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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
Printing and Mailing Renewal Notices for Probate

Bid Date: February 10, 2026	Bid Number: 51300-26B-014	Return Quotation By: March 3, 2026 2:00 p.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 ("Purchasing Department"), Montgomery, Alabama until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

The Montgomery County Commission ("Montgomery County") 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 Cynthia Hill, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-2526.

Kindell Anderson
County Administrator / 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. Late bids will not be opened.
4. 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.
5. Bidders must submit an original and one (1) copy of their 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.**
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 local taxes. **If bidder is not required to have a City of Montgomery Business license or a Montgomery County business license, bidder must specify why license is not required.**
7. Bidders 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. In addition, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid, per Alabama Act 2015-293. A foreign entity is a business that does not have a place of business within the State of Alabama.
8. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%) per year.
9. The successful bidder awarded the contract/ purchase order ("Successful Bidder") must provide documentation of required insurance coverage and its enrollment in the E-Verify program within ten calendar days after award notification.
10. Montgomery County or the Successful Bidder reserves the right to cancel this contract with a thirty (30) day written notice at any time during the contract.
11. Montgomery County reserves the right to increase or decrease, add or remove notices at any time during the contract.

12. 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.
13. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent no later than 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.

14. The Successful Bidder agrees to protect, defend, indemnify and hold the Montgomery County 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 bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful bidder also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
15. The Successful Bidder 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.

16. 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 contracting and bidding process in Montgomery County.
17. Montgomery County may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request.
18. Montgomery County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
19. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County Commission will not award the bid on the basis of the low bid only. Factors to be considered also include quality of work commodities to be supplied, conformity with specifications, purposes for which required, terms of delivery, transportation charges, and dates of delivery.
20. Montgomery County reserves the right to award the bid in any manner that is in the best interest of the County.

Scope of Work

Montgomery County is accepting bids from professional and experienced companies to process, print, and mail vehicle/trailer and vessel renewal notices for Montgomery County Probate Office.

Vendor Requirements

1. All bidders must provide three references with contact information for printing and mailing services performed by bidder during the last twelve (12) months, preferably for public agencies in Alabama.
2. Successful Bidder must have extensive experience in printing and mailing services with volumes up to one million (1,000,000) per month.
3. Successful Bidder shall have current technology for postal automation and high-speed processing systems to ensure notices are sorted and run at the highest discounted rate allowed by the United States Postal Service.
4. Successful Bidder shall print, insert and mail notices. No subcontracting.
5. Successful Bidder shall utilize black variable data imprint.
6. Successful Bidder must provide a dedicated primary and secondary contact to work directly with Montgomery County Probate's staff during the initial setup phase, testing, and throughout the actual mailing phases of the renewal notices during the contract period.
7. Successful Bidder shall have a confidentiality policy for all records transmitted to its company from the Montgomery County Probate Office. Successful Bidder shall abide by this policy to ensure no information is released or used for purposes outside the specifications of this invitation to bid.
8. Successful Bidder shall have a sufficient facility and a comprehensive disaster recovery plan in the event the primary facility is off-line.
9. Successful Bidder should be within one (1) day driving distance for onsite visits, meetings and plant inspections.
10. A secure File Transfer Protocol (FTP) solution for transmitting data is required. If any specialty software or certificates are required in order to utilize the service, Successful Bidder must furnish at no additional cost.
11. Successful Bidder must be capable of using Microsoft Excel to create the renewal notices.
12. Successful Bidder shall have extensive experience retrieving test files and data layouts.

13. Successful Bidder shall have secure hardware equipment and provide a detailed plan for information security, backup capabilities and record retention procedures.
14. Successful Bidder shall provide National Change of Address (NOLA) address screening with Address Change Service (ACS) electronic return services.
15. Successful Bidder shall be fully redundant in all processes, data, art, printing, digital production and inserting.
16. Successful Bidder shall recommend changes to a form design as well as make form improvements at no cost to the County.
17. Successful Bidder must have postal certification with supporting documents.
18. Successful Bidder must have tracking capabilities through the postal system via internet dashboard and software for tracking individual pieces.
19. Successful Bidder shall be capable of printing variable test messages for different customers, logo printing, viewing, archiving and reprinting of renewal notices upon request for a fee.

