

INVITATION TO BID

PROJECT: Generate and Mail Statements and Notices

Advertise Date: May 16, 2019

SEALED BIDS WILL BE RECEIVED AT:

Northern Kentucky Water District
2835 Crescent Springs Rd.
P.O. Box 18640
Erlanger, Kentucky 41018

UNTIL: Date: May 30, 2019
Time: 2:00 p.m., local time

At said place and time, and promptly thereafter, all bids that have been duly received will be publicly opened and read aloud.

The proposed services are generally described as follows: The processing of electronic customer account data provided by the Northern Kentucky Water District ("Owner") via automated, electronic transmission and the furnishing of forms and envelopes for printing, inserting, and mailing services for utility customer invoices and notices and the furnishing of required reports and statistics to the Owner over an eighteen-month period beginning July 16, 2019 with the term ending December 31, 2020. There will be optional one-year extensions at the same unit prices bid for up to three additional one-year terms beginning January 1, 2021 with extensions possible through December 31, 2023.

All bids must be in accordance with the Bidding Documents on file, and available for examination at: Northern Kentucky Water District, 2835 Crescent Springs Rd., Erlanger, Kentucky 41018. Copies of the Bidding Documents may be obtained from the office at the address indicated herein by contacting Denise Manning at 859-426-1725. Questions regarding the bid documents should be directed to Jenny Klute at 859-578-7897. There is no charge for these documents.

Bids will be received on a unit price basis as described in the Contract Documents.

Evaluation of bids and the awarding of a final contract are subject to the reciprocal preference for Kentucky resident bidders pursuant to KRS 45A490 to 45A.494 and KAR 200 5:400. Each Bid must contain evidence of Bidder's qualifications to transact business in the State of Kentucky or covenant to obtain such qualifications prior to award of the Contract. The Bidder's Organization Number from the Kentucky's Secretary of State and principal place of business as filed with Kentucky's Secretary of State must be included where applicable.

The Owner reserves the right to reject any or all bids for any reason, including without limitation the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional bids, to waive informalities or errors, to reject the bid of any Bidder if Owner believes that it would not be in the best interest of Owner to make an award to that Bidder, and/or to accept a bid that is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such bid may not, on its face, appear to be the lowest price.

Minority Bidders are encouraged to bid.

Bids shall remain subject to acceptance for 90 days after the day of bid opening or for such longer period of time to which a Bidder may agree in writing upon request of the Owner. If one or more Contracts are to be awarded, the Owner will give the successful Bidder a Notice of Award during the period of time during which the successful Bidder's bid remains subject to acceptance.

Lindsey Rechtin, Vice President of Finance &
Support Services

On behalf of the Northern Kentucky Water District