

Quote 113011
2012 Census by Mail

The City of Haverhill is seeking quotations from firms to conduct the City's 2012 Census by Mail to include the Annual Street Listing, a Mail-In Dog Registration Form, a Voting Precinct Notification and a Voting Confirmation Notice.

Scope of Work

1. A mailing to all households in the Voter Registration Information Systems (VRIS) complete database for the City of Haverhill, approximately 30,000 mailings.
2. This will include converting resident information from the VRIS Complete Extract, supplying stock and printing census forms for mailing to each household, printing #10 envelopes to mail census forms to each head of household and #9 envelopes for return of the completed census forms to the Office of the City Clerk, fold and stuff the census forms and #9 return envelopes in the #10 envelopes, delivery of the pieces to the post office, providing a list of households that have been mailed the census forms. Provide a quote for #9 return envelopes with blue ink color.
3. Forms:
 - a. The Annual Street Listing Census Form should be 8 ½ inches by 11 inches.
 - b. The Mail In Dog Registration Form printed as an 8 ½ inches by 3.66 separate insert will be included with the Census Form.
 - c. A Voting Precinct Notification printed as an 8 ½ inches by 3.66 separate insert will be included with the Census Form.
 - d. The Voting Confirmation Notice shall (1) be postage pre-paid, (2) contain a preaddressed and postage prepaid return card, (3) forwardable by mail, (4) instruct the voter to return the card before the last day to register if the voter did not change residence from the City, and (5) contain additional information about remaining eligible to vote, as prescribed by the Massachusetts State Secretary.
 - e. A sample of the forms is attached in Appendix B.
4. The Voting Confirmation Notices shall be no later than June 30, 2012 to be extended only due to delays caused by the employees of the Office of the Haverhill City Clerk or the City of Haverhill. Each return card shall have affixed thereto the appropriate postage stamp that will permit the sender to return the card to Haverhill City Hall without additional charge.
5. Other Specifications
 - a. Type of Stock: Regular.
 - b. Bidders may specify the form's Color(s).
 - c. Envelopes: Plain Inside
 - d. Color of Envelope Print:
 - i. The Outgoing envelope will be Black.
 - ii. The Return envelope will be Blue.
6. Exclusions are printed and sent to City Clerk's Office.
7. 250 blank forms are printed and sent to the City Clerk's Office.
8. The delivery of the pieces to the Post Office herein must be completed within three (3) weeks of receipt of the data extract from the City of Haverhill. All pieces delivered to the post office must conform to all rules and regulations of the U.S. Postal Service.
9. All data supplied remains the property of the City of Haverhill and must be maintained in complete confidence. No retention of the data supplied for the purposes of resale or reuse shall be allowed in any form or manner whatsoever.

**Addendum 1
Quote 113011
2012 Census by Mail**

The City of Haverhill has released Addendum 1 to Quote 113011 - 2012 Census by Mail. The Addendum modifies the Forms section and updates the Bid Pricing Sheet. The changes are detailed below.

- **Scope of Work, Paragraph 3c:**

Delete: A Voting Precinct Notification printed as an 8 ½ inches by 3.66 separate insert will be included with the Census Form.

Replace with: A general pre printed (See Attached) Voting Precinct Notification printed as an 8 ½ inches by 11 separate insert will be included with the Census Form. The City Clerk will provide the final version of the Notification to the successful bidder.

- **Appendix A - Bid Pricing Sheet**

A revised Bid Sheet is attached.

Responses to Questions

1. There is one Scope of Work, item 3c, that needs to be clarified as it could impact the price offered. This form/insert is personalized using data from VRIS as the Census form (Ward, Precinct and Polling Location). If this item is personalized as is the Census form then a match of both items will be required. **The City will substitute the Voting Precinct Notification (8.5 x 3.66" insert) with a one page (8.5 x 11" insert Voting Precinct Notification. This Notification will not require any personalization.**
2. Is the vendor responsible for printing the two 8 1/2 by 3.66 inserts or will the City? **The successful bidder will print each form required to complete the Census.**
3. The voting precinct is specific to the household which means it has to be matched and merged with the mailing. Is that how the City wants it to be mailed or will it be a general form to be mailed to all households? **The City will substitute the Voting Precinct Notification (8.5 x 3.66" insert) with a one page (8.5 x 11" insert Voting Precinct Notification. This Notification will not require any personalization**

Please note that the City will require acknowledgement of any addenda issued to be included on the bid form.

