE.

ALL APPLICABLE LAWS, ORDINANCES, AND THE RULES AND REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION OVER PURCHASE OF WATER METERS, BASE STATION, REPEATERS (COMPATIBLE WITH THE HARMONY ACQUISITION SOFTWARE) SHALL APPLY TO THE CONTRACT THROUGHOUT