

**Return Bid To:**

**MARSHALL COUNTY ENGINEERING**  
**424 BLOUNT AVENUE SUITE 305**  
**GUNTERSVILLE, ALABAMA 35976**  
**(256) 571-7712**

**BID NO: 54 - 24**

**BID OPENING DATE & TIME: TUESDAY,**  
**AUGUST 5, 2025 - 2:00 P.M.**

**LOCATION:** COMMISSION CHAMBERS  
3RD FLOOR - ROOM A319 - MARSHALL  
COUNTY COURTHOUSE - GUNTERSVILLE, AL

**INVITATION FOR BID FOR PRINT AND MAIL SERVICES FOR THE**  
**MARSHALL COUNTY PROBATE OFFICE**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Marshall County Commission, Guntersville, Alabama will receive competitive bids on the above item(s) for Marshall County and/or any agencies thereof.

**VENDOR'S RESPONSE:**

**VENDOR'S NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**VENDOR'S ADDRESS:** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**FAX NO.** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

***Total Amount of Bid:*** \_\_\_\_\_  
(all items added together from page 5)

**VENDOR'S RESPONSE:**

I hereby agree to furnish the above-named items on or by the dates requested and hereby certify that all specifications set above will be met.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Typed or Printed Name

## **BID SPECIFICATIONS**

### **COMPANY QUALIFICATIONS**

1. Production facility must be located within two (2) hours driving time of Guntersville, AL for onsite visits, meetings, and inspections
2. Vendor must operate more than one (1) physical production facility.
3. Vendor must submit the following:
  - a. Company Information.
  - b. Biographies of management and designated account manager(s).
  - c. Comprehensive method and plan documentation for processing.
  - d. Detailed equipment listing (must support printing/inserting of 1000+ notices per minute).
  - e. Business continuity planning summary.
  - f. Proof of E-Verify registration.

### **SECURITY REQUIREMENTS**

1. Data transmission security documentation.
2. Facility security – controlled access, surveillance, and alarm system.
3. Confidentiality policy for all transmitted agreements.
4. Signed employee confidentiality agreements.
5. Hardware security plan including backup and record retention.
6. Audited security reports from a qualified CPA firm or equivalent.
7. Disaster recovery plan and confirmation of multiple facilities.
8. Certificate of Financial Condition.

### **INSURANCE COVERAGE**

1. Vendor must provide a *Certificate of Insurance* (COI) with the following coverage:
  - a. General Liability
    - i. \$1,000,000.00 per occurrence (bodily injury/property damage).
    - ii. \$2,000,000.00 aggregate.
    - iii. \$1,000,000.00 personal injury.
    - iv. Coverage must include premises/operations, products/completed operations, contractual liability, independent contractors, and broad form property damage and personal injury.
  - b. Automobile Liability
    - i. \$1,000,000.00 combined coverage to include hired and non-owned vehicles.
  - c. Worker's Compensation
    - i. \$100,000.00 each occurrence (minimum).

## **TECHNOLOGY REQUIREMENTS**

1. Secure File Transfer Protocol (SFTP) with delivery confirmation.
2. Vendor must provide any required software/certificates at no cost.
3. USPS postal qualifications and certificates required.
4. Web-based tracking portal (individual piece-level tracking with 12 reports and US mapping).
5. E-Registration program to include explanation and sample.
6. E-Delivery program with branded email template and delivery reporting.
7. Barcode/QR code generation as needed.
8. Grouping capability – multiple records on one notice and multiple notices in one envelope.
9. NCOA/CASS/DPV services with detailed reporting.
10. Must provide a postal specialist on staff.
11. Education material to help reduce return mail and improve address quality.

## **EXPERIENCE AND CAPABILITIES**

1. Knowledge of Alabama forms (include samples with bid).
2. Ability to produce PDFs for online posting (organized by county's specifications).
3. Provide 10+ references from Alabama counties.
4. No Subcontracting. Vendor must handle:
  - a. Account management.
  - b. Art and design.
  - c. Programming and data processing.
  - d. Printing and mailing.
  - e. Insert printing (present and future needs).
5. Submit printing equipment list.

