



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, March 14, 2023
Bid Award

IN THE MATTER OF AWARDING THE BID FOR REAL ESTATE CHANGE NOTICES TO PACWEST DIRECT

WHEREAS, a Public Notice to Bidders asking for sealed bids for Real Estate Change Notices was published in the Washington Missourian February 03, 2023 edition for receipt by February 28, 2023; and

WHEREAS, two (2) bids were received from Input Technology, Inc. and PacWest Direct; and

WHEREAS, after due deliberation and consideration, it is the recommendation of the Franklin County Purchasing Department that the contract for Real Estate Change Notices be awarded to the lowest and most responsive bidder, PacWest Direct; and

WHEREAS, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to award the bid for Real Estate Change Notices to PacWest Direct.

IT IS THEREFORE ORDERED by the Franklin County Commission that the contract for Real Estate Change Notices is hereby awarded to PacWest Direct and that the Presiding Commissioner, Tim Brinker, is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

IT IS FURTHER ORDERED that a copy of this Order be provided to PacWest Direct; Dawn Mentz, Assessor; Shakara Bray, Purchasing Director; Lynne Maloney, Accounts Payable; and to Angela Gibson, Auditor.

I hereby certify that there is a balance otherwise unencumbered to the credit of the current year appropriation to which this order is chargeable and a cash balance otherwise unencumbered in the treasury to the credit of the fund which payment is to be made, each sufficient to meet this obligation.

Auditor

Angela Gibson 3/14/23
Act. No. 300-204-656-100

Handwritten signature of Tim Brinker in blue ink.

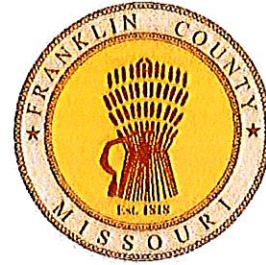
Presiding Commissioner

Handwritten signature of Todd Burley in blue ink.

Commissioner of 1st District

Handwritten signature of A. J. A. in blue ink.

Commissioner of 2nd District



FRANKLIN COUNTY

PURCHASING DEPARTMENT

400 EAST LOCUST STREET, RM 004
UNION, MO 63084
636-584-6274

March 9, 2023

Tim Brinker, Presiding Commissioner
Todd Boland, 1st District Commissioner
Dave Hinson, 2nd District Commissioner

RE: 202308 Real Estate Change Notices

Dear Commissioners,

On February 28, 2023 the Purchasing Department received and opened two bids. The publication date of the solicitation was February 3, 2023. The responses were from Input Technology and Pacwest Direct.

Following review, the Purchasing Department hereby submits recommendation for awarding to Pacwest Direct as they are the lowest and most responsive.

Respectfully,

Shakara Bray,
Purchasing Agent, Franklin County Missouri

202308 Real Estate Change Notices

BID OPENED 02/28/2023 2:30PM

Vendor Name and Address

Cost per piece

Envelope

Form

Data sorting/
Inserting cost

Estimate of postage/cost per piece

Input Technology

4425 Hunt Ave.

St Louis, MO 63110

\$0.032

\$0.038

\$0.053

\$0.468

Pacwest Direct

496 S. Urutanpan Way

Dimuba, CA 93618

\$0.035

\$0.035

\$0.037

\$0.471



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2023-08

TITLE: Real Estate Change Notices

Solicitation Schedule & Deadlines:

February 3, 2023	Solicitation Release/Advertising Date
February 10, 2023 2:00 pm	Deadline for Submitting Questions
February 17, 2023 4:30 pm	Deadline to post Addendum
February 28, 2023 2:00 PM	Deadline to Submit Response
February 28, 2023 2:30 PM	Opening Date Time

Responses must be received no later than "Deadline to Submit Response"

February 28, 2023 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.gov

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: Pac West Direct

SUBMISSION CHECKLIST

I have reviewed the bid schedule and deadlines, located on the solicitation cover page

I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

Solicitation Cover page

Contractual Terms and Conditions Acknowledgement

Pricing Form completed and signed

Full Service Postal Provider Included

I have one original and two copies that are labeled accordingly

I have included contact information

Envelope is sealed and label attached

COI (Certificate of Insurance)

Affidavit for Work Authorization is completed and Notarized

SPECIFIC REQUIREMENTS

Vendor to print and mail the real estate taxpayer change notices for 2023.

