



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630
 Forsyth, Missouri 65653

SOLICITATION TITLE: TAX STATEMENTS MAILING SERVICES
 RFB #201906-430

SOLICITATION TYPE:

- () = Full / Formal Bid for Products *or* Materials *ONLY*.
- () = Full / Formal Bid for Products *and* Services.
- () = Full / Formal Bid for *Services ONLY*. (PRINT)
- () = Full / Formal Request for Proposals.
- () = Full / Formal Request for Qualifications.

SCHEDULE & DEADLINES:

June 22, 2019 – July 23, 2019

Bid Release Date / Advertising Period

July 15, 2019 at 2:00 P.M.

Deadline for Submitting Questions.

July 23, 2019 at 5:00 P.M.

Closing Date / Time.

July 24, 2019 at 9:30 A.M.

Opening Date / Time.

Responding Vendor / Company Name

City / State

Grand Total Bid Price: \$_____.

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Bidder's Initials: _____

Commodity Title: **TAX STATEMENTS MAILING SERVICES.**
PLEASE MARK YOUR ENVELOPE "SEALED BID #201906-430"
RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
P. O. Box 1630 (PO Box MUST be used for U.S.P.S. delivery.)
132 David St. (Physical Address MUST be used for Courier delivery.)
Forsyth, MO 65653

Bid Opening

Location / Address: Taney County Commission Hearing Room (Old Courthouse)
132 David Street
Forsyth, Mo. 65653

The undersigned certifies their authority to bind this company in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein or to offer a "No Bid." Type or print information below. Bidder is REQUIRED to complete, sign and return this form with their submittal to our solicitation as well as initial all pages. *An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

Company Name

Authorized Person (Print)

Address

*Signature

City / County / State / Zip

Title

Telephone #

Fax #

Date

Tax ID #

*E-mail (MUST be legible.)

Entity Type (Corporation, LLC, Sole Proprietor,
Partnership)

INTRODUCTION & BASIC PROCESSING INFORMATION:

A formal invitation for bid is utilized when any total purchase estimate exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. A complete bid request package will contain well-defined standard technical specifications for the nature of the service or product(s) requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award.

The Purchasing Department is responsible for the bid opening at the time and place noted in this solicitation. If a Vendor wants a copy of the bid tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed bids cannot be emailed so they must either be delivered by hand, courier, or U.S.P.S. (Please note U.S.P.S. concerns as listed in item #1.3 on the following page.)

All formal invitations for bid are handled by the Taney County Purchasing Department but, technical specifications are the responsibility of the specific requesting department point of contact listed in section #2, Scope of Services.

Read ALL solicitation documents closely - immediately upon receipt. Note any/all special dates and submit your response as soon as possible. See Items 1.21-1.24 for the process to submit questions. Pay close attention to the terms *must, will, shall, should* or *may*.

