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COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

DEPARTMENT OF FINANCE

**RFP # 14-9669-10EF**

**December 19, 2014**

**REQUEST FOR PROPOSAL**

**PRINTING AND MAILING SERVICES FOR**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to provide Printing and Mailing Services for the County of Henrico in accordance with the enclosed specifications and terms included herein. The submittal, consisting of the original proposal and **eight (8)** additional copies marked, “**Printing and Mailing Services"**, will be received no later than **3:00 p.m., January 23, 2015 by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

1590 E. Parham Road P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.henrico.us/purchasing.**](http://www.henrico.us/purchasing.)To download the (IFB or RFP), click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to:  **fal51@henrico.us**

Time is of the essence and any proposal received after **3:00 p.m., January 23, 2015** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division Office, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.

**A pre-proposal conference will be held on January 6, 2014, at 9:00 a.m. in the Purchasing Division, North Run Office Complex, 1590 East Parham Road, Henrico, VA. Offerors are strongly encouraged to attend the pre-proposal conference. ONLY two (2) representatives per team will be allowed to be present for the meeting. A teleconference number has been established for suppliers who are unable to travel to the County of Henrico. To join the meeting, call 804-501-7555 and enter meeting ID 7002 and password 1611. It is limited to one caller from each supplier. PLEASE BRING A COPY OF THE REQUEST FOR PROPOSAL WITH YOU TO DISCUSS THE REQUIREMENTS.**

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Purchasing Director, Department of Finance.

Technical questions concerning this Request for Proposal should be submitted to Eileen Falcone, fal51@henrico.us, no later than 1:00 p.m. January 9, 2015.

Very truly yours,

 Cecelia H. Stowe, CPPO, C.P.M.

 Purchasing Director

Eileen Falcone

 Senior Purchasing Officer

1590 E. PARHAM ROAD/P O BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**REQUEST FOR PROPOSAL**

**PRINTING AND MAILING SERVICES**

**COUNTY OF HENRICO**

**I. INTRODUCTION:**

The intent of this Request for Proposal (“RFP”) and resulting annual contract is to obtain the services of a qualified firm for the purpose of providing turnkey Printing and Mailing Services for the County of Henrico, Department of Finance as specified in this RFP.

**II. BACKGROUND:**

Henrico County, Virginia is the third largest county in the Commonwealth of Virginia and is located in the Metropolitan Richmond area. It features a land area of approximately 245 square miles, and consists of both highly developed urban and suburban areas, and undeveloped agricultural and forest land. The County’s population stands at 318,158.

**Printing and Mailing Services**

Henrico County currently prints most bills/notices in-house. The County will no longer perform these services after March 31, 2015. The largest volume of bills/notices are generated from the Departments of Finance and Public Utilities. Printing and mailing services are performed daily for Public Utilities and on a scheduled basis for the Department of Finance. A printing schedule by Department is included in **Attachment H**.

The County currently has an annual contract for mailing services with Chosencorps LLC, d/b/a Rickland Direct which includes the following:

* Collects the printed bills from Henrico County
* Processes the mailing by folding and inserting the bills into envelopes
* Printing of inserts to be included with bills
* Barcoding and sorting for the best postal rate
* Mailing through the US Postal Service.

See **Attachment I** for current mailing services pricing.

**County Departmental Duties:**

**Henrico County Treasury Division:** This Division’s primary duty is to bill and collect real estate and property taxes. In addition, the Division administers the dog license program. The bills have to be legible, accurate, complete, and delivered timely to customers. Tax bills by law have to be delivered in a specified time period to allow the taxpayers to pay their bills timely. Please refer to [Section §58.1-3912](https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+58.1-3912) of the Code of Virginia and [County Code § Chapter 20](http://henrico.us/countyattorney/municipalcode/) Because of the high volume of some mailings, no more than 45,000 pieces per day are distributed over several days. Attached is a schedule of the types of mailings, the time period of mailings, and the amount mailed in 2013-2014. (Attachment H)

