

SUBMIT BID TO:

City of Riviera Beach Office of the City Clerk
600 W. Blue Heron Blvd., Suite 140
Riviera Beach, FL 33404
(561) 845-4180

CITY OF RIVIERA BEACH
PALM BEACH, FLORIDA

INVITATION FOR BID

Bidder Acknowledgment

- GENERAL CONDITIONS -

THESE INSTRUCTIONS ARE STANDARD FOR ALL CONTRACTS FOR COMMODITIES/SERVICES ISSUED BY THE CITY OF RIVIERA BEACH. THE CITY OF RIVIERA BEACH MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN THE SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. BY ACCEPTANCE OF A PURCHASE ORDER ISSUED BY THE CITY, OR ACCEPTING A CITY CONTRACT BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

BIDDER ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all bid sheets in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE). The face of the envelope shall contain the above address, the date and the time of bid opening, and bid number. Bids not submitted on attached bid form may be rejected. All bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF BID: Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by bidder to his bid must also be initialed. The bidder's name should also appear on each page of the bid sheet if required. Bids will not be accepted from firms in arrears to the City of Riviera Beach upon debt or contract nor from a defaulter upon obligations to the City of Riviera Beach. Bidder certifies by signing the bid that no principals or corporate officers of his firm were principals or corporate officers in any other firm which may have been suspended or debarred from doing business with the City within the last three years, unless so noted in the bid documents.

2. TIE BIDS: In case of tie bids, the award will be made in the following preference:

**BIDDER WITHIN CITY LIMITS OF RIVIERA BEACH.
BIDDER WITHIN PALM BEACH COUNTY.
BIDDER WITHIN THE STATE OF FLORIDA.**

3. NO BID: If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID", no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID."

4. BID WITHDRAWAL: No bidder may withdraw his bid before the expiration of ninety (90) calendar days from the date of bid opening unless vendor so notes in the bid.

5. BID OPENING: Shall be public, on date, location and time specified on the bid form. The official time is the time clock located in the City Clerk Office and will be accepted by all parties without reservation. It is the bidder's responsibility to assure that his bid is delivered on date, location and time specified on the bid form. Bids, which for any reason are not so delivered, will not be considered. Bid files and any bids after they are opened are exempt from public examination until an intended decision is announced or until 30 days from the opening, whichever is earlier (Florida Statutes Section 119-071) during normal working hours by appointment. Bid tabulations are available for inspection upon request.

BID WILL BE OPENED **Wednesday, July 06, 2016 at 11:00 a.m.**
and may not be withdrawn within 90 calendar days after such date and time.

BID TITLE: MAILING SERVICES

BID NO. 672-16

BUYER: Rebecca Reed (561) 845-4180

DELIVERY DATE

SEE SPECIAL INSTRUCTION

**IF BID EXCEEDS \$100,000,
BIDDER MUST PROVIDE
BID BOND OR CASHIERS
CHECK IN THE AMOUNT
OF 5% OF BID OR BID
WILL BE REJECTED**

\$ _____

TOTAL BID AMOUNT: \$ 6,918.75

FEDERAL EMPLOYER I.D. or SOCIAL SECURITY NUMBER
65-0790819

DUN & BRADSTREET NUMBER
038562927

BIDDER NAME
AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

BIDDER MAILING ADDRESS/CITY/STATE/ZIP

3892 PROSPECT AVE
BUSINESS PARK ONE
RIVIERA BEACH, FL 33404-3348

AREA CODE TELEPHONE NO. CONTACT PERSON
561-842-5427 JAMES RICH

FAX NO. INTERNET ADDRESS

561-842-9152 WWW.GODIRECTMAIL.COM


AUTHORIZED SIGNATURE (original in ink)

MAX HOUSS

TYPED NAME OF SIGNER

PRESIDENT

TITLE

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same items/services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. Further by signature of this form, pages 1 through 4 are acknowledged and accepted as well as any special instruction sheet(s) if applicable.



