



REQUEST FOR BID # 201506-307 MAILING SERVICES

BID SCHEDULE & DEADLINES:

June 6 – July 7, 2015 Bid Release Date / Advertising Period.

June 29, 2015 at 2:00 P.M. Deadline for Submitting Questions.

July 7, 2015 at 2:00 P.M. **Closing Date / Time.**

July 8, 2015 at 9:30 A.M. **Opening Date / Time.**

Responding Vendor / Company Name

City / State

Attn: **Ron Erickson, Director of Purchasing**

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

rone@co.taney.mo.us

Bidder's Initials: _____

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MAILING SERVICES

Commodity Title: PLEASE MARK YOUR ENVELOPE "SEALED BID #201506-307"
 RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

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

Bid Opening

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

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." Type or print information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid as well as all pages initialed. *An authorized signature and email address is mandatory, lack thereof will result in a determination of "Non-Responsive".

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

Welcome... Thank you for taking the time to review / participate in the following project and Thank You for your interest in Taney County Missouri.

- *There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid.*
- *Here I hope to assist any/all participants in making sure everyone has a fair and pleasant experience regarding this Bid.*
- *Please keep in mind that it is entirely possible that despite our best efforts information as detailed within this Bid may NOT include everything for every possible situation. Please contact me if you experience this.*
- *Historically 90% of the questions we receive are already answered within the full Bid Package.*
- *PLEASE READ all of the information CLOSELY and if you have a question review the information again as it is most likely you will find the answer.*
- *We ask, or rather require, that any/all questions be emailed rather than calling.*
- *All emails received WILL be answered as indicated within the written guidelines for written questions. (See Section #3)*
- *For areas, questions, and requirements that do not always apply - "N/A" may be an option. (See Item 4.3)*
- *Do not get "Side Tracked" by "Boiler-Plate" wording as it is impossible to "Tailor-Make" every single Bid Package 100% of the time to be a perfect fit. The mere word "Bid" suggests "an express effort to win". Be creative, offer options, and GOOD LUCK...!*

1. 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. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns listed in item #2.3)

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.

As a courtesy the below “BID RESPONSE TIPS” Table is offered to assist Bidders. Feel free to use it as a checklist and information source to help create a more accurate response which is more compliant than it might otherwise turn out. Use a checkmark (✓) in the correct box as it applies to ensure everything is covered...

*A = Acknowledged below item with intent to comply/agree with as it may/may not apply.
N = Not applicable.*

ITEM #	BID RESPONSE TIPS (Suggestions & Requirements.)	A	N
1.1	Read ALL Bid documents closely / immediately upon receipt.		
1.2	Note any/all special dates or requirements.		
1.3	See Items 3.1 & 3.2 for the process to submit questions.		
1.4	Handwritten responses must be clearly legible – in ink.		
1.5	Un-readable responses will be rejected.		
1.6	Three (3) copies of Bid are required. Please differentiate copies from original.		
1.7	Turn your Bid in as soon as possible.		
1.8	Deadline dates and times are strictly adhered to.		
1.9	The County cannot, and will not, accept any late Bids.		
1.10	No fax or electronic transmitted Bids will be accepted.		
1.11	In the event of only one response the County may reject the Bid and re-let it or consider other options which provide the best solutions - always acting in the best interest of Taney County.		
1.12	When a Bid, or project, includes pre-bid meetings or on site visits, Bidder attendance and compliance with sign-up sheets, etc., is mandatory.		
1.13	Pay close attention to the terms <i>must, will, shall, should</i> or <i>may</i> .		
1.14	Include a current/signed W-9 form with your company information. Having this up front benefits any awarded Vendor by greatly expediting our payment process. Taney County Accounts Payable Department must have this form before they can process payment.		
1.15	Include, if applicable, current prevailing wage considerations with your Bid.		
1.16	Remember to sign the Bid sheet as this is mandatory.		

The following sections; 2, 3, and 4 include 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 and helps to avoid confusion.

