

## **CITY OF FARGO REQUEST FOR PROPOSALS MAILING SERVICES**

The City of Fargo is seeking proposals for qualified and experienced companies to provide mailing services to City Hall.

Proposals should be submitted to:

City of Fargo Auditor's Office  
225 4th Street North  
Fargo, ND 58102

Proposals will be accepted until Wednesday, January 11, 2023 by 2:00 PM. Please include "Mailing Services RFP" on the outside of your envelope. For questions, contact Steve Sprague, City Auditor at 701-241-1301.

The primary purpose of the request for proposals (RFP) is to enter into an agreement with a contractor to pick up out bound mail from City Hall, apply all appropriate postage, maintain accurate billing records and deposit out bound mail with the Postal Services on a daily basis (M-F).

The daily mail will consist of a mixed mailing from single sheet letters to multiple sheet envelopes and flats. Some mail will be sealed while others will be unsealed. Occasionally the contractor will be requested to fold stuff and insert mail pieces. Approximately \$5,000 of postage is applied each month.

Proposals should separate the cost of handling the mail along with an estimate of the cost of the postage to be applied or anticipated savings to the City. The City can provide a deposit for the postage or pay the postage based on a monthly billing.

The initial contract will be for five (5) years, with the option to extend for three (3) additional years. Proposals should detail the handling cost for each year. The anticipated start date is February 1, 2023. Either party may terminate the contract with a 60 day notice.

(December 21 & 28, 2022)