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 Section #1 includes instructions, conditions, guidelines, requirements and other key factors that must be understood. Using the checkmark system here will assist Vendors in participating correctly and limit the possibility of their response being disqualified due to a technicality. Use a checkmark (✓) to acknowledge each of the following items. We have found this method improves communications, limits the need for questions and thus addendum, and helps to avoid other areas of confusion.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1.  | INSTRUCTIONS AND GENERAL CONDITIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | (✓) |
| 1.1 | Delivery of: <i>Sealed Responses</i> , subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the request closing date and time indicated herein for furnishing the County with goods, and or, services as detailed within these following pages.                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| 1.2 | Closing: <i>Sealed Responses</i> must be delivered before "Closing Date / Time" as listed on page one, to the Taney County Purchasing Department as listed on page two.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 1.3 | United States Postal Service WARNING: Due to the fact that there is no mail delivery service at our offices, we <b>strongly</b> discourage Bidders from using the U.S.P.S. If a Bidder elects to use the United States Postal Service do <b>NOT</b> send "return receipt requested" on our end as we do not have staff to wait in line at the Post Office <i>when their counter is open</i> to sign for a bid response package. ALSO...The Post Office only recognizes our P.O. Box address. Other delivery services require our physical address. Both addresses are listed on page #2. It is the Bidder's responsibility, not the County, nor the Post Office, to ensure responses are delivered in time to the Purchasing Department. Courier or hand delivery works the best. |     |
| 1.4 | Late Packages: The County will not accept any response received after the listed closing date/time. Late arrivals are considered as "NON-RESPONSIVE". They will not be opened.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
| 1.5 | Opening: Responses will be opened publicly at "Opening Date / Time", as listed on page one, and read aloud. All responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm who formally requests it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| 1.6 | Award / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete departmental review. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| 1.7 | Withdrawals: Responses may be withdrawn on written request from the Bidder at the address shown in this request prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Taney County Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 1.8 | Sealed & Marked: Responses must be submitted in a sealed envelope identified with the bid number and dates of closing & opening. List the bid number on the outside of the box or envelope and note " <i>Response to Request for Bid enclosed</i> " with a return name & address. No fax or electronic transmitted responses will be accepted. Make sure your package indicates "BID", with the BID NUMBER - on the final outside surface of your package.                                                                                                                                                                                                                                                                                                                        |     |
| 1.9 | No Bid: If you elect not to submit a response, return the No Bid Response Form in section #5 of this package, and note your reason. (Optional). An email is preferred for a "No Bid" response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.10 | Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing information to respond to this request.                                                                                                                                                                                                                                                                               |  |
| 1.11 | Presentations / Inspections: The County reserves the right to conduct personal interviews or require presentations, inspections, of or from any / all proposers prior to selection. The County will not be liable for any costs incurred by the Bidder in connection with such interviews, presentations, or inspections. (i.e. travel accommodations, etc.)                                                                                            |  |
| 1.12 | Bid Term: All Responses submitted shall be binding, and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing / Costs submitted within this response must be honored within that set timeframe. Bidders should not respond unless certain on this point. Submitted pricing to this request, once opened, cannot be changed for any reason. Any such changes, by law, will disqualify that full response. |  |
| 1.13 | Bid Rejection: The Taney County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.                                                                                                                                                                                                                                                                                                 |  |
| 1.14 | Multiple Awards: Responses may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.                                                                                                                                                                                                                                                                                                           |  |
| 1.15 | Payment Terms: Taney County standard payment terms are <i>Net 30</i> after receipt of an invoice. We can not, and will not, agree to any other payment terms. Once products, or services, are received and accepted Taney County will process payment in full. Invoices need to be issued, and mailed, correctly, to the requesting department - not Purchasing.                                                                                        |  |
| 1.16 | Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.                                                                                                                                                                                                                                                                                       |  |
| 1.17 | Any award agreement shall take effect upon the approval by the Taney County Commission.                                                                                                                                                                                                                                                                                                                                                                 |  |
| 1.18 | Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in said response being disqualified.                                                                                                                                                                                                                                                                                               |  |
| 1.19 | Direct Email Address: An email address <b>MUST</b> be provided in order to receive award results. (Not a website.) We do not use U.S.P.S. for results only email. Final award results will be emailed to all responding Vendors. Please do not call for results.                                                                                                                                                                                        |  |
| 1.20 | Results are always posted at: <a href="http://www.taneycounty.org">www.taneycounty.org</a> . Please do not call for results.                                                                                                                                                                                                                                                                                                                            |  |
| 1.21 | All questions for this solicitation must be submitted no later than 2:00 P.M. Monday July 15, 2019. Questions are to be emailed to the department point of contact listed within this request as well as copied (cc) to the Purchasing Director at; <a href="mailto:ron.erickson@co.taney.mo.us">ron.erickson@co.taney.mo.us</a>                                                                                                                        |  |
| 1.22 | All questions received will be combined to be answered in one written addendum and emailed to all parties who had previously been part of the original DBI (Direct Bid Invitation email), or had made email contact during the open questioning timeframe.                                                                                                                                                                                              |  |
| 1.23 | Any necessary addendum email will be sent as close as possible to the day following the deadline listed in item #1.21 above. The addendum will also be posted on the Taney County website attached at the end of the posted Bid. An indication at the end of the posted bid, in red, will alert visitors to our website Purchasing Page as to the presence of any addendum.                                                                             |  |
| 1.24 | Aside from routine processing questions, if it becomes necessary to revise any part of this solicitation, written addendum will be issued to address that need. Any addendum is valid only if in writing and issued by the Taney County Purchasing Department.                                                                                                                                                                                          |  |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.25 | <p>Agreement: The entire contents of response documents submitted by the successful Bidder(s) to this request shall include all bid documents and will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ____" at the bottom of each page after completing each page. Any responses not complying with this condition may be considered non-responsive. The Awarded Vendor(s), of this request, will follow up with a written agreement draft, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties working in harmony with this signed response.</p> |  |
| 1.26 | <p>Our standard <i>Sample</i> agreement currently being used by Taney County, in most cases, is attached here to assist. It is not necessary to fill in the blanks of said "<i>Sample</i>". This sample is for reference purposes only. The County reserves the right to use other agreement versions should our Legal Services Department decide another version would better serve the needs of Taney County Missouri as they pertain to those requested within this solicitation.</p>                                                                                                                                                                                                                                                                                |  |
| 1.27 | <p>Response Content: In order to enable direct comparison of competing responses, Bidders must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."</p>                                                                                                                                                                                                                                                                                                                        |  |
| 1.28 | <p>Advice of Award: The County's Responses, Bid Tabulations, and Bid Award information may be viewed on our website at <a href="http://www.taneycounty.org">www.taneycounty.org</a>. (Purchasing Department Page.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 1.29 | <p>Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their responses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 1.30 | <p>Rejection or Correction of Responses: The County reserves the right to reject any or all responses. Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with bid conditions, may be waived at our discretion whenever it is determined to be in the best interest of Taney County Missouri.</p>                                                                                                                                                                                                                                                                                                                                                             |  |
| 1.31 | <p>Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the responses received which ones are best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractors selected appear to offer the best overall solutions for our current and anticipated needs at the lowest possible cost.</p>                                                                                                                                                                                                                                                                                                    |  |
| 1.32 | <p>Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 1.33 | <p>Sunshine Laws: Per (Section 610.026, RSMo.) concerning public documents, all responses to this request will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies.</p>                                                                                                                                                                                                          |  |