1. One form, 8 ½ x 11, front and back, two colors on white. Vendor to use sample from prior years, however bid should include the cost of design. Design proofs to be provided and approved before receiving data files. Prior year form included and labeled "Attachment 2."
2. Envelope used for mailing is a #10 window envelope, white in color with return address and logo. Sample included and labeled "Attachment 3."
3. Vendor to receive variable data and fill in forms. Variable data is described as name, address, parcel number, property location, legal description, acreage, date, and values. The files will be sent via CSV file from the Assessor's office. Test data will be provided in order to send proofs.
4. A complete form to be received in a fillable file for office use by County.
5. Proofs to be provided and approved prior to mailing.
6. Estimated quantity mailed is 65,000. Data files to be received by vendor no more than two weeks prior to mailing. Mailings will take place in April or May of 2023. Exact schedule to be determined with awarded vendor upon awarding.
7. Final quantity to be determined upon receipt of data files.
8. Data files to be sorted by property owner name AND mailing address to find multiple parcels under same ownership.
9. Contractor to mail multiple notices of parcels with same owner in one envelope.
10. A file with a copy of ALL FORMS that were mailed to be provided to the Assessor's office when mailings are dropped.
11. Vendor to be a full service postal provider utilizing maximum postage discounts. Vendor to provide NCOA and CASS services. Postal reports to be provided to Assessor's Office. Proof of full service provider must be provided with bid.
12. Vendor shall utilize their own postage permit. Postage to be paid by the vendor and reimbursed by the county within 21 days of invoice. Reimbursement request to be accompanied by the postal reports.
13. Bid to include estimated cost of postage.
14. Contract Period: The contract period shall be for 12 consecutive months. The contract may be renewed at the sole option of the County for additional periods, or any portion thereof and subject to annual appropriation. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

OTHER REQUIREMENTS

Insurance Requirements

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:

A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.

B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.

1. Premises – Operations
2. Products and Completed Operations
3. Broad Form Property Damage
4. Contractual
5. Personal Injury

C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."

E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

OTHER REQUIREMENTS - CONTINUED

Anti-Discrimination Against Israel Act Requirement

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.


Vendor/Contractor Signature

2-22-2023
Date

Jeremy Heroux - Regional Manager
Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Jeremy Heroux (Name of Business Entity Authorized Representative)
as Regional Manager (Position/Title)

first being duly sworn on my oath, affirm Pac West Direct (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to RFB No: 2023-08 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Pac West Direct (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to RFB No: 2023-08 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

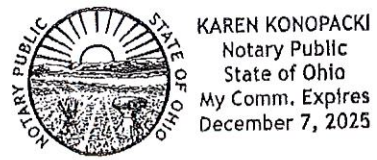
[Signature] Jeremy Heroux
Authorized Representative's Signature Printed Name

Regional Manager 2-22-2023
Title Date

Subscribed and sworn to before me this 22 of Feb, 2023. I am
Day Month, Year

commissioned as a notary public within the County of Meding, State of Ohio and my commission expires on Date

[Signature] 2/22/23
Signature of Notary Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that PacWest Direct (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Jeremy Heroux

Authorized Business Entity
Representative's Name
(Please Print)

[Signature]

Authorized Business Entity
Representative's Signature

PacWest Direct

Business Entity Name

2-22-2023

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ✓ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's. or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

PRICING FORM

2023-08 Real Estate Change Notices

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Printing and Mailing of Real Estate Change Notices as outlined in Specific Requirements, page 3 of bid packet.

Cost per piece (including cost of design): \$.035 envelope \$.035 form

Data sorting/inserting cost: \$.037

Estimate of postage/cost per piece: \$.471

Optional Contract Renewal Pricing

*Not to exceed 5%

1st Renewal % Increase 4%

2nd Renewal % Increase 4%

Company Name Pac West Direct

Authorized Signature 

Printed name and title Jeremy Heroux - Regional Manager

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

VENDOR INFORMATION

Company Name Pac West Direct

Mailing Address 496 S. Orvapan way
Dinuba, CA 93618

Phone number 216-288-7715

Contact Name Jeremy Heroux

Contact Name Title Regional Manager

Email Address Jeremy@integratevote.com

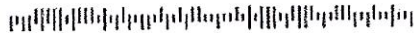
ATTACHMENT 2

2023
2021 Real Estate Value Change Notice

~~TOM COPELAND~~ Dawn Mentz
 Assessor, Franklin County, MO
 400 E Locust St., Room 105A
 Union, MO 63084-1608



