

INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

NOTICE IS HEREBY GIVEN that the County Commission of Baldwin County, Alabama, will receive bids in the Purchasing Office on May 16, 2016, at 2:00 P.M., for the Provision of Off-Site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Revenue Commissioner. Bids will be opened on May 16, 2016, at 2:30 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after May 16, 2016, at the 2:00 P.M., deadline will not be considered. All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

PRE-BID CONFERENCE

A mandatory Pre-Bid Conference will be held at the Baldwin County Purchasing Conference Room located in the Annex III Building at 257 Hand Avenue, Bay Minette, AL., on **Monday, May 9, 2016 at 2:00 P.M., Central Standard Time.** **ALL INTERESTED BIDDERS MUST ATTEND.** Vendors will not be allowed to submit a bid for this project if they or a representative of their company does not attend the Pre-Bid Conference.

SEE ATTACHED SPECIFICATIONS

This invitation package consists of **TWELVE (12)** pages. Bidders shall verify that they have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

GENERAL BID INFORMATION

Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation shall be referred to Wanda Gautney in writing or e-mail (wgautney@baldwincountyal.gov) in sufficient time for reply before submission date of bids. The Commission cannot, and does not guarantee that inquiries sent by mail or e-mail will be received on or before the submission date and time as indicated. It is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 if a reply is not received.

The use of specific names and numbers in the attached specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with Baldwin County Commissioners will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to improperly influence the bid award, and may be sufficient grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

BIDDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website www.baldwincountyal.gov A Disadvantaged Business Enterprise or DBE means a for-profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

PREPARING THE BID

Bids must be typed or handwritten in ink. A bid submitted in pencil shall not be accepted. The Bid Guarantee and Bid Response Form must be an original; copies shall not be accepted. All required paperwork must be received in the sealed Bid Package.

The attached specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of Baldwin County regarding this bid; said specifications shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder's sole expense, the same as if indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled "**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**" and shall be attached to the front of the bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate bid evaluation and tabulation, it is suggested that bids be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

- (1) Cost using material as specified.
- (2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID. Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier's check, or Letter of Credit. This is required by the Alabama Competitive Bid Law, Title 41, Chapter 16, **Code of Alabama 1975**, as amended; **no exceptions will be allowed.** **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County's discretion.

SUBMITTING THE BID

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the bidder at the County's discretion.

Bidders which return a **NO BID** statement shall write on the outside of the envelope, the **Bid Number (WG16-32) with "NO BID"** written underneath. The envelope will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, (mailing address) 312 Courthouse Square-Suite 15, Bay Minette, Alabama, 36507. The Commission cannot guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, “WG16-32” “PROVISION OF OFF-SITE PRINTING, IMAGING AND MAILING OF TAX NOTICES”. Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

BID AWARD

All factors stated in this invitation package will be evaluated in determining the successful bidder and any omission(s) of the stated requirements may be cause for rejection of the bid(s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any and all bids, to waive any formality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

TITLE 39/CODE OF AL COMPLIANCE

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills

have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the Respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.

Done this 19th day of April, 2016.

Tucker Dorsey _____ s/s
TUCKER DORSEY, Chairman
Baldwin County Commission

BID #WG16-32 SPECIFICATIONS

The Baldwin County Revenue Commission is soliciting bids for Off Site Printing, Imaging and Mailing of the annual Appraisal Notices, Property Tax Bills and Delinquent Tax Bills and Business Property Return Notices.

These specifications shall be construed as minimum. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

Bidder shall give a unit prices as indicated on the Bid Response Form. The price shall include all applicable charges, to include but not limited to all setup charges including programming, preprinted forms, envelopes, services provided, etc.

Award will be to the lowest responsible bidder meeting specifications. Is it not the policy of the Baldwin County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery and fast service and experience are among the factors that will be considered in determining the responsive bidder.

BID RESPONSE FORM:

Each supplier should use the Response Form provided for their bid. Exceptions are to be attached to the back of the Response Form.

INTENT TO AWARD TO ONE BIDDER

It is the County's intent to award the bid to one Bidder.