**2. SCOPE OF SERVICES:**

The Taney County Purchasing Department will be accepting and reviewing responses to this RFB for MAILING TAX STATEMENTS services at the lowest possible cost to the county per the following requirements in this section as well as in the table below in section #3 where bid pricing MUST be entered.

- 2.1 Ability to run file against national database to search for most current addresses.
- 2.2 Pickup and delivery, to and from Collector's office, envelopes, statement paper, proofs.
- 2.3 The statements would be printed from the collector's software provider's program and must be compatible with their coding.
- 2.4 The quantity of statements estimate is **70,000**.
- 2.5 Taney County will NOT be held to any minimums nor maximums amount by this bid.
- 2.6 Companies must be able to provide a copy of their bond and current required licenses.
- 2.7 Statements of all files; Real Estate, Personal Property and Duplicate Real Estate Statements, with the same name and address MUST be inserted in the same envelope.
- 2.8 Affixing postage on 1 and 2 ounce #10 envelopes and printing labels for oversized envelopes and affixing postage/processing manually as required.
- 2.9 Agree to receive envelopes, statement paper and labels from outside vendors as well as provide quotes (if you sell the product) on these products upon request.
- 2.10 A formal agreement for these services, AND products, post award-will extend for 36 months with a one year renewal option, thereafter, contingent upon all pricing remaining the same.
- 2.11 Grand Total Price MUST be listed within item #3.10 below as well as on the cover page of this bid request.

**3. SPECIFICATIONS / REQUIREMENTS / PRICING RESPONSE:**

| ITEM # | SPECIFICATIONS / REQUIREMENTS / PRICING                                                                 | ESTIMATED QUANTITY | BID UNIT PRICE | BID LINE TOTAL |
|--------|---------------------------------------------------------------------------------------------------------|--------------------|----------------|----------------|
| 3.1    | Printing Duplex Statements.                                                                             | 60,000             |                |                |
| 3.2    | Printing Simplex Statements.                                                                            | 10,000             |                |                |
| 3.3    | Fold.                                                                                                   | 70,000             |                |                |
| 3.4    | Inserting Together By Address.                                                                          | 50,000             |                |                |
| 3.5    | Affixing Postage.                                                                                       | 50,000             |                |                |
| 3.6    | Print Mailing Label.                                                                                    | 500                |                |                |
| 3.7    | Label.                                                                                                  | 500                |                |                |
| 3.8    | #10 Window Envelope.                                                                                    | 50,000             |                |                |
| 3.9    | Manual Processing of oversized envelopes. (other than #10)                                              | 500                |                |                |
| 3.10   | <b>Grand Total Price: \$</b> _____<br>(This "Grand Total Price" MUST also be listed on the cover page.) |                    |                |                |

Any/all questions concerning specifications/requirements must be directed to *Department Point of Contact*.

Mona Cope, Taney County Collector  
 417-546-7216  
 Mona.cope@co.taney.mo.us



For Section 4 please use the below “KEY” to check (✓) off the appropriate box. In this section the County will always look for 100% COMPLIANCE. The Following listed “STANDARD TERMS and CONDITIONS” are absolutely critical to all County solicitations. We suggest that if after reviewing, each of the following items, should any potential participant feel they are not able to comply with any specific item, or more than just a single item, they should probably not submit a bid response to our solicitation. All “D” check (✓) marks will be considered very strongly toward disqualification. Make sure to address every item.

