



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP) COVER PAGE**

RFP NO: 201818

TITLE: Processing of Annual Tax Statements and Receipts

RFP Schedule & Deadlines:

July 4, 2018	RFP Release Date
July 4, 11, 18, 2018	Advertising Period
July 20, 2018, 8:00 AM	Deadline for Submitting Questions
July 23, 2018 4:30 PM	Deadline to post Addendum
July 30, 2018 at 9:00 AM	Deadline to Submit Proposals

RFP responses must be received no later than "Deadline to Submit Proposals"

July 30, 2018 at 9 am

Contract period is from September 1, 2018 through August 31, 2019.

Kathy Hardeman, Purchasing Agent

Ann Struttmann, 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 LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

PROPOSAL SUBMISSION CHECKLIST

_____ I have reviewed the solicitation schedule and deadlines, located on the RFP cover page

_____ I have read ALL Terms and Conditions and Proposal documents closely

(Located at www.franklinmo.org/current)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A PROPOSAL

_____ RFP Cover page

_____ Pricing Form completed and signed (pages 7 & 8)

_____ Signed and notarized statement of liability included (page 9)

_____ Contractual Terms and Conditions Acknowledgement (page 10)

_____ Affidavit for Work Authorization is completed and Notarized (page 11 & 12)

_____ Current, signed W-9 is included in Packet (page 13)

_____ Completed Affidavit of Paid Property Taxes and Notarized (page 2714)

_____ Completed Vendor Information Request (page 15)

_____ Proof of performance bond is included

_____ Documentation of USPS and MDP certifications included

_____ Proposed printing and mailing schedule included

_____ I have one original and four copies that are labeled accordingly

_____ Envelope is sealed and label attached (page 16)

SCOPE OF WORK

Vendor 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 (Exhibit A)
- b.) Personal Property Tax Statements – 50,000 (Exhibit B)
- c.) Merchant Tax Statements – 2,000 (Exhibit C)
- d.) Delinquent Tax Statements, real estate and personal property – 30,000 (Exhibit D)
- e.) Single page tri-fold inserts – 15,000 (Exhibit E)
- f.) Paid Tax Receipts – 90,000 (Exhibit F)
- g.) Blank Paid Tax Receipts – 50,000 (Exhibit G)
- h.) Duplicate Statement blanks – 50,000 (Exhibit H)
- i.) Return Envelopes – 110,000 (Exhibit I)
- j.) Statement Mailing Envelopes – 110,000 (Exhibit J)
- k.) Paid Receipt Mailing Envelopes – 90,000 (Exhibit K)

2. Specifications for printed items:

- a.) Real Estate Tax Statements (Exhibit A): 8 ½" x 7", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
- b.) Personal Property Tax Statements (Exhibit B): 8 ½" x 7", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
- c.) Merchant Tax Statements (Exhibit C): 8 ½" x 7", 3-color over 1-color, printed on both sides, with 1 horizontal perforation, #60 white paper.
- d.) Delinquent Tax Statements (Exhibit D): 8 ½" x 7", 2-color, printed on both sides, with 1 horizontal perforation, #70 white paper
- e.) Single page tri-fold inserts (Exhibit E): 8 ½" x 11", #70 color paper, 1-color print
- f.) Paid Tax Receipts (Exhibit F): 8 ½" x 3 ½", 3-color print, #60 white paper
- g.) Blank Paid Tax Receipts (Exhibit G): 8 ½" x 3 ½", 3-color print, #60 white paper

SCOPE OF WORK - Continued

- 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
- 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

September/early October – delinquent files received by vendor

October 15, 2018 mail drop – first round of delinquents, half of total (Exhibits D, I and J)

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

November 1, 2018 mail drop – ALL Real Estate, Personal Property and Merchant Tax Statements (Exhibits A, B, C, I, and J)

Weekly paid receipt drop, starting third week of November, file received Monday, receipts go out same week Friday – (Exhibits F and K)

February 15 – delinquent files received

February 28, 2019 mail drop – second round of delinquents, half of total (Exhibits D, I, and J) Single page tri-fold inserts (Exhibit E) added for real estate delinquents only

Blank documents on an as needed basis (Exhibits G and H) quantities 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. See prior year forms attached as "exhibits A thru J."
3. Tax Statements will be prepared in separate groups; current tax bills and delinquent tax bills.
4. Calculations are required by vendor to display all penalty and interest charges when applicable.
5. Vendor must be capable of receiving data files electronically utilizing S.F.T.P. Communications Protocol.
6. Vendor must have capacity to receive large volume files, as large as 80,000 records with a record length of 2000 bytes.
7. Vendor must have the ability to interpret data from the files utilizing EBCIDIC coded format and provide verification totals.
8. 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 calculations are correct.
9. Definite name/address match required for multi-statement and/or receipt envelope inserting process.
10. Vendor to incorporate bar code controls to insure the accuracy and integrity of the inserting process.
11. 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.
12. 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 proposal.