Robert DeFusco
Purchasing Director
City of Haverhill
978-420-3606

**Addendum 1
Quote 113011 – Census
Appendix A
Quote Sheet**

	Volume	Unit Price / Mailing	Total Cost
Census Preparation	30,000	\$ _____	\$ _____
Census postage rate at which stuffed #10 envelope shall be mailed to each head of household.	30,000	\$ _____	\$ _____
Confirmation Card	6,000	\$ _____	\$ _____
Confirmation Card Postage	6,000	\$ _____	\$ _____
Total Cost			\$ _____

This quote includes addenda numbered: _____

Company _____

Address _____

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official _____

Phone number _____

E-Mail _____

Date: _____

SAMPLE VOTING PRECINCT NOTIFICATION

FOR REGISTERED VOTERS:

Pursuant to Massachusetts General Laws Chapter 54, Section 1, the City of Haverhill has changed certain voting precincts to reflect population changes as calculated by the most recent federal census. Effective December 31, 2011, you are in the Ward and Precinct that is **indicated in the top left** of the enclosed **Annual Street Listing for 2012**. For your convenience, listed below are the polling locations in Haverhill.

Ward 1	Precinct 1	Consentino School
	Precinct 2	Washington Square Elderly Housing
	Precinct 3	Haverhill High School - Gymnasium
Ward 2	Precinct 1	First Church of Christ
	Precinct 2	Hunking School – Art Room
	Precinct 3	Moody School
Ward 3	Precinct 1	Citizen Center
	Precinct 1A	Washington Square Elderly Housing
	Precinct 2	Haverhill Public Library
	Precinct 3	Universalist Unitarian Church
Ward 4	Precinct 1	Nettle School
	Precinct 2	Second Baptist Church
	Precinct 3	Kennedy Circle Elderly Housing
Ward 5	Precinct 1	Julian Steele Elderly Housing
	Precinct 2	First Presbyterian Church
	Precinct 3	Haverhill High School - Gymnasium
Ward 6	Precinct 1	St James School - Cafeteria
	Precinct 2	John Greenleaf Whittier School
	Precinct 3	Pentucket Lake School - Music Room
Ward 7	Precinct 1	Elderly Housing Community Room- Greystone Ave
	Precinct 2	Hunking School - Library
	Precinct 3	Bradford Elementary School

The next election will be the Presidential Primary on Tuesday, March 6, 2012. If you have any questions, please call the City Clerk's Office at 978-374-2312 X 5.

Term & Conditions

1. This program is contingent upon supplier responses to the quote as well as the availability of municipal funds.
2. Failure to perform any services on or before the deadline set forth herein shall result in a penalty of ten percent (10%) deducted from the total quotation, failure to perform the services no later than seven calendar days following a deadline shall result in a penalty of fifteen percent (15%) deducted from the total quotation, failure to perform the services no later than fourteen calendar days following a deadline shall result in a penalty of twenty percent (20%) deducted from the total quotation. The penalty shall not be imposed if delays are caused by the employees of the Office of the City Clerk of the City of Haverhill.
10. All quotes must remain firm for ninety (90) days following the quote opening.

Quality Requirements

Bidders are required to have provided Census by Mail services to a minimum of three (3) Massachusetts communities with a total population of between 30,000 and 60,000 residents within the past three (3) years.

Submission of Quotes

1. Vendors shall use the Quote Sheet (Appendix A) attached to this document. Quote Sheets must be signed and dated by the Vendor to be considered valid.
2. Quotes will be accepted via mail, fax or email at the City of Haverhill, City Hall, Robert J. DeFusco C.P.M., Purchasing Department, Room 105, 4 Summer Street, Haverhill, Massachusetts 01830 or email at purchasing@cityofhaverhill.com, by 2:00 p.m., Monday, December 20, 2010. All quotes will be considered confidential until a contract or agreement has been established with the successful vendor.
3. Questions concerning this proposal must be submitted in writing to: Robert J. DeFusco, email purchasing@cityofhaverhill.com, before 2:00 PM on Monday, December 13, 2010. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all Offerors on record as having picked up / downloaded the quote.
4. Each bidder will submit two (2) copies of all required forms. All Bids must include a completed quote sheet (Appendix A), a Certification form (Appendix C), a reference listing (Appendix D) and a sample of all Census forms.
5. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer.

Selection Process

The award will be made to the responsible vendor that meets the scope and is offering the best price.

