

LEGAL NOTICE

Sealed bid proposals will be received in the Office of the City Clerk, City of Xenia, 101 N. Detroit Street, Xenia, Ohio 45385, until **2:00 p.m. on September 2, 2010** for printing/mailing of monthly utility bills, disconnection/delinquent notices and on-line utility bill view services in accordance with specifications on file in the office of the Finance Director. All proposals will be opened immediately following the September 2, 2010 deadline.

All proposals shall be sealed and endorsed in the lower left-hand corner:

Bid for Printing and Mailing Utility Bills

to indicate the services being bid upon.

All bids shall be submitted in **DUPLICATE**. A 5% bid bond for the services portion (total 3 year bid excluding postage costs) of the bid must be included. The bid bond will be held by the City of Xenia until the conclusion of the contract. Personal or company checks will not be accepted as form of bid bond.

Specifications can be obtained from the Office of the City Clerk, City of Xenia, 101 N. Detroit Street, Xenia, Ohio 45385, following this publication.

The bids must include the following completed forms: Delinquent Tax Affidavit, Non-Collusion Affidavit, Campaign Contribution Certificate, Bid Bond and Corporate Certification (these forms are all available at our website – www.ci.xenia.oh.us – as fill-in PDF forms under **Competitive Bid Opportunities** Quick Link on our home page).

The City reserves the right to reject any and all proposals, to waive irregularities, and to award that bid which is deemed to be in the best interests of the City of Xenia, as determined by the City Council. The specifications define a standard quality and the City shall be the sole judge in determining if the article bid is equal to the specifications. It is the intent of these specifications to define the essential details of the work to be done.

Mark A. Bazalak
Finance Director
Xenia, Ohio 45385

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