

**Park City Municipal Corporation  
Park City, Utah  
UTILITY BILL PRINTING AND MAILING SERVICES RFP  
October 2014**

The Park City Water Department desires to solicit qualified proposals for **UTILITY BILL PRINTING AND MAILING SERVICES** for Park City Municipal Corporation (Park City). Proposals signed, subject to the Request For Proposals, Provisions and Specifications, will be received at Park City Public Works, Attention: Jason Christensen, 1053 Iron Horse Drive, PO Box 1480, Park City, UT 84060 until **4:45 PM, on November 5, 2014**, for furnishing the utility bill printing and mailing services described below.

**Background and General Information**

Park City has a full-time population of approximately 8,500 and currently service approximately 5,000 customer accounts with water services. Approximately 4,000 customers receive paper bill statements. Utility billing services are administered by the Park City Water Department.

**Current Working System**

Utility bills are generated and sent in house for the Electronic bill print or the E-mail water bill. A third party vendor is used for the printed bills. For the printed bill an export file is created and sent to the vendor for processing. The vendor processing includes data processing, a full color water bill using 8.5x11 white paper, perforated at 3.5" from bottom, #10 double window envelope, #9 single window reply envelope, folding, inserting, presorting and delivery to USPS. Customer billing cycles are monthly. We prefer to bill the first day of the month, unless weekend or Holiday. The bills are printed in full color, and Park City desires to continue to print in full color.

**Scope of Work**

The successful Contractor will have the capability to perform all services required to print and mail approximately 3,000 City utility bills a month. The Contractor shall receive an electronic data file from the City's utility billing customer information system by remote means and process the data to generate printed City utility bills. All printing, folding, inserting and mail processing services will be performed by the Contractor "in-house" in the Contractor's plant. Subcontracting these services is not acceptable. The Contractor shall provide materials including City approved bill stock and envelopes. The City may elect to furnish printed informational inserts that the successful service provider will store in their plant until inserted in the utility bills. It is also desirable for the service provider to have the capability to design and print inserts at the City's option.

**Proposal Process**

Proposals will consist of the cost proposals, vendor qualifications/experience, and references. **One original and three copies of the complete proposal (including,**

cost proposal, qualifications, and references) are required. The original proposal must be clearly marked and contain original signatures and must be easily reproducible on a standard copying machine. Proposals shall not exceed 15 pages, and Contractors are encouraged to use only the number of pages they need.

### **Contract Agreement**

It is anticipated that the form of award will be a firm fixed price purchase order based on the unit costs provided. **Attachment “A” is an example of a draft contract agreement that would normally be used for this procurement, Include a statement that your firm can or cannot accept the City’s contract terms and conditions and insurance requirements, and list any exceptions to these provisions.** Failure to provide the previously mentioned data may be sufficient reason to consider the proposal submitted as non-responsive.

The contract length will be for five years, with a renewal provision for an additional five years. The contract may be cancelled with six months’ notice by either party.

### **A. LETTER OF TRANSMITTAL**

The transmittal letter will:

- Indicate the intention of the Proposer to adhere to the provisions described in the RFP without modification;
- Identify the submitting organization;
- Identify the person, by name and title, authorized to contractually obligate the organization;
- Identify the contact person responsible for this response, specifying name, title, mailing address, phone, fax, and email address;
- Acknowledge the proposal is considered firm for one hundred and twenty (120) days after the due date for receipt of proposals or receipt of the last best and final offer submitted;
- Provide the original signature of the person authorized to contractually obligate the organization.

### **B. EXECUTIVE SUMMARY**

Include an Executive Summary that presents in brief, concise terms a summary level description of the contents of the proposal. The Executive Summary should communicate the Proposer's understanding of the underlying technology environment and the proposed services' UTILITY BILL PRINTING PARK CITY MUNICIPAL CORPORATION RFP AND MAILING SERVICES primary benefits to the City, including a description of the services proposed, covering the main features and benefits in non-technical terms. In addition, the Proposer must clearly and specifically detail all exceptions to the exact requirements imposed by this RFP.