**Henrico County Revenue Division:** This Division’s primary duty is to receive filings and assess taxes for business and vehicle personal property, bank franchise, business licenses, machinery and tools, transient lodging, meals tax and other miscellaneous taxes. Attached is a schedule of the types of mailings, the time period of mailings, and the amount mailed in 2014. (**Attachment H**)

**Henrico County Real Estate Division:** This Division’s primary duty is to maintain the County’s Land Book and assess the properties annually for tax purposes. Attached is a schedule of the types of mailings, the time period of mailings, and the amount mailed in 2013. (**Attachment H**)

**Henrico Department of Public Utilities:** This Department’s primary responsibility is to provide the County’s water, wastewater and solid waste services to the residential, commercial and industrial customers. This includes water, wastewater, and the sanitary landfill, refuse collection and recycling services. Printing and mailing of bills is done daily. Attached is a schedule of the types of mailings, the time period of mailings, and the amount mailed in 2013-2014. (**Attachment H**)

**III. SCOPE OF SERVICES:**

The Successful Offeror shall provide all labor, materials, equipment, and supervision necessary to provide the following services during the term of the contract awarded pursuant to this RFP.

1. **PRINTING SERVICES**
2. The Successful Offeror shall provide printing services for the County’s daily utility bills, bi-annual tax bills, assessment notices, past due notifications and supplemental billings and or other associated mailings for the Departments of Finance and Public Utilities and other Departments as deemed appropriate by the County.
3. The Successful Offeror must specify the location(s) where printing services will occur and state printing services offered at the location(s). Identify the location of the backup location and provide evidence of contingency plan.
4. The Successful Offeror shall provide the following:
5. Accept an electronic file which may be in .rpt or .pdf or other mutually acceptable forms
6. Print bills, past due notifications and supplemental bills, within required time lines, unless another dated is mutually agreed upon by the County and the Successful Offeror, as identified on **Attachment H** after receipt of approved electronic file.
7. Purchase and maintain the paper and envelope stock. Describe your inventory system and the method for restocking notification to ensure adequate inventory is maintained and deadlines for printing is adhered to (**Attachment H).**
8. Provide certificate of security for data processed and data stored, including physical access, control access, encrypted storage and encryption during data transmission of the electronic print files.
9. Provide a disaster recovery plan, including off-site facilities that will be utilized in the event of a disaster.
10. The Successful Offeror shall provide quality control inspection of all printing to ensure there are no damaged forms or issues with the printing ink including fading, smudges, spots, etc. Reprinting due to poor quality will be reprinted by the Successful Offeror at no cost to the County and be prepared for mailing the same day or as agreed to by the County.
11. The Successful Offeror shall have the ability to print OCR barcode or other indicator on bills to segregate by account where single page and multiple bills are intermingled.
12. The Successful Offeror shall provide ink colors as requested by the County.
13. The Successful Offeror shall print scan line, bar codes or IMB bar codes as requested by the County.
14. The Successful Offeror shall provide appropriate weight, color, size and type of paper required by the County for each job, including perforated paper and self- sealing mailers. A pdf document has been provided with samples of County documents. The County is currently using white 92, 20 lb., 8 1/2 x 11 paper with perforation on bottom at 3 2/3” (Attachment J)
15. The Successful Offeror shall accept County print files via a secure electronic delivery method. Include with proposal submission the process that will be utilized.
16. The Successful Offeror shall provide sample print documents for County approval prior to full printing. (Except for Public Utilities).
17. The Successful Offeror shall provide County staff access to track printing progress electronically.
18. The Successful Offeror shall provide a method by which County staff can request specific bills be pulled from the mailing process (for cases where a bill should not actually go out) Identify the time frame required for the County to notify the Successful Offeror of this request.
19. **MAILING SERVICES**
20. The Successful Offeror shall provide the County mailing services to include inserting, sealing, metering and mailing County bills, past due notifications and supplemental billings and or other associated mailings for the Departments of Finance and Public Utilities and other Departments as deemed appropriate by the County.

