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PHYSICAL LOCATION

Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P. O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID

Off-Site Printing of Notices

Bid Date: November 26, 2019	Bid Number: 51500-20B-009	Return Quotation By: December 10, 2019 10:00 a.m. CST
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Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Tammy Turner, Buyer, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1603.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
8. The contract period will be for three (3) years from date of award. Prices shall remain firm for the entire contract period.
9. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the e-verify program. Successful bidder will maintain such insurance as will protect him and Montgomery County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death which may arise from operations under the contract.
10. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time

after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

11. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

12. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
13. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
14. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin,

sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.

SCOPE OF WORK

Montgomery County Commissions is soliciting bids from qualified vendors to provide offsite printing of notices/ bills for the Montgomery County Revenue Commissioner's Office.

SPECIFICATIONS

I. VENDOR REQUIREMENTS

1. The vendor must have extensive experience in printing and mailing of Delinquent Notices, Probate Notices, Board notices, Business Personal Property Returns, Courtesy Tax Notices, Over 65/Disability Exemptions and Manufactured Home Renewal Notices.
2. The vendor shall specify and provide a dedicated primary and secondary contact to work with the Revenue Commissioner's staff during the initial setup phase, testing, and throughout the actual mailing phase during the contract period. This contact should contact the County immediately following the job to ensure completion of job details, accuracy of job performed, and customer satisfaction.
3. The vendor shall provide as part of this proposal documentation that they have sufficient knowledge, experience, and the capacity to fulfill the requirements of specifications by providing at least three references including contact names and phone numbers of projects similar in size and scope to this proposal.
4. Vendor shall have sufficient facilities and a comprehensive continuity of services plan that will ensure continued uninterrupted service even following a disaster event. Secure hardware equipment must be utilized by the vendor.
5. Vendor shall do all printing, inserting and mailing with no sub-sourcing allowed.
6. Vendor must be familiar with Alabama tax schedules and data required on all notices. Preference will be given to vendors who are providing the same service to other Alabama counties.
7. Vendor must be fully redundant in all processes, data, art, printing, digital production and inserting.
8. The Vendor must have extensive experience in printing and mailing bills and notices in volumes of up to 1,000,000 (one million) per month.
9. Vendor shall be within one (1) day's driving distance regionally to allow for onsite visits by the taxing authority should the need require for meeting or plant inspection arise.

10. The vendor acknowledges that some of the information being processed may be confidential and as such will treat all information as confidential information. The vendor will have policies and procedures in place to ensure that confidentially is maintained and will not release any information or use it for purposes outside those specific to fulfilling the requirements of this invitation to bid.
11. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license; vendor must specify why license is not required.**
12. Vendor will keep in effect at all times, and must furnish the Montgomery County Commission, with certificates for the following insurance coverage:
 - a. General Liability Insurance with a minimum One Million Dollars (\$1,000,000).
 - b. Auto Liability with a minimum One Million Dollars (\$1,000,000).
 - c. Workers' Compensation Insurance with statutory requirements or a minimum One Million Dollars (\$1,000,000) coverage per occurrence or statutory limits.

II. SERVICE REQUIREMENTS

1. Vendor must be able to merge database elements and variable data for processing into a single form. Vendor must have the capability of using files submitted by E-Ring Software to create notices.
2. A secure File Transfer Protocol (FTP) solution for transmitting data is required. If any specialty software or certificates are required in order to utilize this service, the vendor must furnish at no additional cost to the County.
3. Proofs must be submitted to the County within 24 hours after data upload.
4. Vendor must be able to provide traditional direct mail applications. This includes current technology for postal automation and high speed processing to ensure that mail sorted and run at the highest discounted rate allowed by the United Postal Service (USPS). This will allow the County to acquire the least expensive postage rate possible while adhering to USPS regulations. Notices are to be mailed within 24-48 hours following approval of proof.
5. All forms must be printed on 8.5 X 11 paper, 60# bond white stock with micro perforation when needed per form, in a format allowing all necessary account information to be displayed. Vendor will also tri-fold the notices when inserting. Vendor must have the capability to adjust the page quantity based on data provided by the County and group multiple notices in each envelope according to the County instructions.

6. All forms will need to be folded and inserted into a #10 window for mailing and could possibly include an insert and a #9 return envelope.
7. Vendor shall make recommended changes to a form design as well as make form improvements at no cost to the County. Form approval required by designated County contact.
8. Vendor must have postal certification with supporting documents.
9. Vendor must have tracking capabilities through the postal system via internet dashboard and software for tracking individual pieces.
10. The vendor will provide the County with an immediate report after processing of notices/bills, which will give a breakdown of the cost of the postage for that run. The County will only pay the actual postage cost; mark up of postage fess will not be allowed.
11. There should be a discount of no set up charges with an approved contract. With the understanding that there would be a limit on the discount based on hours required to complete the set up.
12. Pricing should include the notice, outside envelope processing, #9 return envelope for exemption notices printed in same color as notice, CASS certification, printing, collating, folding, inserting, preparation and delivery to United States Postal Service (USPS) in automation stream.

PRICING SHEET MUST BE SUBMITTED WITH BID

Item	Notices & Bills	Notices/Bills Mailed	Notices/ Bills Mailed	Cost per Piece	Total Cost
1.	Delinquent Notices: Taxes	January	Approximately 12,000	\$ _____	\$ _____
2.	Delinquent Notices: Business Personal Property Returns	January	Approximately 3,000	\$ _____	\$ _____
3.	Probate Notices Certified Mail Required	March	Approximately 8,000	\$ _____	\$ _____
4.	Board Notices	July	Approximately 90,000	\$ _____	\$ _____
5.	Business Personal Property Returns	September	Approximately 9,000	\$ _____	\$ _____
6.	Courtesy Tax Notice, Over 65/ Disability Exemptions/Manufactured Home Renewals	October	Approximately 80,000	\$ _____	\$ _____
7.	Post Cards – Exemption Renewals	February	Approximately 2,000	\$ _____	\$ _____

Total cost of items 1-7 \$ _____

Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title