



# TANEY COUNTY MISSOURI

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

## REQUEST FOR BID No. 201206-186

Taney County will accept separate sealed bids from qualified persons or firms interested in providing the following:

### MAILING SERVICES

**BIDS *MUST* BE RECEIVED BY AND *WILL* BE OPENED AT:  
9:00 A.M. LOCAL TIME ON Thursday July 19, 2012**

**PLEASE MARK YOUR ENVELOPE "SEALED BID #201206-186"  
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department  
Attn: Ron Erickson, Director of Purchasing  
132 David Street / P. O. Box 1630  
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931

[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

**The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below.** Bidder is REQUIRED to complete, sign and return this form with their submittal of bid. \* An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: [www.taneycounty.org](http://www.taneycounty.org).

<hr/>		<hr/>	
Company Name		Authorized Person (Print)	
<hr/>		<hr/>	
Address		Signature	
<hr/>		<hr/>	
City/County/State/Zip		Title	
<hr/>		<hr/>	
Telephone #	Fax #	Date	Tax ID #
<hr/>		<hr/>	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

**RFB# 201206-186 Mailing Services  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of Proposals:** Sealed Proposals/Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Proposals/Bids closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.
  
- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday July 19, 2012 to:

Taney County Purchasing Department  
Ron Erickson, Director of Purchasing  
132 David Street / PO Box 1630  
Forsyth, Missouri 65653
  
- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on July 19, 2012 and read aloud. All Proposals/Bids responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the Bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a Bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted Bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

**RFB# 201206-186 Mailing Services  
Taney County, Missouri**

**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed bids for **Mailing Services** as set forth herein.
  
- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Introduction and General Information
  - Scope of Services / Specifications / Pricing
  - Bid Page / No Bid Response Form
  - Standard Terms and Conditions
  - Miscellaneous Bidding Process Information

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on July 12, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices).
  
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
  
- 3) **Timeline:** The County anticipates a contract award following the evaluation of all Bid responses within **45 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. **Once awarded a subsequent contract is expected to remain in place for twenty four (24) months unless otherwise ordered by the Taney County Commission, with a one year renewal option.**
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's Bid file becomes part of public record at the time of contract execution or when all bids are rejected.

**RFB# 201206-186 Mailing Services  
Taney County, Missouri**

**SCOPE OF SERVICES:**

The Taney County Commission is seeking sealed Bids from interested parties for Mailing Tax Statements Services at the lowest possible cost.

For questions concerning the below listed specifications, or any other technical questions, please feel free to call:

**Sheila Wyatt,**  
**Taney County Collector**  
**417-546-7216**  
[swyatt@co.taney.mo.us](mailto:swyatt@co.taney.mo.us)

**Tax Exempt:** All items required for this Purchase are for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMo 144.062.

**1.0 SPECIFICATIONS:**

The Collector's Office is seeking Bids for mailing tax statements. One part would be for mailing 1 ounce and 2 ounce envelopes (as asked for on below table – quantity N/A). Included with this would be getting the most current addresses and pickup and delivery. The statements would be printed from collector's furnished data. The quantity of statements would be around 75,000. Companies must be licensed with all required agencies and should provide a copy of their bond. Statements with the same name and address **MUST** be inserted in the same envelope.

Pricing, or costs, to complete this project may be listed below using table as a per item response.

**2.0 PRICING:**

ITEM #	SERVICE	ESTIMATED QUANTITY	BID UNIT PRICE	BID LINE TOTAL
2.1	Printing Duplex Statements	70,000		
2.2	Mailed With Current Address Matched With Postal Service	70,000		
2.3	Folding	70,000		
2.4	Inserting Together by Address	50,000		
2.5	Inserting the Merchant's License Application with Business Personal Property as Coded Statements	2,000		
2.6	#10 Double Window Envelope	50,000		
2.7	Postage	50,000		
2.8	1 Ounce Envelopes	N/A		
2.9	2 Ounce Envelopes	N/A		
2.10	GRAND TOTAL			

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Taney County, Missouri**

**BID PAGE:**

Bidder must complete the following section in its entirety, and sign and date where indicated on page one. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.  
State any discounts offered: \_\_\_\_\_
- C. Response time/delivery: \_\_\_\_\_  
(After receipt of order)
- D. Submittals - The following information, which applies, must be submitted with bid:
  - 1. References and experience
  - 2. Key personnel
  - 3. List of machinery and equipment
  - 4. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
  - 5. Warranty
  - 6. Descriptive literature
  - 7. List of suppliers

**NO BID RESPONSE FORM**

**NOTE:** Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

*Thank you...*

**RFB# 201206-186 Mailing Services**

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Bid / Proposal.

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Taney County, Missouri**



**STANDARD TERMS AND CONDITIONS**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
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 this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
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.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. 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.
8. 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.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. 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 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 opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. 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.

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Taney County, Missouri**

**MISCELLANEOUS BIDDING PROCESS INFORMATION**

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

**Bid Response Tips:**

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.
11. Requests for copies of Bid / Proposal Responses must be made through the County Clerk's Office through use of a PSR (Public Service Request), after award. 417-546-7202...

***Please Note...***

***There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.***

***Thank you for your interest in Taney County Missouri.***

***Sincerely,***



A handwritten signature in blue ink that reads "Ron Erickson".

**RON ERICKSON**  
Director of Purchasing  
Taney County Missouri  
[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)  
[www.taneycounty.org](http://www.taneycounty.org)  
417-294-7863 (Cell)



**Taney County, Missouri  
Mail Services RFB #201206-186**

**ADDENDUM #1 - Issued June 20, 2012**

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Keeping in full compliance with the instructions stated within the RFB - I hereby submit this addendum. Answers below are the best we can do. Please keep in mind that we are fairly small county operation and that Bid responses should include / offer options based on listed specifications.