1. Postage will be paid for by the County on a job by job basis unless the Successful Offeror proposes differently. Describe if the County pays in advance or on a reimbursement basis for postage.
2. The Successful Offeror shall use certified postal software to qualify mail at the lowest rate including, but not limited to, pre-sort using zip+4 address assignment and provide enhanced address labeling and IMB barcodes to obtain the lowest possible postage rate. Henrico billings are mailed via USPS First Class.
3. The Successful Offeror must have a process to verify, standardize, and notify the County (in an electronic method) of addresses needing to be updated and correct the addresses submitted by the County to include the following:

* + 1. Coding Accuracy Support System (CASS) certified address standardization

* + 1. Presort Accuracy Validation & Evaluation (PAVE) for address hygiene
	1. National Change of Address (NCOA) processing
	2. Any additional address scrubbing, proofing and corrections

1. The Successful Offeror shall provide the following:
2. Mail bills within the required timelines identified on **Attachment H.**
3. Meet or exceed postal standards for processing mail pieces, included but not limited to NCOA listing;

1. Provide accounting and postal reports, including comparison of total bill count printed and mailed to electronic file count,
2. Provide a method by which County staff can request specific bills be pulled from the mailing process (for cases where a bill should not actually go out) Identify the time frame required for the County to notify the Successful Offeror of this request.
3. The Successful Offeror shall provide intelligent inserting of inserts. Describe software used to correctly insert envelopes and multiple sized inserts.
4. The Successful Offeror shall provide reporting options available and the delivery method, such as control logs, status reports, turnaround time, geographical reports, etc.
5. The Successful Offeror shall provide mailing of bills no later than May 5th and November 5th for Job 1(see Item C Printing and Mailing Schedule below), unless another dated is mutually agreed upon by the County and the Successful Offeror. **See Section VI.CC. Liquidated Damages**.
6. The Successful Offeror shall mail documents in batches as required by County.
7. The Successful Offeror shall fold, stuff and insert documents specific to the mailing.
8. The Successful Offeror shall print IMB barcodes on envelopes.
9. The Successful Offeror shall provide electronic information regarding the status of mailing.
10. **Printing and Mailing Schedule**
11. Finance, Treasury Division

Job 1Late April and November of each year approximately 225,000 Personal Property and 60,000 Real Estate Annual tax bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to two flyers. Bills must be mailed by May 5th and November 5th, unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 2 Early February and mid-May of each year approximately 13,000 Supplemental Personal Property bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed by February 15th and May 20th, unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 3 In January, July, and September approximately 300 Supplemental Real Estate bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 4 Late January and July of each year approximately 70,000 Personal Property and 16,000 Real Estate Delinquent tax bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 5 In February and August of each year approximately 5,000 Real Estate Collection Action notices shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 6 In January of each year approximately 19,000 Vehicle Registration Withholding (VRW) notices shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror.

Job 7 Monthly approximately 2,000 Dog License Applications shall be folded and inserted into a #10 carrier envelope with a #9 return envelope. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. **(Optional)**

Job 8 Monthly approximately 1,000 Veterinary Applications shall be folded and inserted into a #10 carrier envelope with a #9 return envelope**.** Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. **(Optional)**

Job 9 As requested, 8.5” x 11” inserts on #50 paper will be requested to be printed using black ink. The color of the paper may vary based on the need.

1. Finance, Revenue Division – Group A, B, and C are optional

Group A Business Licenses - Estimated quantity of 20,625 records with 12 mailing versions containing various combinations of forms and envelopes as follows:

* Tax Form
* Instruction Sheet
* Contractor Form
* Workers’ Comp Form
* White #11 OME Carrier Envelope
* White #10 BRE Return Envelope
* Green #10 BRE Return Envelope

\*Group A is mailed in December of each year and the exact date will be determined by the department. To begin December 31, 2015.(See Attachment G)

Group B Non-Filing Business Licenses - Estimated quantity of 5,800 records with 12 mailing versions containing warning letters matched to various combinations of forms and envelopes as follows.

