

Return Bid To:

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

BID NO: 55 - 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 REVENUE COMMISSIONER'S 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

VENDOR REQUIREMENTS

1. All bidders must provide three references with contact information for printing and mailing services performed during the last twelve (12) months, preferably for public agencies in Alabama. Bidder must use the attached reference list.
2. Vendor must have extensive experience printing and mailing services with volumes up to 1,000,00 per month.
3. Vendor shall have current technology for postal automation and high-speed processing systems to ensure notices are sorted and ran at the highest discounted rate allowed by the United States Postal Service.
4. Vendor shall print, insert, and mail notices. No subcontracting allowed.
5. Vendor shall utilize full color variable data imprint.
6. Vendor must provide a dedicated primary and secondary contact to work directly with county staff during the initial setup phase, testing, and throughout the actual mailing phases of the notices during the contract period.
7. Vendor shall have a confidentiality policy for all records transmitted to their company from county probate. The vendor shall abide by this policy to ensure no information is released or used for purposes outside the specifications of this invitation to bid. All employees of the vendor must have confidentiality agreements in place.
8. Vendor shall have a sufficient facility and a comprehensive disaster recovery plan in the event the primary facility is off-line. Please provide a copy of your disaster recovery plan.
9. Vendor should be within 1.5 hours driving distance for onsite visits, meetings and plan inspections. Vendor must have more than one (1) physical production facility.
10. A Secure File Transfer Protocol (SFTP) solution for transmitting data is required with notification of successful upload. If any specialty software or certificates are required in order to utilize the service, the vendor must furnish it at no additional cost.
11. Vendor must be capable of working with software platform for notices.
12. Vendor shall have extensive experience retrieving test files and data layouts.
13. Vendor shall have secure hardware equipment and provide a detailed plat for information security, backup capabilities and record retention procedures. Vendor must provide last security for audit review.
14. Vendor must have optional web-based tracking system with multiple reports for delivery of notices through the USPS system.
15. Vendor shall provide National Change of Address (NCOA) address screening with Address Change Service (ACS) electronic return service if requested. Please provide examples of reporting given to the revenue commissioners office for all services and breakdown of number of notices being sent each job.
16. Vendor shall be fully redundant in all processes, data, art, printing, digital production and inserting.
17. Vendor shall recommend changes to a form design as well as make form improvements at not cost to the county. Vendor must also be able to list multiple parcels based on direction from the county.
18. Vendor must have postal certification with supporting documentation.

19. Vendor shall be capable of printing variable test messages for different customers, logo printing, viewing, archiving and reprinting of renewal notices upon request.
20. Grouping of notices based on best practices is required.
21. Vendor must provide current postal cost based on presorting of date for review.
22. Vendor must provide printing and inserting volume capabilities.

SPECIFICATIONS

1. Real Property Tax Notices
 - a. #10 Generic double window envelope, white stock, 1 color imprint.
 - b. #9 Generic return envelope, white stock, 1 color imprint.
 - c. 8.5"x11" letter, 1- or 2-sided, color print, white 1/3 perforated stock.
 - d. Variable data imprint.
2. Board of Equalization (BOE) Notices
 - a. #10 Generic double window envelope, white stock, 1 color imprint.
 - b. 8.5"x11" letter, 1- or 2-sided, color print, white stock.
 - c. Variable data imprint.
3. Personal Property Renditions
 - a. #10 Generic double window envelope, white stock, 1 color imprint.
 - b. #9 Generic return envelope, white stock, 1 color imprint.
 - c. 8.5"x11" letter, 1- or 2-sided, color print, white 1/3 perforated stock.
 - d. Variable data imprint.
4. Personal Property Renditions Reminder Notices – Postcard
 - a. 4x6 postcard, 1- or 2-sided, black print on white cover stock material
 - b. Variable imprint data.

OR

- a. 4x6 postcard, 1- or 2-sided, color print on white cover stock material
 - b. Variable imprint data.
5. Certified Notices
 - a. #10 Showcase window envelope
 - b. 8.5"x11" letter, 1 sided, black print, white stock
 - c. Cover sheet containing all postal information.
6. Additional Mailings
 - a. #10 Generic double window envelope, white stock, 1 color imprint.
 - b. #9 Generic return envelope, white stock, 1 color imprint.
 - c. 8.5"x11" letter, 1- or 2-sided, color print, white 1/3 perforated stock.
 - d. Variable data imprint.
 - e. Types:
 - i. Personal Property Tax Notices
 - ii. Manufactured Home Notices
 - iii. Delinquent Notices
 - iv. Exemption Notices
7. Notice shall be formatted to display all necessary notice information.
8. Notice shall have ample space for special messages or warnings and be printable on both sides.

9. Vendor shall be capable to print an Optical Character Recognition (OCR) and/or barcode line from the software.
10. Notices must be trifold when inserted into envelope.
11. Multiple notices of five (5) or less to the same individual shall be grouped in a #10 white stock, double window envelope.
12. Multiple notices of six (6) or more to the same individual shall be grouped in a 9"x12" envelope.
13. Notices shall have IMP postal barcode.
14. Finished proofs must be furnished and approved before order is complete.
15. Renewal notices must be mailed by the day designated by the office each month.
16. Pricing shall include renewal notice, outside envelope, reply envelope, processing CASS certification, printing, collating, folding, inserting, preparation, and delivery to the United Postal Service in automation systems.
17. The county will only pay actual postage. Markup fees of postage will not be allowed.

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).

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.

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>
Real Property Tax Notices:	\$ _____
BOE Notices:	\$ _____
Personal Property Renditions:	\$ _____
Personal Property Renditions Reminder Notices – Postcard – Black Print:	\$ _____
Personal Property Renditions Reminder Notices – Postcard – Color Print:	\$ _____
Certified Notices:	\$ _____
Additional Mailings:	\$ _____
<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*" and the attached "*Reference List*". 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.

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



JOEY BAKER, INTERIM CHAIRMAN
MARSHALL COUNTY COMMISSION

REFERENCE LIST

This reference list shall be completed and attached to the invitation for bid form when submitted to the Marshall County Engineering Department. Bids received without this completed reference list will be disqualified.

List three agencies, preferably government agencies in Alabama, that you have performed printing and mailing services for in the last twelve (12) months.

- | | | |
|----|------------------------------|---------------|
| 1. | Public Agency | |
| | Name of Contact Person/Title | |
| | Phone Number | Email Address |
| 2. | Public Agency | |
| | Name of Contact Person/Title | |
| | Phone Number | Email Address |
| 3. | Public Agency | |
| | Name of Contact Person/Title | |
| | Phone Number | Email Address |