

INVITATION TO BID

Office of the Taney County
Purchasing Department
PO Box 1630
132 David Street
Forsyth, MO 65653

Bid Number 20090716-09

Bids will be accepted by the Taney County Purchasing Department in Forsyth, MO 65653 until the bid closing time of 9:00 a.m. on the 16th day of July 2009. Bids must be submitted on the form furnished by the County and in accordance with said specifications.

It is the intent and purpose of the County of Taney that this Invitation to Bid promotes competitive bidding.

INSTRUCTIONS FOR SUBMITTING BID IN RESPONSE TO INVITATION**MAILING SERVICES****Preparation of Bids:**

1. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Bidders are expected to examine this form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Bidder's risk.
3. It will be the duty of each officer to see that his/her proposal is delivered by the time designated in this invitation.
4. Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening. Requests may be submitted by telefax, e-mail or telegram. Negligence on the part of the bidder in preparing his/her proposal confers no right to withdraw his/her proposal after it has been opened.
5. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

Bid Check List:

Bidders are cautioned to please check their bid very carefully, using the following Check List:

1. Any additional information, specifications, drawings, etc. should be attached.
2. Bid should be signed and dated.

Mailing Instructions:

Each bid must be enclosed in a sealed envelope, marked and addressed as follows:

Bid #20090716-09

Attention: Linda Gifford
PO Box 1630
Forsyth, MO 65653

Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

Additional Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-546-7281. Information requests may also be e-mailed to lindag@co.taney.mo.us. This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Response Clarification:

We reserve the right to request additional written or oral information from bidders in order to obtain clarification of their responses.

**Thank you for your consideration of this Invitation to Bid,
THE TANEY COUNTY COMMISSION**

RESPONSE FORM:

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Federal Tax ID:

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign by Hand)

Type or Print Signed Name:

Today's Date:

SPECIFICATIONS

The Taney County Commission is accepting sealed bids for Mailing Services for the 2009 Tax Statements. Companies must be licensed with all required agencies and should provide a copy of their bond.

Said bid is to include the picking up of parcels and guarantee mailing within two days. Estimated parcel count of 42,000 at the 1 oz rate and 800 at the 2 oz rate.

BID PRICE:

1 OZ: _____

2 OZ: _____

ANY ADDITIONAL COSTS:

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUNBIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it
to the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number
is (417) 546-7280.**

BID: 20090716-09 Mailing Services

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