VALUE CHANGE NOTICE - NOT A TAX BILL
 IMPORTANT DEADLINES INSIDE



000001

Reason for Value Change:
 2023
2021 REASSESSMENT
 (see back for details)

Deadline for Appeal
JULY 12, 2024
 July 10, 2023

PROPERTY LOCATION

Parcel Number: 36-2-04.2-0-000-005.000
 Property Location:
 HIGHWAY H
 Legal Description:
 E1/2 SW
 Acreage: 80.8

Dear Property Owner,

The real estate you own in Franklin County Missouri is listed above. This letter is to notify you that changes in real estate values can affect property taxes which are due Dec. 31st. If you agree with the value below, then you do not need to respond to this notice. If you disagree with the value, or if you have other questions regarding this notice, please follow the instructions in the last paragraph below.

Why did your property value increase? Real estate market values change over time, even if no improvements are made to the property. If no specific reason is listed above, see common reasons provided on back.

IMPORTANT: A property value increase does not necessarily mean that your taxes will go up. Tax rates are set in September of each year by the local taxing entities: School districts, Fire Departments, Road & Bridge districts, Ambulance districts, etc. These taxing entities set their own budgets which determine how much tax money needs to be collected.

NOTE: The Assessor determines the VALUE only; the taxing entities determine the TAX RATES. If you feel that your taxes are too high, then you should involve yourself in the budget process of the taxing entities on your tax bill and make your voice heard at their budget meetings.

RESPONDING TO THIS NOTICE: Please read the information below and on the back before calling. If you believe that the appraised value shown is not correct, and you have recent documentation to back up your claim, then you may challenge the value by contacting the Assessor's office for an informal hearing. Most questions or concerns can be resolved during the informal hearing process, but if yours cannot, formal appeal options are available. (See back for details).
 Real Estate Department: (636) 583-6348 (Press option 3) Office Hours 8:00 a.m. - 4:00 p.m., Monday-Friday.

	TOTAL APPRAISED VALUE - 2020 2022	TOTAL ASSESSED VALUE - 2020 2022	TOTAL APPRAISED VALUE - 2024 2023	TOTAL ASSESSED VALUE - 2021 2023	ASSESS RATIO
RESIDENTIAL:	0	0	0	0	19%
AGRICULTURAL:	19,040	2,285	19,130	2,296	12%
COMMERCIAL, INDUSTRIAL, OTHER:	0	0	0	0	32%
LEASE/EXEMPT:					100%
TOTAL:	19,040	2,285	19,130	2,296	

The county abates a total assessed value of \$14,376,147 pursuant to section 353, RSMo. A list of specific abated property is available for inspection upon request at the County Assessor's office.

(FRONT)

(BACK)

EXPLANATION OF THE VALUE CHANGE NOTICE

Dear Property Owner:

The enclosed Notice of Change in Assessed Value indicates there has been a change in value of your property for one of the following reasons:

- **Reassessment:** According to Missouri Law, all property in Franklin County is reappraised every two years.
- **New Construction:** This includes new homes, additions, remodeling or any other new improvement made prior to January 1st. *If your new construction project was not complete by January 1st of the current year, contact our office immediately.*
- **Changing from Partial Assessment to Full Assessment:** A new residential structure partially assessed in the previous year is now assessed at full value.
- **New Parcel:** The creation of new subdivisions or lots where a new parcel number has been assigned to a property.
- **Split or Combination:** This is a result of a portion of a larger property being sold to a new owner or combination of two adjoining parcels owned by the same person.

How Property Values are determined:

All properties except farmland are valued as the property relates to the market. This value is called the **Appraised Value** and is the price that the property could be expected to bring if offered for sale.

Appraised Values are developed by these common approaches as they apply to the property: (1) recent sales of similar properties; (2) the cost of replacement less depreciation; and (3) the income and expense of operating a building with commercial use, apartments, offices, stores, etc.

How Property Taxes are determined:

The Appraised Value is multiplied by the Assessment Rate to determine the Assessed Value. Assessment Rates are established by the State of Missouri for each class of property as follows:

Residential	19%
Agricultural	12%
All Other	32%

If you have questions about these terms and how they relate to your property, call the Franklin County Assessor's Office within 10 days of receipt of the enclosed Notice.