C = Comply with. *(In some cases this will serve as a basic acknowledgement to that specific term or condition.)*  
 D = Does not comply with. *(Your Firm / Company cannot agree with or comply with that specific term or condition.)*

| 4    | STANDARD TERMS AND CONDITIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | C | D |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 4.1  | Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this Request for Bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| 4.2  | The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award on an item-by-item basis, or an “all or none” basis, whichever is in the best interest of the County.                                                                                                                                                                                                                                                                                                                              |   |   |
| 4.3  | Bidders must use the bid request forms provided for the purpose of submitting responses, must return the bid and bid sheets comprised in this bid – in same order as received, give the unit price, extended totals (when asked for), and sign the bid.                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |   |
| 4.4  | When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |
| 4.5  | The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in the award phase.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |
| 4.6  | The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |
| 4.7  | In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |
| 4.8  | Failure to deliver as guaranteed may disqualify Bidder from future participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |   |
| 4.9  | Prices must be as stated in units of quantity specified, and must be firm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |
| 4.10 | The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered and is accepted by the County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |
| 4.11 | Do not include Federal Excise Tax or Sales and Use Taxes in your response, as state law exempts the County from these taxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |
| 4.12 | The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances as are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration’s Best Practices Procurement Manual Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid response opening. |   |   |
| 4.13 | In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |
| 4.14 | Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.                                                                                                                                                                                                                                                                                                          |   |   |

5. **NO BID RESPONSE FORM:** Completion of this short form is totally optional and is included within our solicitations simply as an additional “tool” to assist us overall in improving future solicitation processes. If you, or your company, has decided not to participate by *not* offering a bid, please complete the below form and return it to the Purchasing Department by email.

*Thank you...*

RFB #201906-430 Tax Statements Mailing Services.

|                                                                                              |  |
|----------------------------------------------------------------------------------------------|--|
| Business Name:                                                                               |  |
| Address:                                                                                     |  |
| Telephone:                                                                                   |  |
| Contact Person:                                                                              |  |
| Date:                                                                                        |  |
| Reason(s) for not Bidding:                                                                   |  |
|                                                                                              |  |
|                                                                                              |  |
| <i>Would you like to be removed from our list(s) for future bids? (____ Yes or ____ No.)</i> |  |

6. **FINAL COMPLIANCE CHECKLIST:** By using the below table as a checklist you will help to insure that your bid is fully compliant before you seal it for submission. Your full bid response needs to comply with all of the below listed requirements or it will not be included for consideration. Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which **WILL** cause your response to be disqualified. Please call me, at my office as listed right below, or email me with any questions pertaining to these requirements or any other written instructions. *Thank you...*

**Ron Erickson, Director of Purchasing**  
 Office: 417-546-7281 / FAX: 417-546-3941  
[ron.erickson@co.taney.mo.us](mailto:ron.erickson@co.taney.mo.us)

The below requirements apply to every solicitation we do.

(✓) = Acknowledged below item with intent to comply.

| ITEM # | FINAL COMPLIANCE CHECKLIST                                                                                                                                                                                                                                                       | (✓) |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 6.1    | The County will not accept any late bids. Late packages will not be opened or returned.                                                                                                                                                                                          |     |
| 6.2    | No fax or electronic transmitted bids will be accepted. Bid responses received via fax will disqualify that Vendor from any participation in this bid.                                                                                                                           |     |
| 6.3    | Please include a current/signed W-9 form with your company information. Taney County Accounts Payable Department cannot process payment(s) without a current W9. The name and address on your W9 will be used as the formal name/address on any subsequent Agreement post award. |     |
| 6.4    | Remember to sign the bid sheet as this is mandatory. Missing signature <u>WILL</u> disqualify.                                                                                                                                                                                   |     |
| 6.5    | Un-readable responses, including an unreadable email address, <u>WILL</u> disqualify.                                                                                                                                                                                            |     |
| 6.6    | Three <u>COMPLETE</u> copies of the bid response, with your original, are <u>REQUIRED</u> . Please indicate copies versus original. One sided copies <u>ONLY</u> . A double-sided response is not considered an acceptable “legal” document for our purposes.                    |     |
| 6.7    | Include, in your response, ALL pages of the bid document initialed by hand, not typed, where asked for on each page bottom. Incomplete responses could possibly disqualify.                                                                                                      |     |



**AGREEMENT** *(Sample)*  
for  
**TAX STATEMENTS MAILING SERVICES**

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_ 201\_ is made between Taney County, Missouri, a political subdivision of the State of Missouri, (-hereinafter "County") and \_\_\_\_\_ of \_\_\_\_\_ (-hereinafter "Contractor").

NOW, THEREFORE IN CONSIDERATION of the mutual considerations and obligations of the parties contained herein, the parties agree as follows:

1. Contract Documents. The contract documents to this Agreement for the purchase of Tax Statements Mailing Services for the Taney County Collector's Office, shall include the Contractor's bid response to County's Request For Bid # 201906-430 and any applicable addenda which are attached hereto and incorporated herein by reference. Services data, specifications and literature submitted may be permanently maintained in the County Purchasing Office. In the event of a conflict between any of the foregoing Contract Documents, and this Agreement, the terms and conditions of this Agreement shall prevail and control.

