

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY
NOTICE OF REQUEST FOR PROPOSALS TO PROVIDE
TOLL OPERATIONS PRINTING AND MAILING SERVICE
CONTRACT NO. 001604**

Central Florida Expressway Authority (CFX) requires the services of a qualified firm to provide Printing and Mailing Services. Consideration will be given to only those respondents who are qualified to perform the work as determined by CFX. Proposal documents are available for download at the CFX web site located at <https://apps.cfxway.com/Procurement/Account/Login?ReturnUrl=%2fProcurement>. Proposer registration is required to access and download documents. Instructions for registration are provided on the website.

CFX has determined that the use of the request for proposals process is in its best interest for this solicitation and that the selection of a contractor based solely on the lowest price (invitation to bid process) is not practicable. The RFP process provides the opportunity for CFX to review and evaluate information that CFX feels is important and necessary to ensure that the selected proposer has the requisite qualifications, experience, and understanding of the project objectives from both a corporate and staffing standpoint. Review and evaluation of these criteria is not available using the invitation to bid process.

DESCRIPTION: The work consists of providing all labor, materials, equipment and incidentals necessary to provide daily Printing and Mailing services for the Central Florida Expressway Authority (CFX) that includes E-PASS Statements, Pay by Plate Invoices (PBP), Uniform Traffic Citations (UTC), and various letters or mailings as required. CFX will be responsible for maintaining and updating the master list of all document templates and inserting the required data fields transmitted to the Contractor. This work involves receiving and processing CFX data in electronic format and then printing, inserting and mailing each letter and or document to the corresponding recipient. This list is not considered all-inclusive and other additional printing and mailing projects may be added in the future. The Contractor's production facilities shall be located within a 35-mile radius of CFX's Headquarters Building. Refer to Exhibit A, Scope of Services, for more detailed information.

QUALIFICATION REQUIREMENTS: The Proposer shall be Coding Accuracy Support System (CASS) certified or have the capability of CASS-certifying CFX files. All data records received from CFX for all printing must be run through this process. The Proposer shall have the ability process all data records through the NCOA database to ensure the presorted mailing meets the USPS Move Update Requirements.

Proposers that are corporations must be registered to do business in Florida prior to the submittal of the Proposal. CFX will evaluate and determine the relative ability of each Proposer to perform the required services based upon the information provided by the Proposer in response to the RFP.

CODE OF ETHICS: All firms selected to work with CFX are required to comply with the CFX Code of Ethics, a copy of which is available on the CFX web site at www.cfxway.com.

PROPOSAL DUE DATE: Proposals will be received by CFX until 1:30 p.m. Orlando local time, on November 04, 2019, as shown on the time/date stamp clock at the receptionist's desk in the lobby. The clock will serve as the official instrument to determine when a proposal is received. A submittal that is clocked in after the date/time specified will be rejected and not accepted. Rejection of a submittal under those circumstances shall not be the basis of a protest pursuant to the CFX Procedure for Resolution of Protests.

EQUAL OPPORTUNITY STATEMENT: The Central Florida Expressway Authority, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, sex, national origin, age, religion and disability. CFX hereby notifies all Proposers and individuals that it requires and encourages equal employment opportunity for minority and women as employees in the workforce.

NON-SOLICITATION PROVISION: From the first date of publication of this Notice, no person may contact any CFX Member, Officer, Employee, or any evaluation committee member, with respect to this Notice or the services to be provided, except as related to the submittal requirements detailed in the RFP. Reference is made to the lobbying guidelines of CFX for further information regarding this Non-Solicitation Provision.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Aneth Williams
Director of Procurement