2.	<i>INSTRUCTIONS AND GENERAL CONDITIONS:</i>	(✓)
2.1	Delivery of: Sealed 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 Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following.	
2.2	Closing: Sealed Bids must be delivered before “Closing Date / Time” as listed on page one, to the Taney County Purchasing Department as listed on page two. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office, to ensure their Bids are delivered in time to the Purchasing Department. (Extra steps may be needed if your Bid response package is a large box.)	
2.3	Late Packages: The County will not accept any Bids received after the listed closing date/time. Late Bids are “NON-RESPONSIVE”. They will be returned un-opened.	
2.4	Opening: Bids will be opened publicly at “Opening Date / Time”, as listed on page one, and read aloud. All Bid 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.	
2.5	Award / Timeline: Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Bid opening. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)	
2.6	Withdrawals: Bids may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Bid.	
2.7	Sealed & Marked: Bids 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 “Response to Request for Bid enclosed”. Also include a return name & address. No fax or electronic transmitted Bids will be accepted. (NOTE: Please make sure your package indicates “BID”, with the BID NUMBER - on the final outside surface of your package.)	
2.8	No Bid: If you do not want to submit a Bid, please return the No Bid Response Form at the bottom of the last page of this package, and note your reason(s). (Optional).	
2.9	Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing and submitting Bids called for in this Request for Bid.	

2.10	Presentations: 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 Bidder in connection with such interviews or presentations (i.e. travel accommodations, etc.)	
2.11	Bid Term: All 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. Bidders should NOT respond unless certain on this point.	
2.12	Bid Rejection: The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.	
2.13	Multiple Awards: Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.	
2.14	Payment Terms: County standard payment terms are Net 30 after receipt of invoice. There are NO EXCEPTIONS to this system. Once products, or services, are received and accepted Taney County will process payment in full. 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.	
2.15	Effective: This agreement shall take effect upon the approval by the Taney County Commission.	
2.16	Alterations: Any alterations, changes, lining out, or margin notes to any items within sections 2, 3, 4 may result in being determined non-responsive and/or disqualified.	
2.17	Direct Email Address: An email address MUST be provided in order to receive award results. (Not simply a website.) We do not use USPS for results only email. Final award results will be emailed to all responding Vendors. Results will also be posted on our website at: www.taneycounty.org . Please do not call for results.	
3.	GUIDELINES FOR WRITTEN QUESTIONS, ANSWERS (ADDENDA), ETC	(✓)
3.1	All questions shall be submitted prior to the Bid opening and no later than 2:00 P.M. Monday June 29, 2015. Questions must be emailed to; rone@co.taney.mo.us	
3.2	All questions will be answered in written addendum form 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 Bid questioning timeframe. Addendum email will be sent as close as possible to the day following the deadline listed in item 3.1 above. Same addendum will also be posted on the Taney County website.	
3.3	Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors to our website as to the presence of any addenda.	
3.4	Aside from routine questions if it becomes necessary to revise any part of this RFB, written addendum will be issued to address that need. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.	
3.5	Sunshine Laws: Per applicable laws and regulations concerning public documents, all Bid responses 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 Bid 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. (<i>Section 610.026, RSMo.</i>)	

4.	BASIC REQUIREMENTS / FACTORS:	(✓)
4.1	Award of Contract: The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFB will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.	
4.2	Agreement: The entire contents of the Bid response documents submitted by the successful Bidder of this Bid shall include <u>all</u> Bid documents and will become a part of any contract award as a result of this solicitation. These signed Bid Documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ____". Any bids not complying with this condition may be considered non-responsive and rejected. The Awarded Vendor, of this RFB, WILL follow up with a written agreement sample, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties in harmony with this signed response. A standard sample agreement currently being used by Taney County, in most cases, is attached here. Expected term: 36 months .	
4.3	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 must be answered and if not applicable, the section must contain "N/A."	
4.4	Advice of Award: The County's Bids, Bid Tabulations, and Bid Award information may be viewed on our website at www.taneycounty.org . (Purchasing Dept. Page.)	
4.5	Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.	
4.6	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.	
4.7	Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the Responses received which one is 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 Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.	
4.8	Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.	