2. Contract Price. Services, and/or any/all required products, provided under this Agreement shall not exceed the price as quoted in attached bid response of: \$\_\_\_\_\_, per item #3.10 on page 6 of their signed bid response. If certain unusual circumstances occur specific to Services or product availability, the County may consider all options – including the next lowest Bidder.

3. Contract Duration. This agreement shall commence on the date it is fully executed and extend for 36 months thereafter, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date only by order of the County for one year subject to the pricing clauses and delivery clauses as agreed to, and offered by the Contractor's bid response. This agreement may be renewed thereafter on a month to month basis for up to six months in the event the County is unable to re-bid and award a new contract prior to expiration.

4. Billing and Payment. All billing shall be invoiced with specific department information and include bid reference #201906-430 for tracking. Billings and invoices may only include the prices provided for in this Agreement. No additional fees or extra services not included, or taxes, shall be included as additional charges in excess of the charges in this Agreement or the Contract Documents. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts, if any are available, when County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount.

5. Binding Effect. This Agreement shall be binding upon the parties hereto and their successors and assigns for so long as this Agreement remains in full force and effect.

6. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual Agreement. This Agreement may only be amended by a signed writing executed with the same formality as this Agreement.

**7. Termination.** This Agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. Due to material breach of any term or condition of this Agreement, or
- b. If in the opinion of the Taney County Commission delivery of Services is delayed or Services delivered are not in conformity with specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

**8. Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Missouri. Venue for any dispute arising out of the formation, interpretation, or claims regarding a breach of this Agreement shall be solely and exclusively in the Circuit Court of Taney County Missouri.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this Agreement.

Taney County Missouri  
By: Taney County Commission

“Contractor” \_\_\_\_\_

\_\_\_\_\_  
Authorized Person (PRINT)

\_\_\_\_\_  
Mike Scofield, Presiding Commissioner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donna Neeley, County Clerk

Address;

**AUDITOR CERTIFICATION**

In accordance with 50.660 RSMo, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

|           |      |                       |
|-----------|------|-----------------------|
| Signature | Date | Appropriation Account |
|-----------|------|-----------------------|



**Taney County, Missouri**  
**RFB# 201906-430 Tax Statements Mailing Services**  
**ADDENDUM**  
**July 15, 2019**

This addendum is issued per item #'s; 1.21, 1.22, 1.23 and 1.24 on page #4 of our solicitation #201906-430 as listed above. This document is now hereby incorporated into and made a part of the complete formal bid document package. It will be the only addendum, with all necessary changes, associated with this bid. By this formal/official addendum we are meeting the listed timeframe/deadline for making any/all required changes to our initial specifications. Bidders are reminded that receipt of this addendum must be acknowledged either within any full bid response package, or by email.

The Taney County solicitation for Tax Statements Mailing Services requirements & specifications are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

Due to the Taney County Collector's Office receiving several inquiries about this solicitation, as well as requests for samples and clarifications, please see the attached pages. All of which, as already stated, are to be considered "formal/official" part(s) of the entire bid package."Samples" are all attached separately for further review clearly.

*(For Bidders who have already mailed us their bid response, and now see information here that may impact that sealed response, feel free to mail in a separate sealed document listing any changes you want added to your formal response. There is no need to redo your entire bid document. We will combine separately received packages/mail at time of opening.)*

Please complete the below information – AFTER – a complete and thorough review of all of the attached information. All pages and all details / changes / modifications

*Thank you....*

Ron Erickson, Director of Purchasing  
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653 Phone: 417-546-7281

BIDDER has examined copy of this Addendum to RFB# 201906-430, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative Printed Name:  
\_\_\_\_\_

Acknowledgement of this addendum may *also* be sent via email to; ron.erickson@co.taney.mo.us.

Here, as follows, are the questions received, some of which are very similar. Answers are in red. As always when issues may seem open to options we remind Bidders to do the best they can as truly this is a Request for Bids which usually requires options. This will be the only Addendum for this solicitation.

