



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

RFB NO: 201921

TITLE: Real Estate Change Notices

Solicitation Schedule & Deadlines:

February 6, 2019	Solicitation Release/Advertising Date
February 13, 2019, 2:00 pm	Deadline for Submitting Questions
February 15, 2019, 4:30 pm	Deadline to post Addendum
February 22, 2019 at 9:00 AM	Deadline to Submit Response
February 22, 2019 at 10:00 AM	Opening Date I Time

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

February 22, 2019 at 9 am

Kathy Hardeman, Purchasing Agent

Ann Struttman, Assistant Purchasing Agent

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

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: _____

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

SPECIFIC REQUIREMENTS

Vendor to print and mail the real estate taxpayer change notices for 2019.

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 A."
2. Envelope used for mailing is a #10 window envelope, white in color with return address and logo. Sample included and labeled "Attachment B."
3. Vendor to receive variable data and fill in forms. Variable data is described as name, address, parcel number, legal description, 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 May of 2019. Exact schedule to be determined with awarded vendor upon awarding.
7. A file with a copy of ALL FORMS that were mailed to be provided to the Assessor's office when mailings are dropped.
8. 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.
9. 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.
10. Bid to include estimated cost of postage.

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.

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

Date

Vendor/Contractor Name and Title

PRICING FORM

201921 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: _____

Estimate of postage/cost per piece: _____

Company Name _____

Authorized Signature _____

Printed name and title _____

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 _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1
SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2019-21 DATE: 02/22/2019

DESCRIPTION: Real Estate Change Notices

Vendor Name: _____

Vendor Address: _____