- 1) *Does the County currently use a vendor for these projects? If so, is the County happy with the current vendor? Is current pricing and/or previous bid tab available?*  
**ANSWER: We use a vendor to do our mailing only, we have in past printed, folded, etc.**
- 2) *Is the County open to using a vendor's permit on the mailing envelopes?*  
**ANSWER: Yes. We currently use a permit that does not indicate where mail has been dropped.**
- 3) *Will there be a Pre-Bid Conference?*  
**ANSWER: No**
- 4) *Is the County requiring postage to be quoted for this RFB?*  
**ANSWER: Quote how much below the standard first class rate for 1oz & 2oz.**
- 5) *Standard business practice dictates postage should be prepaid and added, so to estimate a fairly accurate postage rate, we will need the mailing list and postage report from last time this mailing was processed for the county – or at least the amount of postage paid and the number of outgoing envelopes that were sent. Will it be possible to obtain this information?*  
**ANSWER: Our practice has been to give a check when the mailing is picked up for an estimated amount and then after the mailing takes place we are billed for any remainder and the county sends payment or it can be done through credit card. The cost for that was around \$12,000. On the bid it shows that the requirement would be if you insert for us there could be multiple numbers in some. We do not know how many will be going into one envelope until the inserting occurs. Once again if quoted % below first class 1oz. and 2oz that should cover the postage.**
- 6) *Is the County OK with the mailings dropping outside of the area?*  
**ANSWER: We would prefer not due to mail being lost & knowing when the customer might receive it.**
- 7) *In order to properly price the printed items, we would like to obtain a copy of any pertinent samples [i.e. outgoing envelopes, inserts, forms, reply envelopes, etc.].? Even scans would be helpful. If samples can be mailed to us, please send to the address below.*  
**ANSWER: Attached are scanned copies of last year's statement and the envelope we use (Exhibit #1 & Exhibit #2) We are changing to a new software provider so there may be modifications to the format of the statement.**
- 8) *On the tax forms, will there be any variable information on the backs, or just on the faces? Is variable information in black or color?*  
**ANSWER: We would like you to quote for simplex and duplex.**
- 9.) *What is the page range of statements (1-xx)?*  
**ANSWER: Real estate statements are one page, sometimes a few personal property could be two.**
- 10.) *Do you anticipate escrow accounts (typically sent to the bank) being packed in cartons or oversized envelopes?*  
**ANSWER: The collector's office will be taking care of the loan company transfers.**
- 11.) *Does Taney County mail their taxes out annually or 2x per year?*  
**ANSWER: Annually**

Thank you.

By,

**Ron Erickson, Director of Purchasing  
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)**

(SEE NEXT PAGE...)



OFFEROR has examined copy of Addendum #1 to **Mail Services RFB #201206-186**, receipt of which is hereby acknowledged:

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

**YEAR PERSONAL PROPERTY NUMBER VALUATION TaxCode**

2011 84837 100



P201184837

1989 NBRC TOPAZ UNSPECIFIED	100	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0

**TAX AMOUNT**

STATE	\$0.03
SR. SERVICES	\$0.05
HEALTH	\$0.14
HANDICAP	\$0.09
R4 SCHOOL	\$3.94

Sub-Total \$4.25  
CITY BRA \$0.54

**Delinquent Amount to be Paid if paid in 2012**

JAN	\$5.23
FEB	\$5.33
MAR	\$5.44
✓ APR	\$5.53
MAY	\$5.64
JUN	\$5.74
JUL	\$5.84
AUG	\$5.95
SEP-DEC	\$6.05

**ADDRESS CORRECTION REQUESTED PLEASE COMPLETE FORM!**

PO BOX  
BRANSON, MO. 65615

Total Tax \$4.79

**SUBMIT PAYMENT TO:**  
SHEILA WYATT  
TANEY COUNTY COLLECTOR  
PO BOX 278  
FORSYTH, MO. 65653

**TAXES BECOME DELINQUENT JANUARY 1, 2012**  
See penalty chart above if paying after December 31, 2011

**PLEASE NOTE:**

- To avoid delay in payment processing, please return your statement and a paid receipt will be mailed to you.
- Make check payable to: **SHEILA WYATT, TANEY COUNTY COLLECTOR**  
a. Non-Clearance of check voids receipt.
- Pay your taxes online by Credit Card, Debit Card or E-check options.  
a. On line at [WWW.TANEYCOUNTY.ORG](http://WWW.TANEYCOUNTY.ORG) 2.75% Credit Card / Debit Card Fee  
b. E-check \$2.75 fee per transaction or \$15 fee over \$10,000
- To pay with Credit/Debit Card directly to the Collector's Office please call 417-546-7216 or fill out the Credit/Debit Card information below and return by mail.  
a. 2.75% Credit / Debit Card Fee Minimum Fee \$1.00  
Credit/Debit Card fees charged per RSMo 139.055. The 2.75% fee goes directly to the Credit Card Processor
- Questions about paying this bill? Contact the Collector's Office at 417-546-7216
- Questions about Assessments? Personal Property 417-546-7240

Card Number \_\_\_\_\_ V-Code \_\_\_\_\_ Disc/MC/VISA/AM EXP: 2.75% Fee  
(Last 3 digits on back of card) Minimum fee \$1.00

Expiration Date Month \_\_\_\_\_ Year \_\_\_\_\_ Phone Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

**CHANGE OF ADDRESS INFORMATION**

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY NUMBER (S) \_\_\_\_\_

**TANEY COUNTY COLLECTOR**

***Sheila Wyatt***

P.O. Box 278

Forsyth, Missouri 65653

**Return Service Requested**



**TAX NOTICE ENCLOSED**