**Quote111910 – Census
Appendix A
Quote Sheet**

	Volume	Unit Price / Mailing	Total Cost
Census Preparation	30,000	\$ _____	\$ _____
Census postage rate at which stuffed #10 envelope shall be mailed to each head of household.	30,000	\$ _____	\$ _____
Confirmation Card	6,000	\$ _____	\$ _____
Confirmation Card Postage	6,000	\$ _____	\$ _____
Total Cost			\$ _____

This quote includes addenda numbered: _____

Company _____

Address _____

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official _____

Phone number _____

E-Mail _____

Date: _____

**Quote113011 – Census
Appendix B
Forms**

Annual Street Listing Census Form

Mail-In Dog Registration Form

Voting Precinct Notification

Confirmation Card

CITY OF HAVERHILL

Ward: _____ Precinct: _____

Annual Street Listing

~~2011~~ 2012

IMPORTANT LEGAL DOCUMENT

IMPORTANT: General Laws of Massachusetts mandate an Annual Street Listing of residents as of January 1, each year. Update the information provided by adding, deleting, or making changes below the printed information. Please sign and return within ten (10) days, even if no changes are necessary. For assistance, call the City Clerk's office at 978-374-2312.

If this address is incorrect, make corrections below

← _____

WARNING: Failure to respond to this mailing shall result in removal from the active voting list and may result in removal from the voter registration rolls. You may not register to vote or change your political designation with this form. If you wish to register to vote, do so in person or by mail.

PLEASE PRINT

Voter*	Name			Mail To*	Gender M/F*	Date of Birth mm/dd/yyyy	Occupation	M - Moved D - Deceased	Nationality (If not U.S. Citizen)	U.S. Veteran*	Previous Address if at current address for less than one year
	Last	First	Middle								

* = Optional information

Telephone Number* _____ Unlisted

Signature of Respondent _____ Date _____
 Signed under the Penalties of Perjury as Prescribed by M.G.L. Ch. 56, §4.

ENTER NUMBER OF DOGS: _____

See Reverse Side For More Instructions

SPECIAL INSTRUCTIONS: RETURN IMMEDIATELY to the City Clerk's Office.
COMPLIANCE with this State requirement provides proof of residence to protect voting rights, veteran's bonus, housing for the elderly and related benefits as well as providing information for selection of jurors.

This form DOES NOT register you as a voter.

GENERAL INSTRUCTIONS:

Please Print

1. Verify and/or complete all information listed on the form.
2. List ALL family or household members whose legal address is the same. Include any member of the family in Military Service, away at school or confined to a rest home whose legal residence is the same.
3. Make all changes on the SHADED LINE below the printed line.
4. If a NEW MEMBER has been added to the family or household, enter the name and information on a blank line at the end of this form.
5. Put a line through the name of any resident no longer residing at this address and if possible list his/her new address.
6. VOTER - A is for Active and I is for Inactive. Upon receipt of the completed form all inactive voters will be restored to an active status.
7. MAIL TO - Designates the person in your household to whom mail should be addressed. If you wish to change the designation, enter an "X" next to that individual's name.
8. OCCUPATION - Enter occupation, not place of employment.
9. MOVED/DECEASED - Enter "M" or "D" if appropriate.
10. NATIONALITY - Enter only if not U.S. citizen.
11. VETERAN - Check if you are a U.S. Veteran.

To return this form, refold and insert into the return envelope provided and mail.

Thank you for your cooperation

MAIL IN DOG REGISTRATION FORM

SEND THIS FORM ALONG WITH CURRENT RABIES VACCINATION RECORD AND SPAYING/NEUTERING CERTIFICATE

NAME/ADDRESS/PHONE: _____

DOG'S NAME: _____ AGE: _____ COLOR: _____ BREED: _____

CHECK ONE:

_____ MALE \$20.00 _____ NEUTERED MALE \$15.00 _____ FEMALE \$20.00 _____ SPAYED FEMALE \$15.00

MUST INCLUDE A STAMPED SELF-ADDRESSED ENVELOPE AND A CHECK MADE PAYABLE TO THE "CITY OF HAVERHILL".

MAIL TO: CITY CLERK
ROOM 118, CITY HALL
4 SUMMER ST
HAVERHILL, MA 01830

LICENSE DUE: BY MARCH 31, ~~2011~~ 2012
LATE FEES AFTER MAY 31ST

SAMPLE VOTING Precinct Notification

FOR REGISTERED VOTERS:

Pursuant to Massachusetts General Laws chapter 54, section 1, the City of _____ has changed voting precincts to reflect population changes as calculated by the most recent federal census. Effective December 31, 2010, you are in Ward _____, precinct _____ and your polling location is _____.

To verify your voter registration status or to request a voter registration form, please call _____.

The next election will in _____ will be the Presidential Primary on Tuesday, March 6, 2012.

