



**ADVERTISEMENT FOR FORMAL BID**

INVITATION-TO-BID #46-12/13 OUTSOURCING CONTRACT FOR UTILITY BILLING SERVICES

for the

CITY OF SUMTER

The City of Sumter is soliciting sealed bids for an annual contract to perform the monthly billing and mailing of utility invoices.

**This is a Two-Step Bid Process:**

**Step One:** The City will require that you sign a Non-Disclosure Agreement. Once City Purchasing receives the signed Non-Disclosure Agreement, the City will send you a test file of all 9 billing cycles. You must run all 9 cycles and then create an invoice for us. Running all 9 cycles will give you the opportunity to perform billing combines (and other processes you may offer) so you can submit the most accurate cost of service. **A signed Non-Disclosure Agreement is required in order to submit a bid proposal.**

**Step Two:** Submit a bid proposal.

All bids ***MUST*** be received by Tony Butts on or before 2:00 PM on Thursday, May 23, 2013 in the City of Sumter Opera House. ***SEALED*** Bids may be Mailed or Hand Delivered (BIDS WILL BE REJECTED IF RETURNED VIA FAX OR EMAIL).

**SEALED Bids** may be Mailed or Hand Delivered (BIDS WILL BE REJECTED IF RETURNED VIA FAX OR EMAIL). All Bids must be clearly marked on the exterior of the **sealed envelope**:

**ITB #46 – 12/13: Outsourcing Contract for Utility Billing Services**

**MAIL TO:** City of Sumter  
Attn: Purchasing Department  
P O Box 1449  
Sumter, SC 29151

**HAND CARRY TO:** Sumter City Hall (Opera House)  
3<sup>rd</sup> Floor Purchasing Office  
Attention: Tony Butts  
21 N. Main Street  
Sumter, SC 29150

To request bid documents, or for questions concerning specifications/items or questions concerning the bid process, call Tony Butts at 803-774-5197 or email at [tbutts@sumter-sc.com](mailto:tbutts@sumter-sc.com). The City reserves the right to reject any or all bids and to waive any technicalities in the best interest of the City.