



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

RFB NO: 2021-18

TITLE: Real Estate Change Notices

Solicitation Schedule & Deadlines:

January 20, 2021	Solicitation Release/Advertising Date
January 27, 2021 2:00 pm	Deadline for Submitting Questions
January 29, 2021 4:30 pm	Deadline to post Addendum
February 11, 2021 2:00 PM	Deadline to Submit Response
February 11, 2021 2:30 PM	Opening Date I Time

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

February 11, 2021 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Cowsert, 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

_____ 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 2021.

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, 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 of 2021. 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.

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

Date

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.)

Authorized Representative's Signature

Printed Name

Title

Date

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

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

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.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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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

2021-18 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): _____ envelope _____ form

Data sorting/inserting cost: _____

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 # 2021-18 DUE DATE: 02/11/21 2 P.M.

DESCRIPTION: Real Estate Change Notices

Vendor Name: _____

Vendor Address: _____

ATTACHMENT A

(FRONT)

2021
2019 Real Estate Value Change Notice

TOM COPELAND
 Assessor, Franklin County, MO
 400 E. Locust St., Room 105A
 Union, MO 63084-1862



VALUE CHANGE NOTICE - NOT A TAX BILL
 IMPORTANT DEADLINES INSIDE

FELLOUS, CHARLES R & CATHRINE JANE TRUST
 3350 SCHUCHART PARK RD
 ST. CLAIR, MO. 63077

Reason for Value Change:
 2021
 2019 REASSESSMENT
 (See back for details)
Deadline for Appeal
 JUNE 17, 2019
 at 2021

PROPERTY LOCATION
 Parcel Number: 21-6-13.0-3-002-021.000
 Property Location:
 3350 SCHUCHART PARK RD
 Legal Description:
 LOT: 6 WM SCHUCHARTS 2
 Acreage:

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 - 2018	TOTAL ASSESSED VALUE - 2018	TOTAL APPRAISED VALUE - 2019	TOTAL ASSESSED VALUE - 2019	ASSESS RATIO
RESIDENTIAL:	38,250	7,268	39,650	7,534	19%
AGRICULTURAL:					12%
COMMERCIAL, INDUSTRIAL, OTHER:					32%
LEASE/EXEMPT:	\$0	\$0	\$0	\$0	100.0%
TOTAL:	38,250	7,268	39,650	7,534	

The county abates a total assessed value of \$11,661,474 pursuant to section 353, RSMo. A list of specific abated property is available for inspection upon request at the County Assessor's office.

(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 ÷ 100 x 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.

FW02-10 (Rev. 4/10)

ATTACHMENT B

(FRONT)

FRANKLIN COUNTY

ASSESSOR - REAL PROPERTY

400 EAST LOCUST STREET, SUITE 105A

UNION, MISSOURI 63084-1608



(BACK)