* Tax Form
* Warning Letter
* Instruction Sheet
* Contractors Form
* Worker’s Comp Form
* White #11 OME Carrier Envelope
* White #10 BRE Return Envelope
* Green #10 BRE Return Envelope

\*Group B is mailed in the month of March following the Group A mailing and the exact date will be determined by the department. To begin March 15, 2016. (See Attachment G)

Data Preparation for Group A and B:

#11 Window Envelopes (1/0 black ink)

#10 Return Envelopes (white and/or green stock / 1/0 black ink)

Paper stock supplied (28 lb.)

Laser (color & black ink) of all forms needed (includes duplex if necessary)

Fold all letter components

Insert components

Postage metering

Group C Estimated 5,300 blank forms for walk-ins: To begin December 31, 2015. (See Attachment G)

* + - Combined License & Personal Property Tax
		- Business Personal Property Tax
		- Machinery & tools (colored paper)
1. Finance, Real Estate Division

Approximately 100,000 to 120,000 Assessment Notices self-mailer pieces will be mailed in batch sizes determined by the department and mailed from the first week of February through mid-March of each year. The mailing dates will be determined by the department. Price shall include presorting,USPS Move Update processing, postage metering, and barcoding each piece. The County is currently using an 8 ½ x 11 V Fold – 1 Part Cut Sheet, #28 white laser paper with opening instructions on form. Folds and seals on pressure seal equipment.

1. Department of Public Utilities

Job 1 A daily average of approximately 2,300 8.5” x 11” regular bills folded in thirds and inserted in #10 carrier envelopes with #9 return envelopes and up to 4 additional inserts.

* + Some bills will have an indicator of “2” in the top right hand corner of the bill which indicates those bills need to be separated and identified as “no return envelope required.”
	+ Some bills will have an indicator of “5” in the top right hand corner of the bill which indicates these bills have multiple pages. These must be mailed in one envelope.

Job 2 A daily average of approximately 1,000 8.5” x 11” past due and final bills folded in thirds and inserted in #10 “Immediate Attention” carrier envelopes with #9 return envelopes.

Job 3 Additional services as needed and requested, 8.5” x 11” inserts on #50 paper will be requested to be printed using black ink. The color of the paper may vary based on the need.

(Note: Quantities listed in jobs 1 and 2 are only estimates. Some days may be zero)

1. **Envelopes (to be included in price for mailing services)**
2. General Requirements
	* 1. The Successful Offeror will be responsible to insure there are sufficient envelopes on hand to produce the production jobs as stated in the Scope of Work.
		2. Envelopes for Finance and Public Utilities shall be maintained and inventoried separately by the Successful Offeror, with the exception of the #9 window return envelopes which are used by both departments.
		3. The Successful Offer shall provide the actual quantity of envelopes used for each mailing job shall be included on the invoice with the other components of the production run.
		4. The Successful Offeror shall be responsible for the storage or warehousing of all envelopes and flyers. There shall be no additional expense to the County for the storage or warehousing of these materials.
		5. The Successful Offeror shall provide pricing for envelopes outside of the quantities specified for all bill mailing shall be provided in the proposal.
3. Specifications

Item 1 – Carrier Envelopes for Finance and Public Utilities

 Size and Style: #10 Window OSSS (open side seam)

Paper Stock: 24# White Wove

Window Size: 1 1/8” x 4”

Window Location: 7/8” Left, 5/8” Bottom

Printing: Return Address in Black ink

1A Finance: “TAX BILLING” on Lower Right in Black Ink

 1B Finance, Public Utilities: “ADDRESS SERVICE REQUESTED” on Lower Right in Black ink

 1C Public Utilities: “IMMEDIATE ATTENTION REQUESTED” in Red ink

Item 2 – Return Envelopes

Size and Style: #9 Window OSSS(open side seam)

Paper Stock: 24# White Wove

Window Size: 1” x 3 1/4”