It is the intent of the Baldwin County Commission to award this contract for a twelve (12) calendar month period. However, the Baldwin County Commission may, at their option and in agreement with the Successful Bidder, renew the contract for up to two (2) additional years (2017 and 2018), in twelve (12) month increments. The Baldwin County Commission will, in writing, notify the Contractor thirty (30) days prior to expiration of the 2016 contract with its intend to extend the contract. The prices for 2016 shall also apply to the extension period(s).

No bid may be withdrawn for a period of thirty (30) days following the bid opening unless approved by the Baldwin County Commission, Bay Minette, Alabama.

HOURS OF OPERATION

The Baldwin County Revenue Commission's normal hours of operation are 8:00 a.m. to 4:30 p.m. Vendor must adhere to the hours of operation to accommodate effective and timely communications.

Off Site Printing, Imaging and Mailing of Appraisal Notices, Property Tax Bills, Delinquent Tax Bills and Personal Property Return Notices.

SPECIFIC REQUIREMENTS

VENDOR BACKGROUND & PERSONNEL

Will one primary contact be assigned to our account? If so, from which area of the organization?

How many employees does the Vendor have in key areas providing the service?

EXPERIENCE

How long has Vendor firm offered the service being requested in this Bid?

At which locations does Vendor offer these services?

For each location, what were the average monthly volumes for your operation during the last twelve (12) months (items and number of customers)?

COMPETITIVE POSITION AND FUTURE COMMITMENT

What differentiates your service from other providers?

How do you plan to keep this product or service current and competitive?

- A. What approach is Vendor taking in the development of new services?
- B. What new services or features does Vendor plan to offer, and within what time frame?

REFERENCES

Provide names and phone numbers of three references that are currently using the service requested in this bid. Select a mix of long-standing and recent customers.

Provide any additional information that you believe to be relevant to this Bid and your Capabilities to provide the services requested, *e.g.*, product brochures, articles in trade journals.

CUSTOMER PROFILES

How many customers does your service support?

What are the major industries represented in your customer base?

How many government agencies do you support?

What type of government agencies do you support?

Please list three major government agencies you are working with.

We will contact these agencies as reference. Please provide name, position, phone number and address of each reference.

Does vendor currently have any other contracts with the Baldwin County Commission or related County entities?

PRINTING, INSERTING AND MAIL PROCESSING

Describe Vendor's department processing workflow. Highlight your quality control checkpoints. Include a schematic or flow chart of the processing procedures.

What controls does Vendor have in place to ensure accuracy of the bill inserting process?

In the case of an automated system failure, what back-up (Disaster Recovery) arrangements are in place for processing?

Does Vendor use a third-party processor for any part of this service? If yes, explain which services, how long the relationship has been in place and what alternative support mechanisms are in place with the third party.

What file transfer protocols do you currently use to receive files from your clients? Are you able to receive multiple types of file transfer protocols?

What procedures do you have in place to verify transmission data?

Please include any sample statements that you currently produce.

IMPLEMENTATION

Provide a detailed description of the implementation process, including testing, and a implementation schedule.

What is the average lead-time for implementation? What are the critical factors, which may impact that lead-time?

Describe support provided during implementation, including training, technical assistance, user manuals and on-site visits. Does the firm assign an implementation team?

QUALITY

Does Vendor have a formal quality improvement program for this service? If yes, describe.

How do you ensure that the correct undamaged data production file was received?

What are your quality control check points within the printing and inserting operation?

Describe the quality procedures your operation uses to ensure that the print quality is consistent and that no smudging occurs.

Describe, in detail, the method in which damaged statements are recreated and re-entered into the job stream.

Describe how your operation has the ability to pull individual pieces based upon an account number or list of account numbers.

Describe all reports your system generates as pertaining to (but not limited by) number of bills printed, total billing amount, total inserts used in a billing cycle, etc.

MINIMUM REQUIREMENTS

Preprinted forms to be laser variable imaged, folded, inserted and mailed from one (1) location.