1. Will you prepay postage or is postage paid out of your permit account? **We do NOT have a permit account. Follow the details as best you can per all specs but especially 2.8 & 2.9 to offer your best response.**
2. Do you require a Certificate of Insurance, or a bond? **If bond, what amount? We require an affidavit from a Surety company that the company is pre-approved to receive a Surety Bond, in the amount of their bid, to guarantee satisfactory completion of the Tax Statement Mailing Service. See item #2.6 in the initial bid specs.**
3. Will you accept a cashier's check in lieu of a bond? **See above.**
4. Will you provide samples of statements and envelope? **Yes. See several attachments.**
5. Are all statements a single page – either simplex or duplex? **Statements are a single page, but two sided. Duplicate Statements are single page - one sided.**
6. Are statements black and white or color? **Black & White.**
7. Is envelope a standard #10 window? **Yes.**
8. Is envelope black and white or color? **Black & White.**
9. Does envelope have security tint? **No.**
10. Please offer a copy of the duplex and simplex real estate and personal property statements and envelope. **See several "Sample" attachments.**
11. Is everything all black? **The back of both the Real Estate and Personal Property Statements are the same. All statements and envelopes are printed in black & white.**
12. Should cost of postage be included anywhere in the pricing matrix? **Yes. There may be bulk discounts. Include in your bid the cost for both; 1 ounce and 2 ounce.**
13. Where should we add the postage rates? Will you send out a new pricing matrix or should we build it into a line item already on the grid? **The current metered mail rate is \$.50 for 1 ounce and \$.15 for each additional ounce. If you are able to offer a discount beyond the metered rate, please provide the amount for 1 ounce under item# 3.5, otherwise just enter \$.50.**
14. Can you confirm that the previous award total of \$29,570.00 to Ozark Mailing Services was the total services amount for a 36 month period and did not include postage? **We do not have a report created of the total payment made to Ozark Mailing over the past 3 years. In regard to the total estimated, or actual, costs please follow the specifications as listed in our new solicitation and offer the best/lowest response you can based on the information we have provided there - should you decide to participate.**
15. Is current pricing available? **In addition to the answer above - this information is posted, as all such information is, on the County website. RFB#201506-307 Mailing Services. We are not sure what possible value this information may serve due to the timeframe since?**
16. What paper stock is used for statements? **We were assuming STANDARD since we did not ask for specific "code numbers". However, when we just called our printer we were told, "60 pound offset". We are open.**
17. What paper stock is used for the #10 envelopes? **We were assuming STANDARD since we did not ask for specific "code numbers". However, when we just called our printer we were told, "24 pound white wove". We are open.**

18. Is sample "Art Work" available? **See attachments.**
19. Will the statements need to be perforated? **Yes. See attachment.**
20. Do the #10 envelopes require any color printing? **No.**
21. What software program does the county use for the statements? **Ulrich Software, Inc.**
22. Do the envelopes print in black ink one sided and the tax statements print in black on both sides, both on white paper? **Yes.**
23. How will postage be paid for the 1 to 2 oz. envelopes? Permit, meter, or stamp? **We do NOT have a permit account. Follow the details as best you can per all specs but especially 2.8 & 2.9 to offer your best response. Perhaps offer options to both.**
24. How will postage be paid for the oversize envelopes? Permit, meter, or stamp? **We do NOT have a permit account. Follow the details as best you can per all specs but especially 2.8 & 2.9 to offer your best response. Perhaps offer options to both.**
25. What will the size of the oversized envelope be? Letter size or flat size? **Whatever the Awarded Vendor feels makes the best sense at the time specific to the need, at their best cost. Considered part of the bid process overall.**
26. What will the size of the mailing label be for the oversize envelopes? **Follow the details as best you can per all specs but especially 2.8 & 2.9 to offer your best response.**
27. Can you provide all vendor bid submissions from the last time this work was out for bid? **This information is posted, as all such information is, on the County website. RFB#201506-307 Mailing Services. We are not sure what possible value this information may serve due to the timeframe since?**
28. What are the cycle dates for the tax statements referred to in the bid, file transmission and quantities that were mailed last year? **Our past timeline was:**
  - **October 17<sup>th</sup>-file sent to our vendor electronically**
  - **October 21<sup>st</sup>- Statements were printed**
  - **October 25<sup>th</sup> & 26<sup>th</sup> - Statements were mailed**
  - **Last year there were 56,794 Duplex pages printed and 7,667 Simplex pages printed for mailing.**

END...

**TANEY COUNTY COLLECTOR**

*Mona Cope*

P.O. Box 278  
Forsyth, Missouri 65653  
**Return Service Requested**



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**TAX NOTICE ENCLOSED**

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**#10 envelope**



**Mona Cope, Collector**  
 PO BOX 278  
 FORSYTH, MO 65653  
 Phone: 417-546-7216  
 Fax: 417-546-3525

**TANEY COUNTY TAX STATEMENT  
 2018 PERSONAL PROPERTY**

Pay By Phone 1-800-652-0405 follow prompts  
 Use County Number 15 when prompted  
 PIN for telephone payment: 118213