Estimating Taxes: If you wish to estimate your taxes, you may use the following formula:
New Assessed Value \div 100 \times previous year's tax rate (found on paid tax receipt).

To Appeal your Assessment Valuation:

If you wish to appeal the value of your property you must provide proof that the value assigned to your property is incorrect. You may provide the following information to

support your claim: sales contracts, appraisals, income and expense information, documented sales of similar properties in your neighborhood (all must be current documentation dated late last year), pictures, blueprints or evidence of significant property data errors regarding your property. Please submit income and expense information on commercial property. There are three methods of appeal:

Informal Hearings: We request that you schedule an informal hearing before proceeding on to the Board of Equalization hearings. This meeting allows for an exchange of information regarding your property. Informal hearings will be conducted Monday through Friday.

Board of Equalization: If after the informal hearing you are not satisfied, you may file a protest with the Board of Equalization, the appeal must be on a BOE form from the assessor's office or downloaded from the website. The form must be submitted to the Board of Equalization before the third Monday in June. The property owner is cautioned that failure to file with the BOE prevents any further appeal to the State Tax Commission.

State Tax Commission Hearings: Hearings will be conducted only after you have appeared before the Board of Equalization during the current year, and have filed the proper forms with the State Tax Commission by September 15th or 30 days after the Board of Equalization's decision, whichever is later. This appeal will be conducted on a formal basis.

You will be expected to provide a private appraisal. For additional information contact the State Tax Commission of Missouri, P.O. Box 146, Jefferson City, MO 65102-0146, phone (573) 751-2414.

NOTICE TO TAXPAYER

IF YOUR ASSESSED VALUE HAS INCREASED, IT MAY INCREASE YOUR REAL PROPERTY TAXES WHICH ARE DUE DECEMBER THIRTY-FIRST. IF YOU DO NOT AGREE ~~THAT~~ THE VALUE OF YOUR PROPERTY ~~HAS INCREASED~~, YOU MUST CHALLENGE THE VALUE ON OR BEFORE THE THIRD MONDAY IN JUNE BY CONTACTING YOUR COUNTY ASSESSOR.