Minimum Insurance Requirements

- Successful bidder shall provide a Certificate of Insurance prior to commencement of work and upon insurance policy renewals, and will maintain, at least, the minimum insurance requirements throughout the term of the contract.
- All insurance policies shall be issued by insurance companies that have an A. M. Best rating of A- or better.
- The Montgomery County Commission shall receive 30 days' Notice of Cancellation for any reason, including non-payment of premium, and notice of substantial changes in limits and/or coverage.
- By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risk that may be applicable to the Successful Bidder. The Successful Bidder shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Successful Bidder is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Business Auto Liability Insurance:

1. Coverage will be provided by the Insurance Services Office ("ISO") Business Auto Coverage form or equivalent.

2. The Montgomery County Commission will be named as additional insureds on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
3. Coverage for any auto, which includes hired and non-owned auto liability
4. Minimum Limits Required: \$1,000,000 Combined Single Limit
 - a. Option: If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be endorsed on the Commercial General Liability policy.

Commercial General Liability:

1. Coverage will be provided by the ISO Commercial General Liability (“CGL”) Coverage form CG 20 10 11 85 on an occurrence basis for ongoing and completed operations, or an equivalent liability form that is at least as broad.
 - a. Option: If CGL coverage is claims-made form, coverage shall have an extended reporting period and remain in effect for 36 months after completion of the contract.
2. This insurance will cover contractual liability and the insurable obligations of indemnification and hold harmless terms.
3. The Montgomery County Commission will be named on the CGL policies as additional insureds for claims arising out of, in whole or in part, the product and/or operations of the Successful Bidder and/or its vendors and subcontractors on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
4. Minimum Limits Required:
 - \$1,000,000 per occurrence/\$2,000,000 General Aggregate
 - \$2,000,000 Products-Completed Operations Aggregate Limit
 - \$1,000,000 Personal & Advertising Injury Limit

Workers Compensation & Employers’ Liability Insurance:

1. Coverage A: State Statutory Workers compensation insurance
2. Coverage B: Employers’ Liability-Minimum Limits Required: \$1,000,000 Each Accident/\$1,000,000 Disease-Each Employee/\$1,000,000 Policy Limit
3. Coverage will have Waiver of Subrogation in favor of the Montgomery County Commission.

Specifications

1. Notice shall be created on an 8 ½" x 11", 28# white stock with a 1/3" perforation.
2. Notice shall be printed in color on the front side and black print on back side.
3. Notice shall be formatted to display all necessary information.
4. Notice shall have ample space for special messages or warnings on both sides.
5. Multiple notices may be printed on one (1) sheet.
6. Successful Bidder shall be capable of printing an Optical Character Recognition (OCR) and/or barcode line from the Ingenuity software.
7. Notice and #9 Reply Envelope shall be inserted into a #10 white double window envelope: one (1) color imprint.
8. Notice must be trifold when inserted into envelope.
9. Notice should have postal barcode.
10. Finished proof must be furnished and approved.
11. Renewal notices must be mailed by the 5th of each month.
12. Pricing shall include the renewal notice, the outside envelope, reply envelope, processing CASS certification, printing, collating, folding, inserting, preparation and delivery to United States Postal Service in automation systems.
13. Montgomery County will only pay actual postage. Markup fees for postage will not be allowed.

Bid Submittal

Item No.	Approximate No. of Notices (Annually)	Notice Type	Cost per Piece	Total Cost
1.	203298	Courtesy Vehicle/Trailer	\$ _____	\$ _____
2.	4179	Courtesy Vessel	\$ _____	\$ _____

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three agencies, preferably government agencies in Alabama, that you have performed printing and mailing services for in the last twelve (12) months.

1.		
	Public Agency	
	Name of Contact Person/Title	
	Phone Number	Email Address
2.		
	Public Agency	
	Name of Contact Person/Title	
	Phone Number	Email Address
3.		
	Public Agency	
	Name of Contact Person/Title	
	Phone Number	Email Address

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

_____ Caucasian

_____ 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