**statement front back**

PO BOX [REDACTED]  
 FORSYTH MO 65653

ACCOUNT#: 1-11130[REDACTED]

| Tax District          | Levy per \$100 | Total Tax       |
|-----------------------|----------------|-----------------|
| STATE                 | 0.0300         | 5.78            |
| SR. SE                | 0.0500         | 9.63            |
| HEALTH                | 0.1404         | 27.05           |
| HANDIC                | 0.1000         | 19.26           |
| R3                    | 4.0764         | 785.28          |
| FORSYTH               | 0.5416         | 104.33          |
| <b>SUB-TOTAL</b>      |                | <b>951.33</b>   |
| <b>FEES &amp; INT</b> |                | <b>230.80</b>   |
| <b>Total Due:</b>     |                | <b>1,182.13</b> |

| Property Owned on January 1, 2018 |                           |                   |          |               |
|-----------------------------------|---------------------------|-------------------|----------|---------------|
| Year                              | Property Description      | VIN Number        | Assessed | Tax           |
| 1995                              | TRUCK INTERNATIONAL 4700  | 1HTSCAAN5SH668139 | 150      | 7.41          |
| 2017                              | TRAIL FLATBED TRL2A20' FL | 1F9BC2224HS368694 | 2930     | 144.70        |
|                                   | FARM EQ.                  |                   | 15984    | 789.35        |
|                                   | BUS EQ.                   |                   | 200      | 9.87          |
| <b>OTHER PROPERTY</b>             |                           |                   |          | <b>16,184</b> |
| <b>TOTAL VALUATION</b>            |                           |                   |          | <b>19,264</b> |

Payments can be made at:  
[www.taneycountycollector.com](http://www.taneycountycollector.com)

Make Checks Payable to:  
**Mona Cope, County Collector**  
 PO BOX 278  
 FORSYTH, MO 65653

FAILURE TO RECEIVE A TAX STATEMENT DOES NOT EXEMPT YOU FROM PAYING TAXES WHEN DUE.  
 IT IS TAXPAYERS OBLIGATION TO SEE THAT THEIR PROPERTY IS CORRECT ON STATEMENT.  
 CHECK YR, MAKE, MODEL & BE SURE ALL PERSONAL PROPERTY OWNED JAN. 1 IS LISTED.

Date Printed: 07/15/2019

ADDRESS CHANGE FORM ON BACK

RETURN BOTTOM PORTION KEEP TOP PORTION PAID RECEIPT WILL BE RETURNED UPON PAYMENT  
 2018 TANEY COUNTY PERSONAL PROPERTY STATEMENT



PO BOX [REDACTED]  
 FORSYTH MO 65653

After December 31st, Pay With  
 Penalty and interest as Follows:

| 2018 TAX PAID IN 2019 |          |
|-----------------------|----------|
| January               | 1,057.69 |
| February              | 1,078.42 |
| March                 | 1,099.17 |
| April                 | 1,119.91 |
| May                   | 1,140.64 |
| June                  | 1,161.38 |
| July                  | 1,182.13 |
| August                | 1,202.86 |
| Sept-Dec              | 1,223.60 |

TOTAL TAX DUE:

**1,182.13**



\*\*\*1-11130[REDACTED]\*\*\*

Date Printed: 07/15/2019

DO NOT MAIL PHOTOCOPY OF STATEMENT

DO NOT WRITE ON THE FRONT OF THIS BILL

**statement front back**

Mona Cope, Taney County Collector

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BRING YOUR STATEMENTS WHEN YOU PAY

Our software system will work much more efficiently if you bring in or mail the tear off portion of your bill when you pay. Also, we ask that you thoroughly review your bill for accuracy and call immediately if there are questions or concerns.

If you have any questions concerning your valuation, please contact the Assessor's Office.

Personal Property Questions 417-546-7240      Real Estate Questions 417-546-7241

Methods of Payment:

- By phone Call 1-800-652-0405 and use your pin number on the front of this page
- Online @ [www.taneycountycollector.com](http://www.taneycountycollector.com)
- By mail (Must be postmarked by December 31<sup>st</sup> to avoid penalty and interest.)

Non-clearance of Checks voids receipts

- In Office Monday-Friday 8AM-5PM
- Drop Box Located outside entrance of Courthouse
- You may use credit cards or E-checks in the office or online

A convenience fee will be charged by the processing company since we are a government entity. Taney County Collector's Office does not receive any portion of this convenience fee. Fees Charged per RSMo 139.055

PAID TAX RECEIPTS CAN BE PRINTED AT [www.taneycountycollector.com](http://www.taneycountycollector.com)

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Change of Address

Name \_\_\_\_\_

C/O \_\_\_\_\_

Address \_\_\_\_\_

CITY, State ZIP \_\_\_\_\_

Account Numbers

\_\_\_\_\_

Mona Cope, Collector  
 PO BOX 278  
 FORSYTH, MO 65653  
 Phone: 417-546-7216  
 Fax: 417-546-3525