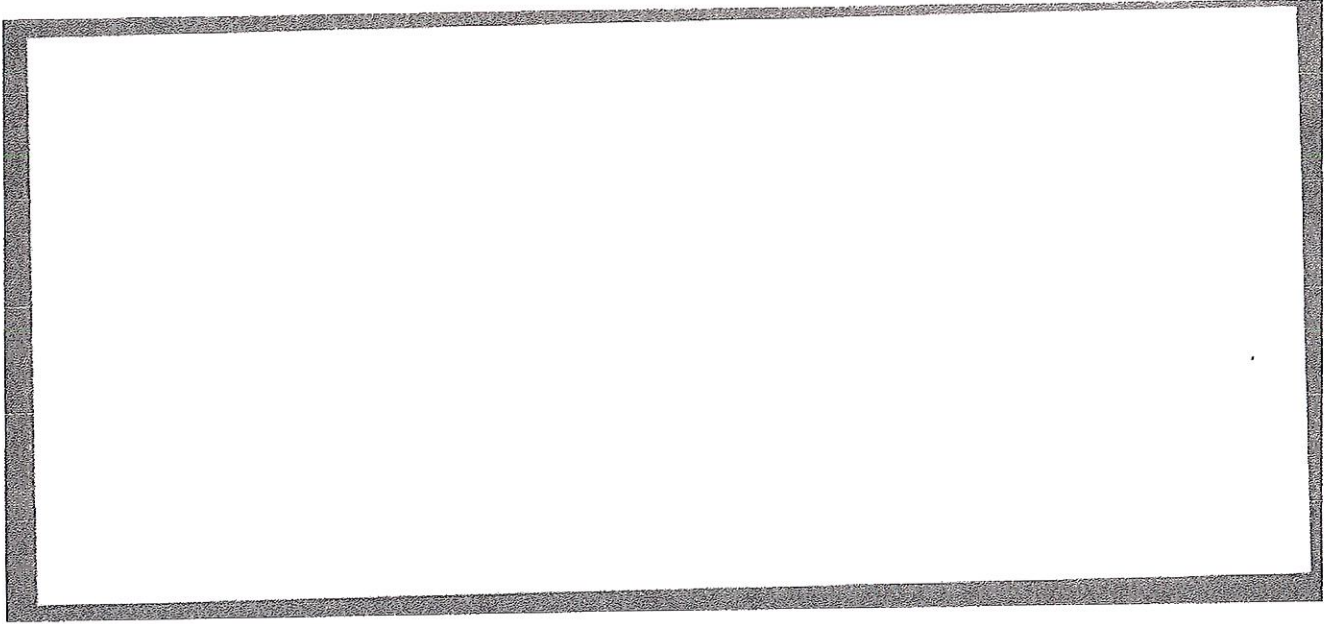
ATTACHMENT 3

(FRONT)

FRANKLIN COUNTY
ASSESSOR - REAL PROPERTY
400 EAST LOCUST STREET, SUITE 105A
UNION, MISSOURI 63084-1608



(BACK)





FRANKLIN COUNTY, MO

RESPONSE FOR RFB NO: 2023-08
TITLE: Real Estate Change Notices

Proposal Due: February 28th, 2023 by 2:00 pm
Local Time

Innovation, Value, Service . . .
integrated.[™]

930 Lafayette rd | Medina Ohio | 44256

Process Overview

Executive Summary

Pre-sort Center of Stockton, Inc. (PWD), headquartered in Dinuba, California, with an additional location in Medina, Ohio, provides the following documents in evidence of both our capabilities and our desire to be your print and mailing services vendor. Our company currently provides print service to over 100 government clients across the country, and has a premier reputation built on both our technologic solutions and our keen attention to detail.

PWD has made strategic investments in critical process refinements and state-of-the-art technologies that have been designed to drive the success of your mailings. We own and operate both the state-of-the-art digital presses and insertion equipment and also maintain an auxiliary system of high-capacity copy and packaging equipment. Our equipment research and utilization of digital press work has demonstrated that we currently own and operate the best machinery to assure volume print and accuracy.

PWD has established workflows and mapped processes designed specifically to meet the ever-increasing demands and the unique challenges of the print and mail industry. We will work with your team to personally tailor and plan the applied processes to ensure your successful mailing. From the attention to detail required from all equipment operators to proof and quality-check each print run to our proprietary programming developed to generate accurate proofs to meet your needs.

PWD is proud to be a government printer and believes that the business practices we have "home grown" with our national clients position us to be a great partner for your needs. PWD has an additional full-service production facility in Berea, OH. These facilities are equipped and staffed with government-specific project managers and similar equipment to our Dinuba facility – ensuring that even in an emergency we can fulfill our committed product to you.

PWD has extensive experience in government printing.

What PWD will provide:

- Dedicated Project Manager
- Dedicated Business Contact
- Printing Experts
- 24-7 Customer Service Support
- Custom designed forms
- Verification reports
- Comprehensive data processing
- Knowledgeable staff with extensive experience in printing
- High-speed printing hardware with camera driven technology
- Ongoing Tracking & Reporting

The staff at **PWD** understands the complexities surrounding the printing process and take pride in our record and reputation in this industry. Our experience goes much deeper than just being a printer. The PWD staff has long tenures in the government industry and has a great deal of experience working with different aspects of the process at-large. This depth of experience will ensure our accurate service by building proactive and customized processes and systems designed to deliver 100% accuracy in your order.

Process Overview

Company Experience

Pre-sort Center of Stockton, Inc. (PWD) is a specialized printing and mailing company. Since its inception, PWD has been providing proven systems and technologies to the government service industry. The personnel of PWD have over 100 years of combined experience and successfully manage the production and fulfillment of over 100 counties. PWD maintains the latest technology and state-of-the-art production equipment to meet your production needs.

During the past decade, the staff of PWD has been at the forefront of some of the most innovative changes in printing and mail technologies. We bring an awareness of the sensitive nature of government printing and have developed our processes to demonstrate concern for integrity while also working with the best technology for the job.

Some of these innovations include:

100% Digital Printing Systems

PWD has developed 100% digital Systems to merge variable data elements to static artwork at the prepress level. These digital Systems eliminate the added expense for plate changes used in off-set printing, while mitigating the risk of having the incorrect back applied to the front of a bill. This PWD digital process allows clients to utilize color print techniques to create unique color combinations on forms for security and easy identification by staff.

