



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

RFB NO: 2024-32

TITLE: Processing Annual Tax Statements & Receipts

Solicitation Schedule & Deadlines:

August 21, 2024	Solicitation Release/Advertising Date
August 30, 2024 4:30PM	Deadline for Submitting Questions
September 6, 2024 4:30PM	Deadline to post Addendum
September 18, 2024 2:00PM	Deadline to Submit Response
September 18, 2024 2:30PM	Opening Date I Time

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

September 18, 2024 2:00PM

Shakara Bray, Purchasing Agent

Meagan Johnson, 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: _____

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

_____ I Have ONE Original and TWO Copies That Are Labeled Accordingly

_____ I Have Included Contact Information

_____ Envelope is Sealed and Label is Attached

_____ Affidavit for Work Authorization is Completed and Notarized

_____ Documentation of USPS & MDP Certifications Included

_____ Proposed Printing and Mailing Schedule Included

_____ W9 is Completed & Included

_____ Certificate of Insurance Included

SCOPE OF WORK

Vendor is to print and mail all tax statements, paid tax receipts and envelopes according to the information outlined below.

1. Printing requirements (approximate):
 - a.) Real Estate Tax Statements – 75,000
 - b.) Personal Property Tax Statements – 50,000
 - c.) Merchant Tax Statements – 2,000
 - d.) Delinquent Tax Statements, real estate and personal property – 18,000
 - e.) Single page tri-fold inserts – 15,000
 - f.) Paid Tax Receipts – 90,000
 - g.) Blank Paid Tax Receipts – 50,000
 - h.) Duplicate Statement blanks – 50,000
 - i.) Return Envelopes – 110,000
 - j.) Statement Mailing Envelopes – 110,000
 - k.) Paid Receipt Mailing Envelopes – 90,000
2. Specifications for printed items:
 - a.) Real Estate Tax Statements: 8 ½" x 11", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
 - b.) Personal Property Tax Statements: 8 ½" x 11", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
 - c.) Merchant Tax Statements: 8 ½" x 7", 3-color over 1-color, printed on both sides, with 1 horizontal perforation, #60 white paper.
 - d.) Delinquent Tax Statements: 8 ½" x 11", 2-color, printed on both sides, with 1 horizontal perforation, #70 white paper
 - e.) Single page tri-fold inserts: 8 ½" x 11", #70 color paper, 1-color print
 - f.) Paid Tax Receipts: 8 ½" x 3 ½", 3-color print, #60 white paper
 - g.) Blank Paid Tax Receipts: 8 ½" x 3 ½", 3-color print, #60 white paper

- h.) Duplicate Statement blanks (Exhibit H): 8 ½" x 3 ½", 3-color print, #70 canary yellow paper
- i.) Return Envelopes (Exhibit I): #9 regular envelope, 24# white wove, 1-color print, both sides
- j.) Statement Mailing Envelopes (Exhibit J): #10 standard letter, 1 left window envelope, 24# white wove with inside security tint, 1-color print
- k.) Paid Receipt Mailing Envelopes (Exhibit K): #10 standard letter, 1 left window envelope, 24# white wove with inside security tint, 1-color print

3. Mailing schedule and deadlines:

Franklin County Collector's office will provide specific mailing dates and approve all schedules for production of statements and receipts prior to start of project. Proofs must be provided and approved prior to mailing. Data files may be provided up to ten (10) business days prior to vendor's start of print production.

(approximate dates and quantities, subject to change)

Upon completion of S.F.T.P. – test files can be submitted for data processing tests

October – delinquent files received by vendor

October (second to third week) – current tax statement files received

November 1st mail drop – ALL Real Estate, Personal Property and Merchant Tax Statements

Weekly paid receipt drop, starting third week of November, file received Monday, receipts go out same week Friday

March 1st – delinquent files received

March 15th mail drop – second round of delinquents, Single page tri-fold inserts added for real estate delinquents only