**TANEY COUNTY TAX STATEMENT  
 2018 REAL ESTATE**

statement front back

PO BOX  
 BRANSON MO 65615-

M-CODE: 0 NO COMPANY  
 PARCEL ID#: 17-4.0-17-000-000-001  
 SEC, TWN, RNG: 17-22-21  
 ACRES: 1.70  
 SITUS ADDRESS: 131 INDUSTRIAL PARK DR

| Tax District          | Levy per \$100 | Total Tax        |
|-----------------------|----------------|------------------|
| STATE                 | 0.0300         | 61.20            |
| SR. SE                | 0.0500         | 102.00           |
| HEALTH                | 0.1404         | 286.40           |
| HANDIC                | 0.1000         | 203.99           |
| R5                    | 4.3578         | 8,889.48         |
| HOLLISTER             | 0.6210         | 1,266.78         |
| OTC                   | 0.2023         | 412.67           |
| SURTAX                | 0.1500         | 305.99           |
| <b>SUB-TOTAL</b>      |                | <b>11,528.51</b> |
| <b>FEES &amp; INT</b> |                | <b>2,807.99</b>  |
| <b>Total Due:</b>     |                | <b>14,336.50</b> |

| Property Description                                            |                |
|-----------------------------------------------------------------|----------------|
| LAKES AREA INDUSTRIAL PARK LT 3A REPLAT LT 3; CITY OF HOLLISTER |                |
| Residential                                                     | 0              |
| Agricultural                                                    | 0              |
| Commercial                                                      | 203,990        |
| <b>SUBTOTALS</b>                                                | <b>203,990</b> |
| <b>TOTAL VALUATION</b>                                          | <b>203,990</b> |

Payments can be made at:  
[www.taneycountycollector.com](http://www.taneycountycollector.com)

Make Checks Payable to:  
**Mona Cope, County Collector**  
 PO BOX 278  
 FORSYTH, MO 65653

**PLEASE NOTE:**

- If you have sold this property and are not responsible for the taxes, please forward this statement to the new owner or notify the Collector's office.
- IF TAXES ARE PAID BY YOUR MORTGAGE COMPANY, YOU MUST FORWARD THIS BILL TO THEM.
- FAILURE TO RECEIVE A STATEMENT DOES NOT EXEMPT YOU FROM PAYING TAXES WHEN DUE.
- METHOD OF PAYMENT AND ADDRESS CHANGE INFORMATION IS LOCATED ON BACK.

Date Printed: 07/15/2019

**DO NOT WRITE ON THE FRONT OF THIS BILL**

**RETURN BOTTOM PORTION    KEEP TOP PORTION    PAID RECEIPT WILL BE RETURNED UPON PAYMENT**  
 2018 TANEY COUNTY REAL ESTATE STATEMENT



PO BOX  
 BRANSON MO 65615-

**TOTAL TAX DUE**  
**14,336.50**

After December 31st, Pay With  
 Penalty and Interest as Follows:

| 2018 TAX PAID IN 2019 |           |
|-----------------------|-----------|
| January               | 12,817.40 |
| February              | 13,068.72 |
| March                 | 13,331.21 |
| April                 | 13,582.53 |
| May                   | 13,833.85 |
| June                  | 14,085.18 |
| July                  | 14,336.50 |
| August                | 14,587.82 |
| Sept-Dec              | 14,839.14 |

Date Printed: 07/15/2019



\*\*\*17-4.0-17-000-000-001\*\*\*

**DO NOT MAIL PHOTOCOPY OF STATEMENT**

# statement front back

Mona Cope, Taney County Collector

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## BRING YOUR STATEMENTS WHEN YOU PAY

Our software system will work much more efficiently if you bring in or mail the tear off portion of your bill when you pay. Also, we ask that you thoroughly review your bill for accuracy and call immediately if there are questions or concerns.

If you have any questions concerning your valuation, please contact the Assessor's Office.

Personal Property Questions 417-546-7240      Real Estate Questions 417-546-7241

### Methods of Payment:

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- By mail (Must be postmarked by December 31<sup>st</sup> to avoid penalty and interest.)

Non-clearance of Checks voids receipts

- In Office Monday-Friday 8AM-5PM
- Drop Box Located outside entrance of Courthouse
- You may use credit cards or E-checks in the office or online

A convenience fee will be charged by the processing company since we are a government entity. Taney County Collector's Office does not receive any portion of this convenience fee. Fees Charged per RSMo 139.055

PAID TAX RECEIPTS CAN BE PRINTED AT [www.taneycountycollector.com](http://www.taneycountycollector.com)

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Change of Address

Name \_\_\_\_\_

C/O \_\_\_\_\_

Address \_\_\_\_\_

CITY, State ZIP \_\_\_\_\_

Account Numbers

\_\_\_\_\_

\_\_\_\_\_

**statement paper (Sample)**

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