**CITY OF RIVIERA BEACH
OFFICE OF CITY CLERK**

**600 WEST BLUE HERON BLVD,
SUITE 140
Riviera Beach, Florida 33404
Phone (561) 845-4180**

Plan Holder Information Sheet

PLAN HOLDER INFORMATION SHEET

PLEASE COMPLETE AND FAX THIS DOCUMENT TO THE PURCHASING DEPARTMENT. YOUR INFORMATION WILL BE ADDED TO THE CURRENT PLAN HOLDER LIST AND HELP TO INSURE RECEIPT OF CHANGES OR ADDITIONAL INFORMATION.

PURCHASING DEPARTMENT:

FAX 561-842-5105

OFFICE 561-845-4180

BID # 672-16

Contact Person JAMES RICH

Business Name AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

Business Address 3892 PROSPECT AVE

Business City, State, Zip RIVIERA BEACH, FL 33404-3348

Email Address: JRICH@AUTODIRECTMAIL.COM

Business Phone # 561-842-5427 **Business Fax #** 561-842-9152

STANDARD FORM FOR REQUEST FOR INFORMATION

ALL QUESTIONS PERTAINING TO THIS SOLICITATION MUST BE SUBMITTED IN WRITING.

(PLEASE USE THIS FORM AND TELEFAX TO 561-842-5105 TO THE ATTENTION OF THE DIRECTOR OF PURCHASING. WE WILL RESPOND AS SOON AS POSSIBLE.)

DATE: 07/05/2016

BID # 672-16

Contact Person JAMES RICH

Business Name AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

Business Address 3892 PROSPECT AVE

Business City, State, Zip RIVIERA BEACH, FL 33404-3348

Fax No.: 561-842-5427

Office No: 561-842-9152

VIA EMAIL

COMPANY INFORMATION

NAME OF FIRM: AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

BY: MAX HOUSS 07/05/2016
(TYPE OR PRINT) (DATE)

SIGNATURE: 

ADDRESS: 3892 PROSPECT AVE, RIVIERA BEACH FL 33404-3348

TELEPHONE: 561-842-5427 FAX: 561-842-5427

EMAIL: MAXH@AUTODIRECTMAIL.COM

TAX IDENTIFICATION/SS #: 65-0790819

COUNTY LICENSE #: LBTR NUMBER: 199818409

CITY LICENSE #: _____

LICENSE TYPE: _____

CERTIFICATIONS: 1) DEPT OF REVENUE: 60-8012144968-1
2) US POSTAL SERVICE CERTIFICATION FOR E-CERTIFIED MAIL
3) U.S. POSTAL SERVICE CERTIFICATION FOR MULTI LINE
OPTICAL CHARACTER READER (M.L.O.C.R)

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to the Invitation to Bid (indicate number and date of each):

Addendum No. 1 (RFP.672-16) Dated JUNE 20, 2016

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.

AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

COMPANY

SIGNATURE

PRESIDENT

TITLE

NOTICE

ADDENDUM NO. ONE (1)

JUNE 20, 2016

**CITY OF RIVIERA BEACH
RFP NO. 672-16
MAILING SERVICES**

TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.

The following statements supersede and supplant corresponding items in the above subject proposal as follows:

GENERAL CONDITIONS:

SPECIFICATION:

PLANSHEETS:

NOTICE:

(PLEASE SEE ATTACHED RFI's)

It will be required that Addendum No. 1 be signed in acknowledgment of receipt and that it be attached to the proposal when same is submitted at **11:00 a.m., Wednesday, July 6, 2016** at the office of the City Clerk, 600 W. Blue Heron Boulevard, Suite 140, Riviera Beach, Florida. For information on this RFP, please contact:

Dean Mealy, Purchasing Manager
2391 Avenue L
Riviera Beach, FL 33404
dmealy@rivierabch.com

AUTOMATED DIRECT MAIL SERVICE CENTER, INC.
NAME OF COMPANY

DATE: 07/05/2016


PROPOSER'S SIGNATURE

REFERENCES

Proposer shall submit as a part of the proposal package four (4) business references with the name of the business, address, contact person, and telephone number.

Additionally, contractors should submit a copy of their professional license.