Vendor will batch notices by mailing address. Full Service Intelligent Mail barcode system should be used to improve the delivery time of the mail, provide for the tracking of mail to automated centers, and provide the County free address correction services. The full service Intelligent Mail provides for the lowest possible postage available to the County. The full service Intelligent Mail includes the date that the piece of mail was received by the USPS in the barcode on the envelope.

Vendor to mail to Property Owner (mail together) by account number and provide 100% matching of forms.

Vendor to provide print and data proofs.

Vendor to mail within 3 days after receiving data file and meet mail dates below.

Vendor to sort addresses to lowest possible postage rate and provide postage report.

Baldwin County to pay postage within thirty (30) days after mailing.

Bid price(s) to include all setup charges including programming, preprinted forms, envelopes, services provided and to remain firm for one (1) year.

The print files that the County will provide are generated on an AS/400. The County can provide these in a native AS/400 format or can convert them to an ASC Text file. Vendor must be able to take the file provided by the County as is without requiring any format changes to be made to the current print files. The current print files are designed to be printed on custom forms, so they only have the variable data related to the statements. Vendor must then have the capability to read the file provided by the County, reformat the data, merge it with additional form type data (i.e. Logo, Headings, static notes, etc.), and generate the Laser forms described for each statement.

Transfer of source print file from the County must be accomplished via FTP. Either via placement on County FTP site such that vendor pulls file or via push from the County to the vendors FTP site.

Appraisal Notices - Approx. Mail Date May 1

White 8.5 x 11 28# laser sheets preprinted in reflex blue and red ink face only, variable imaged, folded, inserted into #10 window envelope with preprinted return address in reflex blue ink, presorted and delivered to post office. Ranging from 40,000 to 145,000.

Property Tax Bills - Approx. Mail Date October 1

White 8.5 x 11 28# laser sheets with perforated return stub preprinted in reflex blue and red ink face only, variable imaged including bar coding for scanning, folded, inserted into #10 window

envelope with return envelope both with preprinted return address in reflex blue ink, presorted and delivered to post office. Approximately 145,000.

Delinquent Tax Notices – Approx. Mail Date February

White 8.5 x 11 laser sheets preprinted in red ink, folded, inserted into #10 window envelopes with preprinted return address in reflex blue ink, presorted and delivered to post office. Approximately 10,000.

Delinquent Tax Legal Notices – Certified Mail Return Receipt Required - Approx. Mail Date March

White 8.5 x 11 28# laser sheets preprinted in black ink face only, variable imaged, folded, inserted into #10 window envelope with preprinted return address in reflex blue ink, presorted and delivered to post office. Approximately 5,000±

Business Personal Property Return Notices – Approx. Mail Date October 1

White 8.5 x 11 60# text white laser paper with variably imaged black on both sides of the page, duplexed, inserted into #10 window envelope with preprinted return address in reflex blue ink, presorted and delivered to post office. Approximately 26,000.

Homestead/Disability Exemption Renewal Notices– Approx. Mail Date September 1st

White 8.5 x 11 28# laser sheets with perforated return stub, inserted into #10 window envelope with return envelope both with preprinted return address in reflex blue ink, presorted and delivered to post office. Approximately 6,500.

BID #WG16-32 RESPONSE FORM

Off Site Printing, Imaging & Mailing of Tax Notices

Page 2 of 2

1. Appraisal Notices - Approx. Mail Date May 1

Approx. 40,000 to 145,000 @ \$_____ / each

2. Property Tax Bills - Approx. Mail Date October 1

Approx. 145,000 @ \$_____ / each

3. Delinquent Tax Bills – Approx. Mail Date February

Approx. 10,000 @ \$_____ /each

4. Delinquent Tax Bills - Approx. Mail Date February

Certified Mail Return Receipt Required

Approx. 5,000 @ \$_____ / each

5. Homestead/Disability Exemption Renewal Notices – Approx. Mail Date September 1

Approx. 6,500 @ \$_____ /each

6. Business Personal Property Return Notices – Approx. Mail Date October 1

Approx. 26,000 @ \$_____ /each

****** TOTAL FOR 337,500 \$_____**