### **C. COMPANY BACKGROUND, EXPERIENCE AND CAPABILITY**

Provide a narrative description of your ability to satisfactorily perform the required work by reasons of experience in performing work of a similar nature, demonstrated competence in the services to be performed, strength and stability of the firm, staffing capability, and record of meeting expectations on similar contracts. Provide a complete company profile including background history, years of experience, location and description of your production facility, description of equipment and technology used to perform the contract and resumes of key personnel that will support the contract. The City, at its option, may require a Proposer to provide additional support and/or clarify requested information.

### **D. TECHNICAL UNDERSTANDING**

**Attachment "C"** is a copy of the Park City Water Utility Bill currently produced by our existing bill print vendor and an excerpt from the export file used to create that bill. Provide a narrative that describes your understanding of the technology and your capability and experience with using this type of file format to print utility bills. Include examples of similar work performed for other customers. Also, include any technical information not addressed in the RFP that you believe the City should consider. **NOTE:** It is the City's strong preference to contract with a firm that has proven experience integrating their processes with EDEN to print and mail utility bills.

### **E. WORK PLAN AND SCHEDULE**

Provide a detailed work plan to implement utility bill presentment, printing and mailing from the City's Eden system from contract award to go live. List the steps required and the time required for each step. Tell us what resources the City will be required to provide during start-up over the course of the contract term.

### **F. DISASTER RECOVERY PLAN**

Provide a narrative summary of your firm's disaster recovery plan and your capability to perform the contract work should your primary facility become inoperable. Include

information about the locations and capabilities of alternate facilities, the time required for work to resume at the alternate facilities and how you will ensure that supplies will be available to print and mail the City's utility bills in the event of the loss of your primary facility.

## **Cost Proposals**

Prices quoted shall remain firm for a period of 120 days, and include all costs associated with the printing and mailing of utility bills except for first class postage. These costs shall include, but are not limited to the following:

Full Color Printed Utility Bills, Printed Envelopes (mailing & return), Folding (1/3 Page and 8-1/2" x 11" Z-Fold), Inserting (up to six pieces), Sealing, Mail Preparation (including presort traying, sleeving, banding, palletizing, labeling, barcoding), CASS Certification, Validate Mailing List, Delivery to Post Office within 24 Hours.

## **References**

Provide **five (5)** references (Western United States references preferred) for which you have provided services of a similar scope to those proposed. A minimum of three of the references should be Public Utilities. References are to include agency name, address, contact person, title, and phone number. Also include the numbers of years, the services provided, and the monthly volume for each listed reference.

## **Evaluation of Proposals**

A panel of Park City Staff will review all proposals submitted. Overall responsiveness to the Request For Proposals is an important factor in the evaluation process. Price may not be the sole deciding factor.

Evaluation of the proposals is expected to be completed within 10 business days after their receipt.

The criteria upon which the evaluation of the RFPs will be based are as follows:

- Overall responsiveness to and compliance with the Request For Proposal. Proposals must be neat, complete, and fully address technical, cost, vendor qualification, reference, and evaluation concerns.
- Proposer understanding of the City's technical requirements and demonstrated ability to meet or exceed the City's contract service requirements. Experience with processing utility billing data from Eden Systems software is highly desirable.

- Contract cost.
- Ability to maintain continuity between existing bill print look and feel, and existing data export process.
- The nature and extent of requested changes to our standard contract.
- References.

All contact will be extended through the Project Manager Jason Christensen. Award will be by City Council Approval. No other officer or agents may obligate or bind the City.

### **Estimated Schedule**

October 29, 2014 at 5:00 PM Last opportunity to ask questions.

November 5, 2014 at 4:45 PM Proposals Due

November 6 to November 14, 2014 Selection Committee Evaluation

December 11, 2014 Staff Recommendation to City Council for Award

Park City Reserves the right to changes any dates or deadlines.

