

**REQUEST FOR PROPOSAL
CHARTER TOWNSHIP OF WATERFORD
Printing of Utility Customer Data,
Tax Statements and
Assessment Notices
February 2011**

The Charter Township of Waterford, Department of Public Works (DPW), Treasurer's Department and Assessing Departments invites qualified laser printing firms to submit proposals for the printing of utility customer data on electronically stored utility bills, As well as Summer and Winter Tax Statements and Assessment Notices.

The intent of this RFP is to select a firm(s) who can laser print utility customer data on an electronically stored utility bill for the Township's water/sewer customers, as well as print Tax Statements and Assessment Notices on predefined Forms after receiving electronic data files from the Township. Bidders must be located in the State of Michigan, have experience and equipment available to provide the printing service as requested with this RFP. All proposals must indicate the proposer's principal office location and the location closest to Waterford Township Hall where the printing service will be conducted for the Township.

To obtain a copy of the RFP or for more information, contact Mike Shaw, Clerk's Department, Charter Township of Waterford, 5200 Civic Center Dr., Waterford, MI 48329-3715, phone 248-674-6212

SEALED BIDS, must be returned to, Waterford Township Clerk, at the Waterford Township Hall, 5200 Civic Center Drive, Waterford, MI 48329, on or before but not later than 2:00 pm local time on Tuesday, March 15, 2011. **BIDS MUST BE RETURNED IN A SEALED ENVELOPE CLEARLY MARKED: "WATERFORD TOWNSHIP UTILITY CUSTOMER BILL, TAX STATEMENT AND ASSESSMENT NOTICE PRINTING"** along with the Bidders name and address. Bids received in unmarked envelopes risk being opened making them ineligible for review. **NO FACSIMILE COPIES WILL BE ACCEPTED.** The bids will be opened and read aloud on Tuesday, March 15, 2011 at the Bidders Meeting with the award of Printing Services Contract to be announced at the Waterford Township Board meeting at 6:30 pm local time on March 28, 2011 at Waterford Township Hall Auditorium 5200 Civic Center Drive Waterford, MI 48329.

WATERFORD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.

CHARTER TOWNSHIP OF Waterford Township

*Betty Fortino
Township Clerk*