Blank documents on an as needed basis quantity per 1,000

SPECIFIC REQUIREMENTS

1. Data will be processed to format all variable information required to print tax statement forms and receipts as directed.
2. All documents will be prepared and layout used as directed by the Franklin County Collector's Office. Proofs to be provided to and approved by Franklin County Collectors office prior to mailing. Vendor to ensure proper proof approval are those mailed. Errors in mailings that differ from the approval proof will result in a discount of printing costs, starting at 10% reduction. Severe errors will result in reprinting and/or mailing at the Vendor's expense. Severity of errors at the discretion of Franklin County.
3. Vendor must be capable of receiving data files electronically utilizing S.F.T.P. Communications Protocol.
4. Vendor must have capacity to receive large volume files, as large as 80,000 records with a record length of 2000 bytes.
5. Vendor must have the ability to interpret data from the files utilizing .xls coded format and provide verification totals.
6. Vendor must have the ability to generate and print standard and two-dimensional bar codes that contain account identification on each tax statement. Physical proof samples are required to ensure bar code readability and data is correct. Samples to be provided to and approved by Franklin County Collector prior to printing.
7. Definite name/address match required for multi-statement and/or receipt envelope inserting process.
8. Vendor to incorporate bar code controls to insure the accuracy and integrity of the inserting process.
9. No overruns will be paid for by Franklin County. Vendor to bill for items actually used, and reporting per item printed required to be submitted with invoice.
10. Vendor must be a Certified USPS Mail Service Provider – Full Service and have a certified Mail Design Professional on staff. Documentation of most current USPS certification and MDP certification is required with response.
11. Vendor to utilize all current USPS requirements to obtain best pricing on postage as possible:
 - a.) CASS
 - b.) IMb barcode
 - c.) IMb barcode

b.) NCOA processing

d.) USPS Full Service Requirements

12. Vendor to have a USPS mailing permit. All mail to be delivered by vendor to a designated Post Office.
13. All mail must be PAVE presorted to mail at the Full Service IMB lowest Rates as opposed to Basic Service IMB lowest rates and in accordance with all USPS requirements for securing automation rate postage. All postage discounts must be passed along to the County as a straight pass through without any markup.
14. Payment for postage will be provided based on itemized report of postage by classification invoices.
15. Vendor must not outsource any process, including “data processing” functions required to assemble the data in the proper format for printing.
16. Vendor must have, within their company, a disaster recovery site for backup.
17. Vendor to include a proposed printing and mailing schedule with response.
18. Payment to be made, other than postage, upon project milestones. Invoice should include reporting with required breakdowns. Project milestones are as follows:
 - After (November) current tax statement mailings.
 - After all paid receipts have been mailed-weekly.
 - After delinquent bills mailed (February).
 - All additional printing upon completion.
19. Liquidated damages for mailings after November 1st deadline due to vendor error are \$100 per day for the first seven days, then \$500 per day for everyday thereafter.

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.

PRICING FORM

2024-32 Tax Statements and Paid Tax Receipts

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

REQUIRED PRICING (Vendor Printing Envelopes)

Printing to reflect cost per 1,000/total

Real Estate Tax Statements – 75,000 _____

Personal Property Tax Statements – 50,000 _____

Merchant Tax Statements – 2,000 _____

Delinquent Tax Statements – 18,000 _____

Single page tri-fold inserts – 15,000 _____

Paid Tax Receipts – 90,000 _____

Blank Paid Tax Receipts – 50,000 _____

Duplicate Statement blanks – 50,000 _____

Return Envelopes – 110,000 _____

Statement Mailing Envelopes – 110,000 _____

Paid Receipt Mailing Envelopes – 90,000 _____

Data Processing: _____

Multi-statement matching, inserting, processing: _____

Additional fees/explanation: _____

Total Proposed Pricing: _____

Estimate of postage: _____

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. Previous experience/contracts with Franklin County will be considered as references.

52,230 = MAILING TIMEFRAME AND PAID RECEIPT REQUIREMENTS

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
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) 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).

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.

STE 004

Union, MO 63084

SOLICITATION # 2024-32 DATE: September 18, 2024 2:00PM

DESCRIPTION: Processing of Annual Tax Statements &
Receipts

Vendor Name: _____

Vendor Address: _____