### **Service Provider Inquiries**

For information concerning RFP process and additional information, contact:

Jason Christensen

Business Resource Manager

Park City Public Works

1053 Iron Horse Drive

Park City, UT 84060

[jason.christensen@parkcity.org](mailto:jason.christensen@parkcity.org)

**NOTE:** Questions regarding the RFP requirements must be submitted in writing by e-mail no later than Wednesday, October 29 at 5:00 PM to the contact above. Questions and answers will be posted on the City's RFP webpage no later than Thursday, October 30 at 5:00 PM.

### **GENERAL PROVISIONS**

Park City Municipal reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. Award of contract is subject to approval by City Council. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

Park City Municipal's policy is, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

**All proposals must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.**

### **Submission of Proposals**

Each proposal must be submitted on the prescribed form in a sealed envelope clearly marked with UTILITY BILL PRINTING PARK CITY MUNICIPAL CORPORATION RFP AND MAILING SERVICES, closing date and time of delivery on the outside. If the Service Providers has the RFP delivered by a service, staff will note the date and time of receiving the envelope. Each proposal must be signed as indicated above. Information must be furnished complete in compliance with the terms, conditions, provisions and specifications of the Request For Proposals. The information requested and the manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive, and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided. Proposals shall be for the total net price including all applicable taxes and charges, delivered F.O.B., Park City Municipal Corporation. Proposals and modifications or corrections thereof received after the closing time specified will not be considered. No telegraphic, telephone or facsimile of proposals will be accepted. If a photo copy is to be submitted, it must be signed in original, in ink.

**ATTACHMENT A- SERVICE AGREEMENT**

**PARK CITY MUNICIPAL CORPORATION  
PROVIDER/PROFESSIONAL SERVICES AGREEMENT  
(MINOR SERVICE)**

THIS AGREEMENT is made and entered into in duplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, ("City"), and \_\_\_\_\_, a \_\_\_\_ ("Service Provider").

WITNESSETH:

WHEREAS, the City desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient City resources are not available to provide such services; and

WHEREAS, the service provided to the City carries minimal insurance risk; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

**1. SCOPE OF SERVICES.**

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the "Scope of Services" attached hereto as "Exhibit A" and incorporated herein (the "Project"). Fees shall be calculated pursuant to the Fee Schedule, attached hereto and incorporated herein as "Exhibit B". The total fee shall not exceed \_\_\_\_ **Thousand Dollars** (\$\_\_\_\_).

**2. TERM.**

The term of this Agreement shall commence on the date of execution on this Agreement and shall terminate on \_\_\_\_\_, unless extended by mutual written agreement of the Parties.

**3. COMPENSATION AND METHOD OF PAYMENT.**

- A. No payment shall be made for any service rendered by the Service Provider except for services identified and set forth in this Agreement.
- B. For all “extra” work the City requires, the City shall pay the Service Provider for work performed under this Agreement as subsequently agreed to by both parties in writing.
- C. The Service Provider shall submit to the City Manager or his designee on forms approved by the City Manager, an invoice for services rendered during the pay period. The City shall make payment to the Service Provider within thirty (30) days thereafter.

**4. REPORTS AND INSPECTIONS.**

- A. The Service Provider, at such times and in such forms as the City may require, shall furnish the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement.
- B. The Service Provider shall at any time during normal business hours and as often as the City may deem necessary, make available for examination of all its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the Service Provider’s activities, which relate directly or indirectly, to this Agreement.

**5. INDEPENDENT CONTRACTOR RELATIONSHIP.**

- A. The parties intend that an independent Service Provider/City relationship will be created by this Agreement. No agent, employee, or representative of the Service Provider shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Service Provider are not entitled to any of the benefits the City provides for its employees. The Service Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.