Window Location: 7/8” Left, 5/8” Bottom

Printing: Return Address in Black ink

Item 3 – Return Envelopes for Dog Licenses

Size and Style: #9 Window OSSS(open side seam)

Paper Stock: 24# White Wove

Window Size: None

Window Location: None

Printing: Return Address in Black ink

 “ATTN: DOG LICENSE in Black ink

**IV. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

* Request for Proposals distributed December 18, 2014
* Advertised in newspaper December 14, 2014
* Pre-proposal January 6, 2015; 9:00 a.m.
* Deadline for questions January 9, 2015; 1:00 p.m.
* Receive written proposals January 23, 2015; 3:00 p.m.
* Conduct oral interviews February 17, 2015
* Contract start date April 1, 2015

**V. COUNTYRESPONSIBILITIES:**

Henrico County will designate an individual to act as the Project Manager for all work performed under this contract. The Project Manager shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract.

**VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for theContract.

 **B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.

4. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the Purchasing Division’s website: <http://www.henrico.us/purchasing>

 **C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A)**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

 **P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of three years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; detailed vendor payment records and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Small, Women-Owned and Minority-Owned (SWAM) Businesses**

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals.

All solicitations are posted on the County’s Internet site

<http://www.henrico.us/purchasing/>

**S. Subcontracts**

1. No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Offeror desires to subcontract some part of the work specified in the Contract, the Successful Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

2. The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises.  For assistance in finding subcontractors, contact the Supplier Relations Manager (804-501-5689) or the Virginia Department of Small Business & Supplier Diversity (SBSD)  [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in HenricoCounty, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement:

[http://www.henrico.us/pdfs/hr/risk/env\_policy.pdf](http://www.co.henrico.va.us/pdfs/hr/risk/env_policy.pdf) which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract.

The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. The Successful Offeror shall have, at each location at which the Successful Offeror provides goods and/or services, a licensed real estate broker who is competent, qualified, or authorized on the work site, and who is familiar with policies, regulations and standards applicable to the work being performed. The licensed real estate broker must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and must be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

 **Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (Attachment D) Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the CountyManager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

1. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

 **Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

 **AA. Term of the contract**

1. The contract period shall be from April 1, 2015 through March 31, 2016. Contract prices shall remain firm for the contract period.

2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.

3. The Successful Offeror shall give at least a ninety (90) day written notice if they do not intend to renew the contract at any annual renewal.

1. **Confidentiality:**

The Successful Offeror(s) may be provided with materials from the County that include identifying information of a personal, medical or financial nature (“confidential information”). Such confidential information is to be used only for the purposes of responding to this RFP or in providing services under any contract that may be awarded. See Section §58.1-3 the Code of Virginia. This RFP or any contract awarded may contain further restrictions on the disclosure or use of confidential information. Confidential information shall be maintained in such a manner as to protect its confidentiality and to prohibit inappropriate disclosure or use. Confidential information shall be returned or destroyed at the end of any contract period or when you are notified that your Proposal has not been accepted, unless otherwise specified in this RFP or any contract awarded.

The Successful Offeror(s), in providing services, shall not view, remove, disclose or use any County documents, information or materials which may be on a County employee’s desk, in a County file or anywhere on County property, unless specifically permitted to do so by the terms of this RFP or any contract awarded.

1. **Liquidated damages:**

It is understood and agreed by the offeror that time is of the essence in the mailing of all bills. In the event these specified materials are not mailed by the dates specified, there will be deducted, not as a penalty but as liquidated damages, the sum of $100.00 per day for each and every calendar day of delay beyond the time specified. Except that if the delivery is delayed by any act, negligence, or default on the part of the County, public enemy, war, embargo, fire, explosion not caused by the negligence or intentional act of the Successful Offeror or his supplier(s), or by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond the control or fault of the Successful Offeror or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted.