Name: YMCA EASTER HOUSE / MARTIN COUNTY

Name: CHENEY BROTHERS INC.

Address: 1700 SE MONTEREY RD, STUART FL 34996

Address: 1 CHENEY WAY, RIVIERA BEACH FL 33404

Tel. No.: 772-260-7878

Tel. No.: 561-845-4700 (1278)

Fax No:

Fax No.:

Email: RSUTHERLAND@YMCATREASURECOAST.ORG

Email: LIZL@CHENEYBROTHERS.COM

Contact: ROBIN SUTHERLAND, PROGRAM DIRECTOR

Contact: LIZ LESLIE, ACCOUNT CLERK MANAGER

Name: HIGHLANDS COUNTY PROPERTY APPRAISER

Name: ST. LUCIE COUNTY CLERK OF THE CIRCUIT COURT

Address: 560 S. COMMERCE AVE, SEBRING FL 33870

Address: 201 SOUTH INDIAN RIVER DRIVE, FORT PIERCE FL 34950

Tel. No.: 863-402-6720

Tel. No.: 772-462-2700

Fax No:

Fax No.:

Email: ESN@APPRAISER.CO.HIGHLANDS.FL.US

Email: ABREUJ@STLUCIECLERK.COM

Contact: SHAWN NICKEL, IT DIRECTOR

Contact: JOSEPH ABREU, COMM MANAGER

BIDDER'S CERTIFICATION

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Specifications, Bid Proposal and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Invitation to Bid at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the bids. Furthermore, I agree to abide by all conditions of the bid.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the CITY OF RIVIERA BEACH or of any other bidder interested in said bid; and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Automated Direct Mail Service Center, Inc. info@autodirectmail.com
NAME OF BUSINESS E-MAIL ADDRESS

BY:

[Signature]
SIGNATURE Sworn to and subscribed before me this 01st day of July, 2016

MAX HOUSS, PRES.
PRINTED NAME AND TITLE

3892 Prospect Ave., Ste 6
MAILING ADDRESS

Riviera Beach, FL 33404-3348
CITY, STATE, ZIP CODE

561-842-5427
TELEPHONE NUMBER

561-842-9152
FAX NUMBER

[Signature]
SIGNATURE OF NOTARY

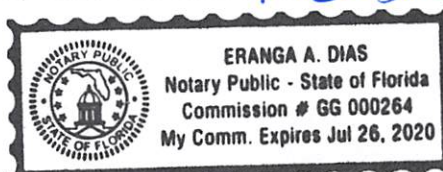
MY COMMISSION EXPIRES: July 26, 2020

PERSONALLY KNOWN _____

OR PRODUCED _____

IDENTIFICATION [Signature]

TYPE: ACD



DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by MAX HOUSS the
(INDIVIDUAL'S NAME)

PRESIDENT of AUTOMATED DIRECT MAIL SERVICE CENTER, INC.
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.


SIGNATURE

07/05/2016
DATE

CITY OF RIVIERA BEACH

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

AUTOMATED DIRECT MAIL SERVICE CENTER, INC.

Firm Name

Signature

MAX HOUSS, PRESIDENT

Name & Title (Print or Type)

BID NO. 672-16
MAILING SERVICES
PRICE PROPOSAL SHEET

BID SCHEDULE

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
General Items				
1	Initial system design, programming and implementation	1	EA	0
2	Presorting of addresses to ensure lowest discount postal rate	13,500	EA	\$27.00
3	Folding and inserting of bills and #9	13,500	EA	\$405.00
4	Print on 8 ½ x 11" 24 ob. Paper, with perforation	13,500	EA	\$135.00
5	Mailed in White Envelope #10 generic two window	13,500	EA	\$256.50
6	Return Envelope #9 generic window	13,500	EA	\$236.25
7	Unit Price Per One Page Bill Color (without presorted postage)	13,500	EA	\$337.50
8	Unity Price Per One Page Bill Black (without presorted postage)	13,500	EA	\$135.00
9	Presorted first class postage	13,500	EA	\$5386.50
TOTAL BID:		\$ Color Bill With Postage		\$6,918.75