

**EL PASO WATER
PURCHASING DEPARTMENT
1154 HAWKINS BLVD.
EL PASO, TEXAS 79925**

**EPWater Bill Printing and Mailing Services
RFP18-23**

ADDENDUM 2

August 29, 2023

Attention of all bidders is directed to the following addendum to this Bid Proposal:

- A. Answers Posted is hereby extended to August 31, 2023.**
- B. Remove and Discard Section 3.2.1 Technical Approach Page 7 and Replace with Section 3.2.1 Technical Approach Page 7 Addendum 2.**

Bidder shall acknowledge receipt of this addendum and submit this acknowledgment with their bid submittal. Failure to acknowledge addendum(s), may result in rejection of bid.



Barbara Logan
Procurement Analyst



Mirtha Solis
Senior Purchasing Agent

BIDDER'S ACKNOWLEDGEMENT OF RECEIPT

*The signature of the Senior Purchasing Agent and Utility Purchasing & Contracts Manager certifies only that this document shall become part of the Contract Documents for the referenced project and is NOT a representation that the content of this document is technically correct.

SUBJECT: EPWater Bill Printing and Mailing Services
BID NUMBER: RFP18-23
BID DEADLINE: 10:30 A.M. MOUNTAIN TIME, September 05, 2023
TO BE OPENED: 11:00 A.M. MOUNTAIN TIME, September 05, 2023

PART 3 – EVALUATION

3.1 EVALUATION SELECTION PROCEDURE

All offeror(s) must follow the requirements listed below. It is the offeror's responsibility to ensure compliance with these requirements. **Failure to follow these instructions may result in disqualification.**

Successful offeror(s) shall be selected based on the responsiveness of the submittal and the evaluation criteria below and will be awarded to the offeror, who submits a proposal providing the overall best value for EPWater. EPWater will attempt to negotiate final contract terms, if required, with the highest ranked Proposer. If EPWater is unable to successfully negotiate final contract terms with the highest ranked Proposer, it shall formally notify the Proposer it is ending negotiations and proceed to negotiate final contract terms in the order of the selection ranking until a contract is reached. EPWater has the option to cancel the RFP procurement at its sole discretion.

3.2 EVALUATION CRITERIA

RFP will be evaluated using the criteria below:

FOR ALL ITEMS (LINES 1 – 4)

1. TECHNICAL APPROACH(maximum points – 50)

The vendor, through its' written proposal submission, must demonstrate its' ability to meet a required mailing turnaround time of two (2) business days from the time the utility bill file has been received, verified and authorized by EPWater. This means that all mailed bills must be processed through the postal service within three (3) postal service business days. The vendor is responsible for meeting all postal service deadlines to assure this happens. Failure to meet these requirements may result in a \$1,000/day penalty to vendor. The vendor has a local processing center.

2. EXPERIENCE AND QUALIFICATIONS(maximum points - 25)

Vendor must have minimum of five (5) years' experience providing the required bill printing and mailing services. The vendor, through its written proposal submission, must demonstrate their understanding of the required services and functions that they must provide/perform under the contract that will result from this RFP. The vendor, through its written proposal submission, must demonstrate their ability to perform all of the required services in-house, no work will be sub-contracted out.

3. COST.....(maximum points – 20)
(low bid ÷ high bid x cost percentage or points = cost score)

As part of the requirement to establish the responsibility of the offer, EPWater may determine the reasonableness of the price(s) at which the services are offered. Prices which are significantly lower than the mean of all offers, and appear to be unreasonably low, may be determined to be evidence of non-responsibility, and cause the offer to be rejected. Formula for determining the cost score is by dividing the low bid by each higher bid multiplied by the cost criteria or points which equals the corresponding percentage or points of each vendor's cost score.