



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

RFB NO: 201949

TITLE: Printing and Mailing of Personal Property Declaration Forms

Solicitation Schedule & Deadlines:

|                         |                                       |
|-------------------------|---------------------------------------|
| October 16, 2019        | Solicitation Release/Advertising Date |
| October 23, 2019 2:00PM | Deadline for Submitting Questions     |
| October 25, 2019 4:30PM | Deadline to post Addendum             |
| October 31, 2019 2:00PM | Deadline to Submit Response           |
| October 31, 2019 2:30PM | Opening Date I Time                   |

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

October 31, 2019 2:00PM

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto: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](http://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

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ COI (Certificate of Insurance)

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

# SPECIFIC REQUIREMENTS

Vendor to print and mail personal property declaration forms according to the information outlined below. Several versions of the property declaration forms are used as outlined below.

## 1. Printing Requirements

- a.) 2020 Personal Assessment List – “Exhibit A”
- b.) 2020 Business Assessment List – “Exhibit B”
- c.) 2020 Personal Assessment List, March mailing – “Exhibit C”
- d.) 2020 Business Assessment List, March mailing – “Exhibit D”
- e.) Reply Envelopes – “Exhibit E”
- f.) Mailing Envelopes – “Exhibit F”
- g.) Notice to Tax Payers --“Exhibit G”

## 2. Specifications for printed items

- a.) “Exhibit A” is 8 ½ x 14, 24lb, 3 color on white, printed on both sides
- b.) “Exhibit B” is 8 ½ x 14, 24lb, 2 color on color, printed on both sides
- c.) “Exhibit C” is 8 ½ x 14, 24lb, 3 color on white, printed on both sides
- d.) “Exhibit D” is 8 ½ x 14, 24lb, 2 color on color, printed on both sides
- e.) “Exhibit E” is #9 window envelope white wove inside with security tint, no print
- f.) “Exhibit F” is #10 window envelope white wove inside with security tint, no print
- g.) “Exhibit G” is a buck-slip Notice, 1 color, printed on one side

## 3. Mailing schedule and deadlines

- a.) Franklin County Assessor’s office will provide specific mailing dates and approve all mailing schedules for production of statements and receipts prior to start of project. Electronic proofs must be provided and approved prior to mailing. Data files may be sent electronically and will be provided approximately ten (10) business days prior to vendor’s start of print production.

First mailing (*approximate dates and quantities, subject to change*)

November – first week – files received by vendor

November – third week – proofs are due to County within two weeks of receiving files (Need Proof by November 21, 2019)

January - mail drop date (Exhibits A, B, E, F)

Second mailing (*approximate dates and quantities, subject to change*)

March – first week – files received by vendor

## SPECIFIC REQUIREMENTS - CONT

March – second week – proofs are due to County

March – mail drop date (Exhibits C, D, E, F)

4. Declaration forms are to be ordered in November of current year and then April of preceding year. Quantities are estimates from prior year numbers.
5. November mailing will be “Exhibits A and B” in the quantities described below:
  - 50,000 with bar code printed and mailed “Exhibits A, E, F and G”
  - 15,000 without bar code for in-house use “Exhibit A”
  - 3,300 with bar code printed and mailed “Exhibit B, E, and F”
  - 800 without bar code for in-house use “Exhibit B”
6. March printing (second mailing) will be both forms “Exhibit C and D” in the quantities described below:
  - 8,548 with bar code printed and mailed “Exhibit C, E, and F”
  - 493 with bar code printed and mailed “Exhibit D, E, and F”
7. Additional copies of forms may be ordered “as needed.”
8. Forms will include each account holder’s name, address, codes and property owned.
9. Forms will incorporate bar coded account number.
10. Date will be provided to the vendor from Vanguard as a CSV file.
11. Contractor to provide a proof, by email, to the Assessor’s office for review with all variable data from this file. The proof must be provided to the Assessor’s office within two (2) weeks from receipt of the data.
12. All data processing, personalization of forms, folding, inserting, and mail preparations to be provided by awarded contractor only, no outsourcing is permitted under this contract.
13. It is required that contractor have a Mail Design Professional on staff to ensure maximum discounts are utilized. This is to include address validation, use of USPS approved IMB postal barcode and preparing mailings per full service standards.
14. Franklin County to be billed for actual items used, and reporting per item printed required to be submitted with invoice.
15. Vendor to utilize all current USPS requirements to obtain best pricing on postage possible: NCOA, CASS, IMb barcode, USPS Full Service Requirements
16. All postage discounts must be passed along to the County as a straight pass through without any markup.
17. Vendor to have a USPS mailing permit. All mail to be delivered by vendor to a designated Post Office.

## SPECIFIC REQUIREMENTS - CONT

18. Payment for postage to be provided based on itemized report of postage by classification invoices.
19. Vendor to include a proposed printing and mailing schedule with response.
20. Payment to be made, other than postage, upon project completion. Invoice should include reporting with required breakdowns.
21. Cost to design forms to be included in pricing.
22. Vendor to provide Franklin County with electronic file of “clean” forms after final approved proof.
23. Contract Period: The contract period shall be for 12 consecutive months. The contract may be renewed at the sole option of the County for an additional 2 one-year periods, or any portion thereof. 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.*

# 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.

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Vendor/Contractor Signature

Date

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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 \_\_\_\_\_ (Name of Business Entity Authorized Representative)  
as \_\_\_\_\_ (Position/Title)

first being duly sworn on my oath, affirm \_\_\_\_\_ (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 \_\_\_\_\_ (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 \_\_\_\_\_ (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 \_\_\_\_\_

(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.)*

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Authorized Representative's Signature Printed Name

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Title Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
Day Month, Year

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

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Signature of Notary Date

**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (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.

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|   |  |
|---|--|
| Authorized Business Entity<br>Representative's Name<br>(Please Print) | Authorized Business Entity<br>Representative's Signature |
|---|--|

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|                      |      |
|----------------------|------|
| Business Entity Name | 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](mailto: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

## 201949 Printing and Mailing of Personal Property Declaration Form

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

### REQUIRED PRICING

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

All invoices must reflect discounts applied to final order.

Printing to reflect cost per 1,000/total

2020 Assessment List – “Exhibit A” (est. 65,000) \_\_\_\_\_

2020 Business Assessment List – “Exhibit B” (est. 4,000) \_\_\_\_\_

2020 Assessment List – “Exhibit C” (est. 9,000) \_\_\_\_\_

2020 Business Assessment List – “Exhibit D” (est. 1,000) \_\_\_\_\_

Reply Envelopes – “Exhibit E” (est. 75,000) \_\_\_\_\_

Mailing Envelopes – “Exhibit F” (est. 75,000) \_\_\_\_\_

Buck-slip Notice-“Exhibit G” (est. 50,000) \_\_\_\_\_

Inserting, Processing \_\_\_\_\_

Additional fees/explain \_\_\_\_\_

Total Proposed Pricing \_\_\_\_\_

Postage Estimate \_\_\_\_\_

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

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### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

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

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SOLICITATION # 201949 DATE: October 31, 2019 2:00PM

DESCRIPTION: Printing and Mailing of Personal Property  
Declaration Forms

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_