- B. In the performance of the services herein contemplated the Service Provider is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

**6. SERVICE PROVIDER EMPLOYEE/AGENTS.**

The City may at its sole discretion require the Service Provider to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Service Provider may, however, employ that (those) individuals(s) on other non-City related projects.

**7. HOLD HARMLESS INDEMNIFICATION.**

- A. The Service Provider shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's defective performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider; and provided further, that nothing herein shall require the Service Provider to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the City for a loss or injury that Service Provider would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.
- B. Service Provider does hereby remise, release, forever discharge and covenant not to sue PARK CITY MUNICIPAL CORPORATION, its agents, servants, employees, officers, successors and assigns, and/or heirs, executors and administrators, and also any and all other persons, associations and corporations,

whether herein named or referred to or not, and who, together with the above named, may be jointly and severally liable to the Service Provider, of and from any and all, and all manner of, actions and causes of action, rights, suits, covenants, contracts, agreements, judgments, claims and demands whatsoever in law or equity, including claims for contribution, arising from and by reason of any and all KNOWN AND UNKNOWN, FORESEEN AND UNFORESEEN bodily and personal injuries or death, damage to property, and the consequences thereof, which heretofore have been, and which hereafter may be sustained by the Service Provider or by any and all other persons, associations and corporations, whether herein named or referred to or not, from all liability arising out of, in connection with, or incident to the execution of this Agreement

- C. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

**8. INSURANCE.**

The City agrees to waive insurance requirement upon Service Provider's agreement to hold the City harmless pursuant to Paragraph 7 (B) above. Service Provider hereby acknowledges that their insurance policy is the primary coverage.

**9. TREATMENT OF ASSETS.**

Title to all property furnished by the City shall remain in the name of the City and the City shall become the owner of the work product and other documents, if any, prepared by the Service Provider pursuant to this Agreement (contingent on City's performance hereunder).

**10. COMPLIANCE WITH LAWS.**

- A. The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services. Unless otherwise exempt, the Service Provider is required to have a valid Park City Business License
- B. The Service Provider specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- C. If this agreement is entered into for the physical performance of services within Utah the Service Provider shall register and participate in the E-Verify, or equivalent program. The Service Provider agrees to verify employment eligibility

through E-Verify, or equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code Ann. § 63G-11-103.

**11. NONDISCRIMINATION.**

- A. The City is an equal opportunity employer.
- B. In the performance of this Agreement, the Service Provider will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Service Provider shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Service Provider shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.
- C. The Service Provider will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- D. If any assignment or subcontracting has been authorized by the City, said assignment or subcontract shall include appropriate safeguards against discrimination. The Service Provider shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

**12. ASSIGNMENTS/SUBCONTRACTING.**

- A. The Service Provider shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the City, and it is further agreed that said consent must be sought in writing by the Service Provider not less than thirty (30) days prior to the date of any proposed assignment. The City reserves the right to reject without cause any such assignment.

- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and property bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the City.
- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Service Provider stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code Ann. 63G-11-103.

**13. CHANGES.**

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

**14. MAINTENANCE AND INSPECTION OF RECORDS.**

- A. The Service Provider shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.
- B. The Service Provider shall retain all books, records, documents and other material relevant to this Agreement for six (6) years after its expiration. The Service Provider agrees that the City or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

**15. PROHIBITED INTEREST.**

No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**16. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.**

- A. All work proposed by the Service Provider is based on current government ordinances and fees in effect as of the date of this Agreement.

- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an “extra” pursuant to Paragraph 3(C), or deleted from the scope, at the option of the City.
- C. The City shall make provision for access to the property and/or project and adjacent properties, if necessary for performing the services herein.

**17. TERMINATION.**

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days written notice to the other party. The Service Provider shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Service Provider shall promptly submit a termination claim to the City. If the Service Provider has any property in its possession belonging to the City, the Service Provider will account for the same, and dispose of it in a manner directed by the City.
- B. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days written notice thereof, the City may immediately terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default. The Service Provider will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

**18. NOTICE.**

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

**19. ATTORNEYS FEES AND COSTS.**

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney’s fees and other costs incurred in that action or proceeding.