**VII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(*Attachment B***) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
	1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division office. Offerors are responsible for insuring that their proposals are stamped by the Purchasing Division personnel by the deadline indicated.
	2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
	3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
	4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
	5. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division office in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division office up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved.  Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall submit technical questions concerning the Request for Proposal **no later than January 9, 2015 1:00 p.m.** in writing.  Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative.  **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division office on time shall be accepted. All late proposals received by the Purchasing Division office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the contract.

**VIII. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. Include copies of any agreements – contracts, documents which the county will be expected to sign if the contract is awarded to you

1. **Table of Contents** – ***NUMBER ALL PAGES OF THE RESPONSE. Provide a detailed INDEX of the proposal document for easy referencing.***

2. Introduction

 Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

 Proposal Signature Sheet – **Attachment B**

 Proprietary/Confidential Information – **Attachment C**

 Virginia State Corporation Commission Identification Number Requirement – **Attachment D**

3. Executive Summary

Response to Scope of Services – The Offeror should address each section of the Scope of Services with an indication of the response. Provide a detailed description of the services to be provided which addresses each of the items listed in Scope of Services. **The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titled “Exceptions”.**

* + 1. Company Profile – Offerors are to present a Company profile that shows the ability, capacity and skill of the Offeror, their staff, and their employees to perform the services required within the specified time. Include the following.
1. Years of printing and mailing processing experience
2. Average number of years’ experience of supervisor and line staff
3. Number of printing and mailing customers
4. Average monthly and annual volume of printing and mailing transactions
5. Statement of Qualifications – Provide references from at least three (3) project/contracts completed within the last five years that are similar in nature and/or size to the County to which their firm has provided services as outlined in the scope of services which may be used as references. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references (Attachment E, Submittal of References)
6. Identify key measures of your firm’s financial strength. Include copies of most recent audited financial statements and subsequent un-audited quarterly financial statements.
7. List any procedures, certifications or awards received that demonstrate that adequate security controls are in place to properly store, manage and process government information. Will you provide the County with most recent and future audit reports related to these procedures or certifications?
8. Describe the mailing method your firm will use to obtain the lowest possible postal rate.

1. Briefly describe the printing and mailing processing environment:
	* + 1. Years of providing printing and mailing processing services under any other name
			2. Hours of operation
			3. Holidays observed
			4. Availability of staff capable of resolving inquiries
			5. Turnaround time anticipate for inquiries
			6. Toll free and email access availability
			7. Equipment including hardware and software used
			8. Level of hardware and software technical support
			9. Data communications hardware and protocols supported
			10. Transmission security
			11. Processing deadlines
2. Describe your continuing operation and/or contingency plan in the event of a disaster, or in the event that the equipment used in the performance of the contract should fail. Include your provisions for processing, hardware, software and communications backup. Provide date of last disaster recovery testing and outcome.
3. Describe your policies and procedures that ensure access to government information is limited to only those employees/contractors who require access to perform your proposed services.
4. Identify any third party which would host or have access to County information?
5. Describe your hiring procedures and safeguards to for screening employees and contractors who have access to County information.
6. Provide the names, qualifications and experience of individuals to be assigned under the resulting contract.
7. Describe your policies, procedures and practices for the physical security of your data centers and the safeguards that are in place to prevent unauthorized use, reuse, distribution transmission, manipulation, copying, modification access or disclosure of private information.
8. What controls are in place to detect security breaches? What is the policy of informing the County of any security breach?
9. How will County information be managed after contract termination? Will County information provided to the Successful Offeror be deleted or destroyed and what time frame at the completion of the contract?
10. If you require documents necessary to enter into a contract with you such as electronic processing agreements, please include copies of the documents in your response to this RFP.
11. Describe your Quality Assurance philosophies and who will be the person dedicated for quality assurance.
12. Describe your technical assistance team, and if one person will be dedicated for our account.
13. Describe your training process if new systems are implemented.
14. Provide your specific procedures for printing and mailing. Include the methods used to handle printing errors such as misfeeds or damaged documents and insertion of various sizes of documents.
15. Recommend any new services that could more effectively streamline the current services, and describe the pros and cons of using this service, and quantify any costs savings.
16. Provide a detailed implementation schedule indicating tasks, critical tasks and number of days for completion of each.
* Indicate tasks that will occur concurrently.
* Show the total number of workdays required to complete the implementation.
* Is an implementation team assigned?
* Describe the support provided during implementation including training, technical assistance, manuals on-site visits, etc. Testing must be conducted in a secure test environment.
* Describe how your company will transition the County from it’s current process to meet this proposals Scope of Services.
1. Proposals shall include a statement verifying your firm can perform the required services necessary under this contract beginning April 1, 2015.
2. What differentiates your printing and mailing processing service with others in the industry?
3. Sub-consultants - Information on any sub-consultants that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications. (If Applicable)
4. Pricing Schedules:

Attachment F - Printing & Mailing for Finance, Treasury Division, Real Estate Division, Department of Public Utilities and Envelopes

Attachment G - Finance, Revenue Division – Note there are two worksheets, Group A and Group B

6. Appendices – are optional for Offerors who wish to submit additional material that will clarify their response.

**IX. PROPOSAL EVALUATION/SELECTION PROCESS**:

1. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.
2. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |
| --- | --- |
| EVALUATION CRITERIA | WEIGHT |
| Functional Requirements* Extent to which the proposed solutions satisfies the RFP functional requirements
* Clearly demonstrated understanding of the services required and timelines required
* Stability of Security of Information
* Employee Screening process
* Reporting capabilities
* Quality Assurance and continuity of operation program
 | 25 |
| Experience and Qualifications* Professional competence
* Ability to provide services of similar size and scope for governmental customers
* Financial Stability of Firm
* References
* Resumes of proposed staff
* Organizational chart
 | 25 |
| Implementation of Services/Project Management* Project Approach
* Project Management
* Project Team
* Implementation schedule and transition plan
* Location where services will be performed
* Current Workload and ability to perform required

 services | 20 |
| Price | 25 |
| Quality of proposal submission/oral presentations | 5 |
| TOTAL | 100 |

1. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

**ATTACHMENT A**

**INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Offeror, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia and is representative of the insurance policies. The Certificate shall show that the policy has been endorsed to add the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the Successful Offeror shall agree to give the County a minimum of 30 days prior notice of any cancellation or material reduction in coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

 $100,000 for each Disease by employee

 $500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

**Excess/Umbrella Liability -** $2,000,000 Each Occurrence, $4,000,000 aggregate

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. This insurance shall apply as primary insurance and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and HenricoCountyPublic Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**Attachment B**

**SUBMIT THIS FORM WITH PROPOSAL**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**Attachment B**

**Page 2 of 2**

**Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

 **(Check all that apply.)**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered?**□ Yes □ No**

**□ SMALL BUSINESS**

 **□ WOMEN-OWNED BUSINESS**

 **□ MINORITY-OWNED BUSINESS**

 **□ SERVICE DISABLED VETERAN**

 **□ LARGE**

 **□ NONPROFIT**

 **□ NONE OF THE ABOVE**

**If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Large business”***means any **non**-women- or minority-owned, or service-disabled business as defined above or any business having more than 250 employees or more than $10 million in gross receipts averaged over the previous three years.

***Nonprofit”***means a corporation or an association that conducts business for the benefit of the general public withoutshareholders andwithout a profit motive.

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code §2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

|  |  |  |
| --- | --- | --- |
| SECTION/TITLE | PAGE NUMBER(S) | REASON(S) FOR WITHHOLDING FROM DISCLOSURE |
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**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offer or’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT E**