Flexibility, Scalability and Responsiveness

PWD currently has contracts with both large and small customers throughout the United States, including California, Colorado, Florida, Ohio, Pennsylvania, and Utah. We work with each customer to identify and implement the most cost-effective solution.

Attention to Cost & Relationship

PWD developed several solutions that resulted in significant savings to customers. We determined with the client that both time and money would be saved by inserting like bills into one envelope. This solution was a direct result from continual refinement of quality assurance procedures to ensure 100% accuracy.



Process Overview

Process Overview

At PWD we understand the complexities associated with the production process, and that each step along the way brings with its different elements that need to be closely managed, monitored and facilitated. PWD has over 20 years of solid and proven experience as a city and county partner for printing and fulfillment. We believe that success in the government industry requires a true partnership between jurisdictions and its vendors, and PWD is prepared to be a partner in that success.

Project Management

With all the moving parts, tight timelines and the critical nature of these processes it is essential that Project Management be an all-encompassing aspect of any Production Project. At PWD we understand that and will provide a dedicated Project Lead who will be there continuously throughout the process.

This resource will be available to the client for all aspects of the cycle - from the initial planning and scheduling periods to the post-mailing follow-up. We feel that it is critical that Project Lead be provided with the experience and understanding to proactively assist the client in every way possible and the assigned project lead has the experience to be able to do so effectively.

Behind and along-side of the Project Lead is the PWD Project Team. The Project Team at PWD will make sure that no aspect of the process is overlooked and that no milestone is missed. We firmly believe that we are successful through you and will make sure that this success is realized.

Upon selection, key members of the Project Team (including the Project Lead) will meet with the client to discuss both internal and external aspects of the client needs. We expect that you have internal processes that will drive how and why we handle planning and production in the manner we do, and the more we understand your needs, the better we will be able to proactively assist you to fulfill those needs.

Process Overview

Mailing Insertion and Preparation

Government mailings are truly one of the few zero error industries in the world today and this level of scrutiny must be matched with an equally scrutinized process. PWD has designed and developed unique digital insertion systems that provides, not only a one-to-one match assuring that every recipient gets the right mail, but also systems that will empower jurisdiction with a ready-access chain-of-custody providing a seamless audit trail while optimizing mailing to qualify for the highest level of USPS postage savings.

PWD made the decision in 2015 that the current insertion process were simply not where they should be. Working closely with machine vendors, onsite staff specialists and both outside and inside software developers, a new system was developed that would enable counties/cities to have the data placement freedom they need, while providing the audit controls and automation needed to handle the short timelines and strict security and accountability constraints that all of us in this industry live within.

The end result was the next generation insertion process. This revolutionary new paradigm in insertion technology includes:

- 1) Full Service inkjetting and insertion
- 2) Full face envelope inkjetting
- 3) Multi-station insertion pockets
- 4) Multi-Level Audit Controls and Data Sign-off
- 5) Redundant Inkjet and Insertion Equipment
- 6) Address and Data verification
- 7) Direct USPS Mail Drop Assistance
- 8) Optional Mail Packet Tracking through USPS



REFERENCES

Government/Company Name: Jefferson County, MO Assessor's Office
Address: 729 Maple St. Hillsboro, MO 63050
Contact Person: Angela Pope, Personal Property Division Supervisor
Phone: (636) 797-5547
Email: apope@jeffcomo.org

Scope of Work: Individual and Business Personal Property mailers. 150k per year

Government/Company Name: Franklin County, MO Assessor
Address: 400 East Locust St
Contact Person: Darlene Snodgrass Personal Property Supervisor
Phone: 636-584-6281
Email: dsnodgrass@franklinmo.net

Scope of Work: Individual and Business Personal Property mailers. 100K annual volume.

Government/Company Name: Kanawha County Assessor's Office
Address: 409 Virginia Street E, Charleston, WV 25301
Contact Person: Christin Young Personal Property Senior Manager
Phone: (304) 357-0270
Email: ChristinYoung@kanawha.us

Scope of Work: Individual and Business Personal Property mailers. 120k per year

Government/Company Name: San Joaquin County Treasurer-Tax Collector
Address: 44 N San Joaquin St., STE 150 Stockton, CA 95202
Contact Person: Phonxay Keokham
Phone: (209) 468-2172
Email: pkeokham@sjgov.org

Scope of Work: Printing and mailing a variety of tax bills and notices throughout the year
230K annual volume