**20. JURISDICTION AND VENUE.**

- A. This Agreement has been and shall be construed as having been made and delivered with the state of Utah, and it is agreed by each party hereto that this Agreement shall be governed by laws of the state of Utah, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

**21. SEVERABILITY.**

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the state of Utah, said provision, which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.

**22. ENTIRE AGREEMENT.**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

**PARK CITY MUNICIPAL CORPORATION**  
445 Marsac Avenue

Post Office Box 1480  
Park City, UT 84060-1480

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Diane Foster, City Manager

Attest:

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City Recorder's Office

Approved as to form:

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City Attorney's Office

**SERVICE PROVIDER:**

Name:

Address:

City/State/Zip:

Tax ID#: \_\_\_\_\_

PC Business License #:\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

STATE OF UTAH            )  
  ) ss.  
COUNTY OF SUMMIT    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he is the (title) \_\_\_\_ of \_\_\_\_\_, and acknowledged that he/she signed it voluntarily for its stated purpose as \_\_\_\_\_ (*title*) for \_\_\_\_\_, a \_\_\_\_ corporation.

\_\_\_\_\_  
Notary Public



**ADDENDUM "A"**

**SCOPE OF SERVICES**

**ADDENDUM "B"**

**PAYMENT SCHEDULE FOR "EXTRA" WORK**

**ATTACHMENT B**

**PARK CITY WATER BILLING  
PROPOSAL AND FEE STRUCTURE**

1. Price per full color City Water Bill Statement, Standard #10 window envelope, standard #9 envelope with return mailing address printed on the envelope, statement, statement printed, folded and stuffed and sealed delivered to the post office. Estimate 4,000 statements, one cycle per month

Price per bill package \$ \_\_\_\_\_

2. First Class Postage- Vendor should describe their capabilities by using bulk mailing capabilities. Vendor must show postage prices in can provide currently based on the mailing capabilities of the vendor. Postage breakdown may be by category of mail or other and should state what can trigger increases in postage charged to the city such as Postal mail cost increases or other.

Postage Breakdown

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3. Postal Price Change Parameters- Any changes in postage not listed below will not be allowed without approval by the City prior to changes being made.

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4. Data processing - 90 days of storage & unlimited viewing.

\$ \_\_\_\_\_

5. Secure downloading of Billing Statements monthly in the Eden Format to Park City

\$ \_\_\_\_\_ price per month

6. Training and setup cost Lump Sum  
\$ \_\_\_\_\_

7. Inserts \$ \_\_\_\_\_ per  
insert

8. Additional programming City requested  
\$ \_\_\_\_\_ per hour

9 Changes-List any charges associated with formatting changes or number of  
cycles

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Supplier Name

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Supplier Representative

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Date

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**ATTACHEMENT "C" to follow on next page**



PARK CITY MUNICIPAL CORP  
 PO BOX 1480  
 445 MARSAC AVE  
 PARK CITY UT 84060-1480

CUSTOMER SERVICE: (435) 615-5335  
 OFFICE HOURS 8:00 AM - 5:00 PM, MONDAY - FRIDAY  
 VISIT US ON THE WEB AT: [WWW.PARKCITYWATER.ORG](http://WWW.PARKCITYWATER.ORG)

