

Attachment A

CITY OF MADERA
BID PROPOSAL and AUTHORIZATION
UTILITY BILLING SERVICES
RFP NO. 201516-03

DATE _____

COMPANY NAME _____

STREET ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

EMAIL _____

PERSON PREPARING BID _____

POSITION _____

SIGNATURE _____

The Vendor declares that they have carefully examined all aspects of this RFP which is incorporated herein by reference; and agree that if this bid is accepted, they will enter into an Agreement with the City to do all the work and/or furnish all material and/or

services necessary to completely perform said Agreement in the manner and time prescribed, at the cost stated below and in accordance with and subject to all applicable laws of the State of California.

| <u>QUANTITY</u> | <u>DESCRIPTION & UNIT PRICE</u> | <u>UNIT COST</u> |
|-----------------|---|------------------|
| 1 Each | Printing, processing and posting of City Utility Bills as Listed below: | |
| | A) Utility Bills (*2,000 per Quarter) | \$_____/Piece |
| | B) Postage (**Assuming Zip +4) | \$_____/Piece |
| | C) Set-up/Programming Fee (**if applicable) | \$_____/Lump Sum |
| | D) Additional pages as needed | \$_____/Piece |
| | E) Additional Postage (**Assuming Zip +4) | \$_____/Piece |
| | F) Other Fees/Charges (list any additional charges not specified above) | |
| | _____ | \$_____/_____ |
| | _____ | \$_____/_____ |
| | _____ | \$_____/_____ |
| | _____ | \$_____/_____ |
| | _____ | \$_____/_____ |

Stated quantities are subject to increase/decrease at the discretion of the City.

**Postage shall remain firm for first year of agreement, should there be increases in cost of postage after first year, City will pay actual cost of increased postage upon presentation of documentation from vendor proving increase in postage costs.

***Set-up/Programming Fee is a one time only charge to be included in the first monthly billing, if applicable.