

Request For Proposals (RFP)

POSTED DATE: December 27, 2023

DEADLINE: January 7, 2024 @ 5:00 PM



Mass Mailing for Real Estate Valuation Notices

Project Introduction

Per Kansas Statute 79-1460, the county appraiser is required to notify property owners of the value of real property (other than utility property) annually. The Change of Value Notices are to be mailed on or before March 1st of each year. As of December 27th, 2023, we have 17,915 parcels in Barton County. However, with the ability to mail parcels with the same ownership and mailing address together, the estimated number of pieces will be 11,250. The data will be provided via a pdf file from the County Appraiser's Office.

Project Requirements

The proposal must include the following:

1. Any charges for programming fee or setup for required Valuation Notice Formatting.
2. Costs to print and insert approximately 17,915 Change of Value Notices (Each notice is two pages needs to be printed as double-sided)
3. Costs to print and insert approximately 11,250 one page insert ((8.5x11) one insert per envelope)
4. Costs associated with envelopes for approximately 9,900 #10 Window envelopes and approximately 1,350 9x12 Flats.
5. Costs associated with address verification.
6. Costs associated with the price of the postage for approximately 9,900 #10 Window envelopes and 1,350 9x12 Flats.
7. If payment will be required prior to mailing. If so, will payment be required to be paid in full or partially? Will prepayment be for postage or envelopes or both?
8. The latest date the County would possibly be able to submit their PDF file of the County spooled Change of Valuation Notices.
9. Any additional information that may be pertinent.

Project Funding Source

Monies have been included in the Appraiser's account of the General Fund for this annual requirement.

Project Timeline

All proposals will be reviewed by the County Appraiser after the filing deadline and then presented to the County Commissioners during their next available study session. The successful vendor will then be contacted, and a formal agreement signed.

Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email or letter to:

Wendy Prosser
Barton County Appraiser
1500 Kansas
Great Bend, KS 67530
620.793.1821
wprosser@bartoncounty.org

Submission Procedures

There are two submission options for formal procurement methods.

1) *Vendors may receive electronic notifications and submit bids/proposals electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.*

OR

2) *Bids/proposals may also be submitted via mail or courier in a sealed envelope, with the exterior marked with the Bid Number/Description, to the Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.*

Barton County will not consider any bids/proposals not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids/proposals. Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids/proposals received after the time and date specified shall not be considered. Bids/proposals submitted after the closing date and time will be returned unopened. Bids/proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Opening and Tabulation

Bids/proposals will not be opened until after the published deadline and at the time and place prescribed in the invitation. The bids/proposals must be opened publicly. Electronic bid/proposal submission software does not permit the opening prior to the published deadlines. Mailed bids/proposals will be received and date/time stamped in the County Clerk's office.

Following the deadline, bids/proposals may be opened by the initiating Board of County Commissioners, Director of Operations, or Department Head, and anyone may attend.

The Director of Operations or requesting Department Head will furnish tabulation sheets to the County Commissioners. Tabulation sheets will vary depending on the type of expenditure and may include such as information about delivery, installation, project timeline, product features, warranties, etc.

Awarding Bids/Proposals

Barton County reserves the right to reject any and all bids/proposals and awards in the County's best interests. Barton County will award bids/proposals only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, delivery, warranty, integration, and financial and technical resources.

Bid results are available by written request. Please send requests to the Freedom of Information Officer (FIO).

Barton County cannot enter into contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM (www.sam.gov);
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

False or Misleading Statements

In the opinion of Barton County, if a vendor's bid/proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of their company and the products and services outlined in their bid/proposal, their bid/proposal shall be rejected.

Conflicts of Interest

Barton County Commissioners, the Director of Operations, Department Heads and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Bids/Proposals

Modifications to bids/proposals already submitted will be allowed if submitted following the submission procedures before the deadline.