## **POSTAGE REQUIREMENTS**

1. Vendor must provide current postage rates for statements and postcards.
2. Postage must be pass-through and USPS discounted.
3. Grouping of notices is mandatory to reduce costs.

## **NOTICE SPECIFICATIONS**

1. Notice must include the following:
  - a. Full variable data.
  - b. Space for messages/warnings.
  - c. Front and back printing.
  - d. IMB postal barcode.
  - e. OCR/barcode line from software.
2. Grouping requirements:
  - a. ≤ 5 notices: #10 white double-window envelope.

- b.  $\geq 6$  notices: 9"x12" envelope.
- 3. Finished proofs must be approved prior to mailing.
- 4. Renewal notices must be mailed by the designated date.
- 5. Pricing must include:
  - a. Notice.
  - b. Outer and return envelopes.
  - c. CASS certification.
  - d. Printing, folding, inserting and mailing.

#### **TAG/BOAT AND FLEET RENEWAL SPECIFICATIONS**

- 1. 8.5"x11", 24/60lb white paper, full color, 1 or 2 sided.
- 2. Perforated at 3.66" or 3.5" as needed.
- 3. Includes #10 double window outgoing envelope (24lb) and #9 return envelope (24lb).
- 4. Design must include both boat and vehicle on the same notice.
- 5. Variable color data fields.
- 6. Must allow grouping of records or notices to reduce postage.

#### **BUSINESS LICENSE RENEWAL SPECIFICATIONS**

- 1. 8.5"x11", 24/60lb white paper, full color, 1 sided.
- 2. Includes #10 double window outgoing envelope and #9 return envelope.
- 3. Some renewals may include additional forms.
- 4. Vendor must have design capability and collaborate with the county.

#### **SAMPLES REQUIRED**

- 1. Vendor must submit samples of other county notices with bid.

#### **OTHER**

- 1. Marshall County reserves the right to the following:
  - a. Request a demonstration of any item prior to the award.
  - b. Accept or reject any/all portions of the bid.
  - c. Waive formalities.
  - d. Re-advertise or proceed as determined by the County's best interest.
- 2. Vendor shall not charge an additional fee if the county determines that a change in language or art is required for any of the aforementioned documents.
- 3. Vendor must be able to produced the required notices within thirty (30) days of from the date of the award of this bid.

<u>Notices:</u>	<u>Price per Item:</u>
Tag/Boat and Fleet Renewal:	\$ _____
Business License Renewal:	\$ _____
<u>Total:</u>	\$ _____

**SPECIAL INSTRUCTIONS TO BIDDERS:**

- (1) The Marshall County Commission reserves the right to award this bid in whole or in part whichever is in our best interest.
- (2) By signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- (3) It shall be the bidder's responsibility to possess all proper County, State, and Federal license, and shall familiarize himself with and shall comply with all Federal, State, and local laws, ordinances, and regulations.
- (4) Bidders are required to use this "*Invitation for Bids*". Failure to do so will be cause for rejection of bid.
- (5) Bids may be submitted either by mail or in person, however, Marshall County will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 10:00 A.M. daily, therefore mail early to ensure prompt arrival).
- (6) Bidders shall bid all items, sign, and return all sheets in the "*Invitation for Bids*" to Marshall County Engineering Department, 424 Blount Ave., Suite 305, Guntersville, AL 35976. Failure
- (7) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within Marshall County, AL, and the bid is no more than five (5) percent greater than the bid of the lowest responsible bidder, the Marshall County Commission may award the bid to the resident responsible bidder.
- (8) This bid shall be good for a period of one (1) year from the time of award. However, an option to issue a second or third 12-month contract with the same pricing, terms and conditions is possible. The second or third contract, if agreed by both parties, would begin the day after the first or second contract expires. Any successive contract must have the written approval by the County and the vendor.
- (9) By signing this contract the contracting parties affirm, for the duration of the agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**Each bidder is required to submit with the bid a certificate of E-Verify.**

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***THE MARSHALL COUNTY COMMISSION RESERVES THE RIGHT TO ACCEPT  
AND/OR REJECT ANY AND/OR ALL BIDS.***

  
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**JOEY BAKER, INTERIM CHAIRMAN  
MARSHALL COUNTY COMMISSION**