

**City of Medford**  
**Request for Proposals**  
**Printing & Mailing Service**  
**RFP 22-003 UTIL**

The City of Medford desires qualified vendors to provide printing and mailing services of approximately 25,000 invoices per month. The utility invoices be mailed on the 15<sup>th</sup> of the month; they will not be distributed evenly throughout the month. The City requires inserts be included with the invoices; it is expected this will occur with the invoices on the 15<sup>th</sup>. In addition, daily off-cycle invoices including, but not limited to final notices, alarms, and rental registrations, will need to be processed. The qualified vendor must have demonstrated ability to providing the above services for a public agency of equal or greater size than the City. The City will be contracting with a vendor for an initial three-year period. At the City's option, two three-year extensions will be permitted with the same terms and conditions of the original contract or as amended.

While every effort has been made to ensure the accuracy and completeness of information in the RFP we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the City of Medford.

The complete Request for Proposal document can be obtained through Periscope s2g (formally known as BidSnyc) at: <https://www.periscopeholdings.com/s2g>. Response to the Request for Proposals will be uploaded through Periscope S2G Proposals must be received by 4:00 pm PST on May 12, 2022. Late proposals shall be retained by the City, but not considered for award.

The City reserves the right to reject any and all proposals, not in compliance with all prescribed public bidding procedures and requirements and may reject, for good cause, any and all proposals upon the finding that it is in the public interest to do so. The City reserves the right to waive any and all informalities if it is deemed in the best interest of the public.

The City's programs, services, and activities are open to all persons without regard to race, gender, age, handicap, religion, ethnic background, sexual orientation, or national origin. For further information about this equal opportunity policy, see the City's Human Resources site at <https://www.medfordoregon.gov>