5. SCOPE OF SERVICES:

- 5.1. The Taney County Purchasing Department will be accepting and reviewing responses to this RFB for MAILING TAX STATEMENTS at the lowest possible cost to the county. (Grand Total Price MUST be listed within item #6.10 below.)
- 5.2. One part would be for mailing 1 ounce and 2 ounce envelopes (as asked for in below table – quantity N/A).
- 5.3. Included with this is getting the most current addresses, pickup, and delivery.
- 5.4. The statements would be printed from collector’s software provider program and must be compatible with coding, as well as **existing software**.
- 5.5. The quantity of statements estimate is 75,000. We will NOT be held to any minimums, nor maximums.
- 5.6. Companies must be licensed with all required agencies and should provide a copy of their bond.
- 5.7. Statements with the same name and address **MUST** be inserted in the same envelope.
- 5.8. Written agreement / contract for services, via this Bid, to extend for 36 months.

6. SPECIFICATIONS / PRICING:

ITEM #	SPECIFICATIONS / PRICING	ESTIMATED QUANTITY	BID UNIT PRICE	BID LINE TOTAL
6.1	Printing Duplex Statements.	70,000		
6.2	Mailed With Current Address Matched With Postal Service.	70,000		
6.3	Folding, estimated quantity.	70,000		
6.4	Inserting Together By Address.	50,000		
6.5	Inserting the Merchant’s License Application with Business Personal Property as Coded Statements.	2,000		
6.6	#10 Double Window Envelope.	50,000		
6.7	Postage.	50,000		
6.8	1 Ounce Envelopes.	N/A		
6.9	2 Ounce Envelopes.	N/A		
6.10	Grand Total Price: \$ _____			

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

**Sheila Wyatt,
 Taney County Collector
 417-546-7216
 swyatt@co.taney.mo.us**

Using the following “KEY” check (✓) off the appropriate box. Complete the following sections specific to those areas **as they apply** directly to the products or services being asked for within this RFB. (Sections 7, and 8.)

C = Comply with item. (In some cases this will serve as a simple acknowledgement.)

D = Do not / cannot not comply with item.

E = Exception taken to item. (A full explanation, on a separate sheet, should be provided.)

7. BIDDER DIRECTIVES:

ITEM #	DIRECTIVE	C	D	E
7.1	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.			
7.2	Standard payment terms are Net 30 after receipt of invoice, no exceptions.			
7.3	References and experience (If applicable.)			
7.4	Key personnel (If applicable.)			
7.5	Include an updated W-9 form completed with your company information and signature. (MANDATORY)			

8. TOTAL PRICE INCLUSIONS, TAX EXEMPTION: The total amount we will apply on a Purchase Order *must include* the following items: (If / As Applicable.)

ITEM #	INCLUSIONS / ETC.	C	D	E
8.1	Shipping, Handling, and Delivery Fees – all MUST be included in total Bid Price.			
8.2	Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.			
8.3	Whatever other miscellaneous fees there may be.			

9. STANDARD TERMS AND CONDITIONS:

- 9.1 Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this Request for Bid.
- 9.2 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.
- 9.3 Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid – in same order as received, give the unit price, extended totals, and **sign the bid**.
- 9.4 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.
- 9.5 **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
- 9.6 The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.
- 9.7 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.

- 9.8 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.
- 9.9 Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
- 9.10 Prices must be as stated in units of quantity specified, and must be firm.
- 9.11 No bid transmitted by fax machine or e-mail will be accepted.
- 9.12 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.
- 9.13 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, or products, can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
- 9.14 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.
- 9.15 In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 9.16 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.

10. NO BID RESPONSE FORM:

NOTE: Complete and return this section 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, email, or fax.

Thank you...