mail  
barcode  
QR  
code



# Statement

## ACCOUNT INFORMATION

CUSTOMER NUMBER  
 ACCOUNT NUMBER  
 SERVICE ADDRESS  
 BILLING DATE 09/03/2014  
 DUE DATE 9/30/2014

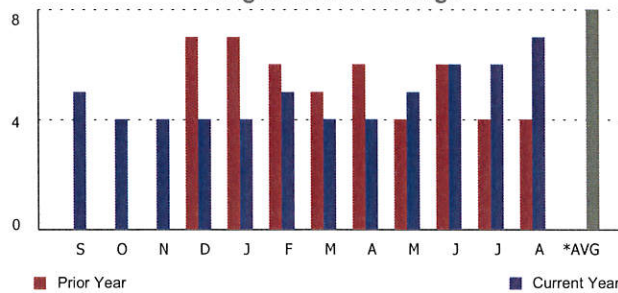
## BILLING INFORMATION

PREVIOUS BALANCE \$191.93  
**CURRENT ACTIVITY**  
 USAGE \$45.05  
 WATER BASE CHARGE (.75" SINGLE FAMILY) \$44.07  
 INTEREST \$1.67  
 SUBTOTAL (CURRENT CHARGES) \$90.79  
**CUSTOMER CREDIT BALANCE** \$0.00  
**TOTAL DUE** \$282.72

Interest shall be assessed against accounts which are more than 30 days past due.

METER ID NUMBER	PREVIOUS READ DATE	PREVIOUS METER READ	CURRENT READ DATE	CURRENT METER READ	USAGE
[REDACTED]	7/15/2014	235777	8/15/2014	242432	7

2-Year Consumption Comparison  
 \* Neighborhood Average



## SPECIAL MESSAGES

Paperless billing is now available – if you would like to participate please write your email address on your payment coupon or call 435-615-5305.

DETACH AND RETURN THIS PORTION OF THE BILL WITH YOUR PAYMENT

# PAYMENT COUPON

## ACCOUNT INFORMATION

CUSTOMER NUMBER  
 ACCOUNT NUMBER  
 SERVICE ADDRESS  
 ACCOUNT NAME

CHANGE OF ADDRESS  EMAIL STATEMENT (please provide email)

EMAIL PHONE



## AMOUNT DUE

TOTAL DUE \$282.72  
 DUE DATE 9/30/2014

## AMOUNT ENCLOSED

0 - 30 Days	31 - 60 Days	61 - 90 Days	90+ Days
\$90.79	\$80.76	\$81.54	\$29.63

## REMIT PAYMENT TO :

PARK CITY MUNICIPAL CORP  
 PO BOX 1480  
 PARK CITY UT 84060-1480

Untitled

3,592	4,109	1	billheader		9/3/2014	9/30/2014	191.93	90.79	282.72	N																								
3,592	4,109	2	customer																															
				138,658			138,658	0.00																										
3,592	4,109	3	account																															
3,592	4,109	4	service	loc			0																											
3,592	4,109	5	summary	BP	8/1/2014		191.93	0.00	Previous Balance	N																								
3,592	4,109	6	summary	B	9/1/2014		1.67	0.00	Billing	Y																								
3,592	4,109	7	svcdetail		Interest				int	Interest																								
67							16,427		0.00	0.00																								
									int	0.00																								
										1.67																								
3,592	4,109	8	summary	B	9/1/2014		89.12	0.00	Billing	Y																								
3,592	4,109	9	svcdetail	water	water	8/1/2014 - 8/31/2014			20.75	single																								
Family	16,427	30					0.00	0.00	water	0.00																								
							89.12	1.00		N																								
3,592	4,109	10	tier	Base Charge			44.07																											
3,592	4,109	11	tier1	Single Family		0	5	5	5.49	27.45																								
3,592	4,109	12	tier2	Single Family		5	30	2	8.80	17.60																								
3,592	4,109	13	grandtotal				282.72																											
3,592	4,109	14	aging		0 - 30 Days	31 - 60 Days	61 - 90 Days	90+																										
Days	90.79	80.76	81.54	29.63																														
3,592	4,109	15	conshist	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	O	O	7		
	7	6	5	6	4	6	4	4	5	4	4	4	4	4	5	4	4	5	6	6	7	8												
3,592	4,109	16	meterreads			8/15/2014	242432	0	0	7	7/15/2014	235777	0	0																				