**Quote113011 – Census
Appendix C
Certifications**

I. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Signature of individual submitting bid or proposal

Name of Business

II. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of Business

**Quote113011 – Census
Appendix D
References**

The names of 3 Massachusetts communities with a total population of between 30,000 and 60,000 residents that have used your census by mail service for within the past three (3) years.

Company	Contact	Address	Phone Number



CITY OF HAVERHILL
ARTICLES OF AGREEMENT

Census by Mail
Quote113011

This agreement is made and entered into this ____th day of December, 2011 by and between the CITY OF HAVERHILL ("the CITY"), a municipal corporation and existing under the laws of the Commonwealth of Massachusetts, and _____, as a D/B/A duly registered at: _____ ("The CONTRACTOR").

ARTICLE I. DEFINITION. "THIS CONTRACT" as used herein shall mean that these Articles of Agreement and "the bid documents," which include without limitation, the instructions to bidders, the CONTRACTOR's bid or proposal, the specification, terms and conditions, requirements, the applicable addenda, any final documents representing negotiated terms, and all documents and forms submitted with the CONTRACTOR's bid or proposal.

ARTICLE II. DURATION. The Contractor shall commence the performance of THIS CONTRACT on or as soon thereafter as this agreement is fully executed and end on _____.

ARTICLE III. TERMS. The CONTRACTOR agrees to furnish Census by Mail services to Haverhill, MA all in accordance with the quote documents of _____ (bid opening date).

ESTIMATED CONTRACT VALUE:

ARTICLE IV. PAYMENT. The CITY agrees to pay to the CONTRACTOR the sum set forth in the CONTRACTOR's quote.

ARTICLE V. TERMINATION. The following shall constitute events of default under THIS CONTRACT requiring immediate termination: a) any material misrepresentation made by the CONTRACTOR, b) any failure by the CONTRACTOR to perform any of its obligations under THIS CONTRACT including, without limitation, the following: (i) failure to commence performance of THIS CONTRACT at the time specified in THIS CONTRACT due to a reason or circumstance within the CONTRACTOR's reasonable control, (ii) failure to commence performance of THIS CONTRACT with sufficient personnel and equipment or with sufficient material to ensure the completion of THIS CONTRACT within the specified time due to a reason or circumstance within the CONTRACTOR's reasonable control, (iii) failure to commence performance of THIS CONTRACT in a manner reasonably satisfactory to the CITY, (iv) failure to promptly re-perform with reasonable time the services that were rejected by the CITY as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the CONTRACTOR's reasonable control, (vi) failure to comply with a material term of THIS CONTRACT, including without limitation, the provision of insurance and nondiscrimination, and (vii) any other acts specifically stated in THIS CONTRACT as constituting a basis for termination of THIS CONTRACT.

ARTICLE VI. DAMAGES. From any sums due to the CONTRACTOR for materials, supplies or equipment delivered, the CITY may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the CITY as a consequence of purchasing materials, supplies or equipment as a result of any event of default, failure, omission or mistake of the CONTRACTOR in furnishing or delivering materials, supplies or equipment as provided in THIS CONTRACT.

ARTICLE VII. CONFLICT. In the event there is a conflict between these Articles and the bid documents, Quote 112210, Census by Mail, the bid documents shall supersede these Articles.

ARTICLE VIII. FUNDING. GOVERNING LAWS AND ORDINANCES. THIS CONTRACT is made subject to: the availability of funds, all the laws of the Commonwealth of Massachusetts and the ordinances of the CITY, and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of THIS CONTRACT shall not be affected) and such law or ordinance shall be operative in lieu thereof.

ARTICLE IX. EQUAL OPPORTUNITY. The CONTRACTOR in the performance of all work under THIS CONTRACT will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental equipment. The CITY may cancel, terminate or suspend the contract in whole or in part for any violation of this Article.

ARTICLE X. ASSIGNABILITY. The CONTRACTOR shall not assign, sell, subcontract or transfer any interest in THIS CONTRACT without prior written consent of the CITY. This AGREEMENT and any document referenced and incorporated herein or attached represent the ENTIRE CONTRACT and shall only be modified by written addendum between the Parties.

IN WITNESS WHEREOF, the parties have hereto and to two other identical instruments set their hands and seals the day first above written.

Approved as to Form:

City of Haverhill:

William D. Cox, Jr.
City Solicitor

James J. Fiorentini
Mayor

Witness

Robert J. DeFusco
Purchasing Director

FOR THE CONTRACTOR:

Margaret Toomey
City Clerk

Corporate Secretary:

Certified as to Availability of Funding:

Charles Benevento
Director of Finance & City Auditor