RFB # 201506-307 Mailing Services

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

_____ AGREEMENT

(Purchase, Service, or Both.)

for

THIS AGREEMENT dated the _____ day of _____ 201_ is made between Taney County, Missouri, a political subdivision of the State of Missouri through the Taney County Commission, herein "County" and _____, herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. *Contract Documents* - This agreement shall consist of this Agreement for _____ via County of Taney Request for Bid number _____, Introduction and General Conditions of Bidding, Basic Requirements and Factors, Primary Specifications, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's Bid response dated _____ and executed by _____, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted with Bid response may be permanently maintained in the County Purchasing Office Bid file for this Bid if not attached. In the event of conflict between any of the foregoing documents, this Agreement, the Introduction and General Conditions of Bidding, Basic Requirements and Factors, Primary Specifications Response, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, shall prevail and control over the Contractor's Bid response.

2. *Contract Duration* - This agreement shall commence on _____ and extend through _____ subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for _____ subject to the pricing clauses in the contractor's RFB 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/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not. (*Adjustments may be made here specific to the contract duration details listed within said RFB if/when they vary greatly from above.*)

3. *Term & Supply Service* - The County agrees to Term & Supply Service from the Contractor and the Contractor agrees to supply the County all items per the Bid specifications as responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's Bid response, as needed and as ordered by Taney County. _____ shall act as the primary supplier and shall furnish _____ for the County. _____ Services will be performed on an "as needed" basis with scheduling being completed via mutual agreement which includes all items as listed within the Bid Response. (*Adjustments may be made here specific to any Term & Supply needs as detailed within said RFB if/when they vary greatly from above.*)

4. *Billing and Payment* - All billing shall be invoiced accordingly with specific department information and include Bid number _____ for reference. Billings may only include the prices listed in the Contractor's Bid response. No additional fees or extra services not included in the Bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's Bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its Bid response if 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; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Taney County Commission delivery of products are delayed or products delivered are not in conformity with Bid specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

“Contractor”;DBA _____

Taney County Missouri
By: Taney County Commission

Title _____

Mike Scofield, Presiding Commissioner

Address _____

Attest;

Donna Neeley, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, 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 - ADDENDUM
RFB# 201506-307 Mailing Services**

June 30, 2015

This addendum is issued in accordance with Section #3 “Guidelines for Written Questions”, indicated within the Request for Bid. The following information is hereby incorporated into and made a part of the RFB Documents. Also, by this formal/official addendum we are meeting the listed timeframe/deadline for answering all submitted questions. Receipt of this addendum may be acknowledged by email or submitted with Bidder’s full response.

Specifications for this RFB 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, answers supplied by Sheila Wyatt, Taney County Collector, are listed below in RED. This will be the only addendum for this Bid.

1. Pertaining to item # 6.4, how many sheets will be inserted into the envelope?
The number of sheets inserted into each envelope would depend on what the software that our provider’s program calls for –matching those with the same address into the same envelope. The software will have a code showing this. All real and personal property with same address coded per Ulrich Software will go into same envelope.
2. Pertaining to item # 6.5, you state that we will insert the merchant’s license application with business personal property. Are we printing these? **Yes**. If so what is the sheet size and how many colors are on each side? **The merchant license is one 8.5 x 11 paper with black ink.**
3. Pertaining to item # 6.6, what is the window specs black imprint only one side or color? **Envelope with standard window, black ink.**
4. Do you have samples of the letters and the envelope (and or the envelopes specs such as size, dimensions, window placement and dimensions, etc)? **#10 window, letters are 8.5 x 11.**
5. What does “compatible with coding, as well as existing software” mean or refer to? **Must be readable via Ulrich Software currently in place.**
6. Is your tax mailing done at 1 time? What approximate date do we receive your file, when do they need to be in the mail, and when should your taxpayers receive them? **The file is normally sent around the 5th to 10th of October and should be mailed by the 22nd to 26th of October.**

Thank you.

By,



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

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

BIDDER has examined a copy of this Addendum, as it applies jointly to;

RFB# 201506-307, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Signature: _____ Date: _____

Authorized Printed Name: _____