SPECIFIC REQUIREMENTS - Continued

13. Vendor to utilize all current USPS requirements to obtain best pricing on postage as possible:
 - a.) CASS
 - b.) NCOA processing
 - c.) IMb barcode
 - d.) USPS Full Service Requirements
14. Vendor to have a USPS mailing permit. All mail to be delivered by vendor to a designated Post Office.
15. 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.
16. Payment for postage will be provided based on itemized report of postage by classification invoices.
17. Franklin County requests two different pricing proposals; one utilizing envelopes printed by awarded vendor, the other utilizing surplus envelopes in storage.
18. Vendor must not outsource any process, including "data processing" functions required to assemble the data in the proper format for printing.
19. Vendor must have, within their company, a disaster recovery site for backup.
20. Respondents are to include, as part of the proposal, the name and address of some surety authorized to do business in the state of Missouri for fifty percent (50%) of the contract (proposal) price, condition on the faithful performance of the terms of the contract specified.

The original bond must be received within fifteen (15) calendar days after notice of award is given to the successful bidder. Bond must be executed by attorney-in-fact for surety company before a licensed notary public. No waivers will be given, the project will not begin until the bond is executed.
21. Vendor to include a proposed printing and mailing schedule with response.
22. Payment to be made, other than postage, upon project completion. Invoice should include reporting with required breakdowns.

RFP PRICING FORM – A

201818 Tax Statements and Paid Tax Receipts

REQUIRED PRICING (vendor printing envelopes)

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP. All invoices must reflect discounts applied to final order.

Printing to reflect cost per 1,000/total

Real Estate Tax Statements – 75,000 (Exhibit A) _____

Personal Property Tax Statements – 50,000 (Exhibit B) _____

Merchant Tax Statements – 2,000 (Exhibit C) _____

Delinquent Tax Statements – 30,000 (Exhibit D) _____

Single page tri-fold inserts – 15,000 (Exhibit E) _____

Paid Tax Receipts – 90,000 (Exhibit F) _____

Blank Paid Tax Receipts – 50,000 (Exhibit G) _____

Duplicate Statement blanks – 50,000 (Exhibit H) _____

Return Envelopes – 110,000 (Exhibit I) _____

Statement Mailing Envelopes – 110,000 (Exhibit J) _____

Paid Receipt Mailing Envelopes – 90,000 (Exhibit K) _____

Data Processing: _____

Multi-statement matching, inserting, processing: _____

Additional fees/explanation: _____

Total Proposed Pricing: _____

Estimate of postage: _____

Company Name _____

Authorized Signature _____

Printed name and title _____

RFP PRICING FORM - B

201818 Tax Statements and Paid Tax Receipts

REQUIRED PRICING (utilizing County surplus envelopes)

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP. All invoices must reflect discounts applied to final order.

Printing to reflect cost per 1,000/total

Real Estate Tax Statements – 75,000 (Exhibit A) _____

Personal Property Tax Statements – 50,000 (Exhibit B) _____

Merchant Tax Statements – 2,000 (Exhibit C) _____

Delinquent Tax Statements – 30,000 (Exhibit D) _____

Single page tri-fold inserts – 15,000 (Exhibit E) _____

Paid Tax Receipts – 90,000 (Exhibit F) _____

Blank Paid Tax Receipts – 50,000 (Exhibit G) _____

Duplicate Statement blanks – 50,000 (Exhibit H) _____

Return Envelopes – 110,000 (Exhibit I) *current stock is 79,000* _____

Statement Mailing Envelopes – 110,000 (Exhibit J) _____

Paid Receipt Mailing Envelopes – 90,000 (Exhibit K) _____

Data Processing: _____

Multi-statement matching, inserting, processing: _____

Additional fees/explanation: _____

Total Proposed Pricing: _____

Estimate of postage: _____

Company Name _____

Authorized Signature _____

Printed name and title _____

STATEMENT OF LIABILITY

Vendor acknowledges that the issuance and payment of the tax bills require both precision and timeliness. As such, it is paramount that all supplies and forms to be supplied by vendor for tax collection purposes must be properly printed and timely mailed or delivered. Vendor hereby agrees to indemnify Franklin County for any loss or damage incurred by Franklin County which are the result of vendor not preparing the required materials in a proper and timely manner.

Company Name _____

Authorized Signature _____

Printed name and title _____

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

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

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

(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).

AFFIDAVIT OF PAID PROPERTY TAXES

I certify that _____ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

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

VENDOR REQUEST FOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send Bid Packet and Bid Information via email? _____

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

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

RFP # 201818 DATE: 07/30/2018

DESCRIPTION: Tax Statements and Paid Tax Receipts

Vendor Name: _____

Vendor Address: _____