Government/Company Name: Stanislaus County Treasurer-Tax Collector's Office
Address: 1010 10TH Street, STE 2500 Modesto, CA 95354
Contact Person: Janet Davenport
Phone: (209) 525-4424
Email: DAVENPORTJ@stancounty.com

Scope of Work: Printing and mailing a variety of tax bills and notices throughout the year
165K annual volume



An official website of the United States government

Here's how you know



- [Home](#)
- [Cases](#)
- [Reports](#)
- [Resources](#)

- [Lynn Payne](#)

My Company

My Company Profile

Company Information

Company Name

Pre-Sort Center of Stockton Inc

Doing Business As (DBA)

PacWest Direct

Company ID

1731761

Enrollment Date

08/26/2021

Employer ID Number

680279380

DUNS Number

Total Number of Employees

10 to 19

NAICS Code

323

Sector

Manufacturing

Subsector

Printing and Related Support Activities

[Edit Company Information](#)

Employer Category

Employer Category

None of these categories apply

[Edit Employer Category](#)

Company Locations

Physical Address

3806 Coronado Avenue
Stockton, CA 95204

Mailing Address

496 S Uruapan Way
Dinuba, CA 93618

[Edit Company Locations](#)

Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

Number of Sites

1

[Edit Hiring Sites](#)

Company Access and MOU

My Company is Configured to:

Verify Its Own Employees

Memorandum of Understanding

[View Current MOU](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kerr Insurance Brokers, Inc. 7255 N First St Suite 101 Fresno CA 93720	CONTACT NAME: Ryan Chung PHONE (A/C, No, Ext): 559-277-4771 FAX (A/C, No): 559-573-8557 E-MAIL ADDRESS: service@inskerr.com														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Technology Insurance Company Inc, A- XV</td> <td>42376</td> </tr> <tr> <td>INSURER B : West American Insurance Company, A XV</td> <td>44393</td> </tr> <tr> <td>INSURER C : American Fire and Casualty Company, A XV</td> <td>24066</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Technology Insurance Company Inc, A- XV	42376	INSURER B : West American Insurance Company, A XV	44393	INSURER C : American Fire and Casualty Company, A XV	24066	INSURER D :		INSURER E :		INSURER F :
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INSURER F :															
INSURED Integrated Voting Systems Inc; Rebecca Kozlowski The Pre-Sort Center of Stockton Inc dba Pacwest Direct Beekoz Direct Marketing Inc 496 S Uruapan Way Dinuba CA 93618															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	BKW(22)58512724	02/08/2021	02/08/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USA(22)58512724	02/08/2021	02/08/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 OTHER AGGREGATE \$ 4,000,000 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3943611	12/31/2020	12/31/2021	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	PRINTING ERRORS & OMISSIONS			BKW(22)58512724	02/08/2021	02/08/2022	PER OCCURRENCE 1,000,000 PER AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners are additional insureds. Policy is primary and non-contributory with a waiver of subrogation in favor of the additional insured. This certificate is valid only if the certificate holder requires in as per written contract to be named as additional insured. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. Notice of cancellation is 30 days except in the event of cancellation for non-payment or non-reporting which is 10 days.

CERTIFICATE HOLDER**CANCELLATION**

Franklin County 400 E Locust Street Room 206 Union MO 63084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Rebecca Kerr
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COMMISSION ORDER PRECERTIFICATION FORM

Please return this completed form to the Purchasing Department to make a request for solicitation, contract, or contract renewal for the expenditure of funds.

Date: 3/9/2023

Official/Appointed Requestor: Shakara Bray

Name of item/service requesting: Award "Real Estate change notices" Bid to Pacwest Direct

(Proposed specifications/contract documents/quotes should be attached to form)

Budget Information: List the account(s) and estimated amount(s) used to make the purchase.

Account	Estimated Amount
?	\$ depends of Qty.

Auditor approval of funds: _____ Date: _____

Purchasing Director approval: Shakara Bray _____ Date: _____

Circle One: Solicitation New Contract Renew Existing Signature

Attached solicitation information and no: FEB 2023-08 see attached

Previous Commission Order number if applicable: ~~XXXX~~

Cooperative Agreement Number/Information: N/A

Notes: _____

Date of Agenda for Commission approval: _____

(Attached is all corresponding information; signed contract, awarding vendor, required documents.)