**SUBMITTAL OF REFERENCES**

**Reference #1**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**

**Attachment F**

 **Pricing for Printing and Mailing**

**Finance, Treasury Division**

|  |  |
| --- | --- |
| **Job 1** **Personal Property and Real Estate Tax Bills**Approximately 225,000 Personal Property and 60,000 Real Estate Annual tax bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to two flyers. Bills must be mailed by May 5th and November 5th unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 1: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing** **Itemize all costs for goods and services for Job 1** **including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 2** **Personal Property bills**Approximately 13,000 Supplemental Personal Property bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed by February 15th and May 20th unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 2: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 2 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 3** **Supplemental Reals Estate bills**Approximately 300 Supplemental Real Estate bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receiving print file.  | **Total Price for Job 3: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 3 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 4** **Delinquent Personal Property and Real Estate Bills**Approximately 70,000 Personal Property and 16,000 Real Estate Delinquent tax bills shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 4: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 4 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 5 Real Estate Collection notices**In February and August of each year approximately 5,000 Real Estate Collection Action notices shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 5: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 5 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |

|  |  |
| --- | --- |
| **Job 6** **Vehicle Registration Withholding (VRW)**Approximately 19,000 (VRW) notices shall be folded and inserted into #10 carrier envelopes with a #9 return envelope and up to one flyer. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 6: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 6 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 7** **Dog License Applications**Monthly approximately 2,000 Dog License Applications shall be folded and inserted into a #10 carrier envelope with a #9 return envelope. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 7: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 7 including any minimum charges**. **When itemizing cost provide the lowest unit of measure.** |
| **Job 8** **Veterinary Applications**Monthly approximately 1,000 Veterinary Applications shall be folded and inserted into a #10 carrier envelope with a #9 return envelope. Bills must be mailed within 24 hours of receipt of print file unless another dated is mutually agreed upon by the County and the Successful Offeror. | **Total Price for Job 8: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per mailing****Itemize all costs for goods and services for Job 8 including any minimum charges.** **When itemizing cost provide the lowest unit of measure.** |
| **Job 9** **Flyers** As needed and requested, 8.5” x 11” flyers on #50 paper will be requested to be printed using black ink. The color of the paper may vary based on the need. | **Total Price for Job 9: $\_\_\_\_\_\_\_\_\_\_\_\_\_/per piece****Itemize all costs for goods and services for Job 9 including any minimum charges.**  |

**Finance, Real Estate Division**

|  |  |
| --- | --- |
| **Real Estate Assessment Notice**Approximately 100,000 to 120,000 self-mailer pieces to be mailed in batch sizes of 30,000 and mailed from the first week of February through mid-March of each year. The mailing dates will be determined by the department. Price shall include presorting, USPS Move Update processing, postage metering, and barcoding each piece. The County is currently using an 8 ½ x 11 V Fold – 1 Part Cut Sheet, #28 white laser paper with opening instructions on form. Folds and seals on pressure seal equipment. | **Total price per batch for Assessment Notices:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Itemize all costs for goods and services for Assessment Notices including minimum charges. When itemizing cost provide the lowest unit of measure.** |

**DEPARTMENT OF PUBLIC UTILITIES - Provide itemized pricing per thousand for the following jobs.**

|  |  |
| --- | --- |
| **Job 1** A daily average of approximately 2,300, 8.5” x 11” regular bills folded in thirds and inserted in #10 carrier envelopes with #9 return envelopes and up to 4 additional inserts. • Some bills will have an indicator of “2” in the top right hand corner of the bill which indicates those bills need to be separated and identified as “no return envelope required.” • Some bills will have an indicator of “5” in the top right hand corner of the bill which indicates these bills have multiple pages. These must be mailed in one envelope. | **Total cost Job 1: $\_\_\_\_\_\_\_\_\_\_\_/C****Itemize all costs for goods and services for Job 1 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 2** A daily average of approximately 1,000, 8.5” x 11” past due and final bills folded in thirds and inserted in #10 “Immediate Attention” carrier envelopes with #9 return envelopes. | **Total cost for Job 2: $\_\_\_\_\_\_\_\_\_****Itemize all costs for goods and services for Job 2 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |
| **Job 3** As requested, 8.5” x 11” inserts on #50 paper will be requested to be printed using black ink. The color of the paper may vary based on the need. | **Total cost for Job 3: $\_\_\_\_\_\_\_\_\_****Itemize all costs for goods and services for Job 3 including any minimum charges. When itemizing cost provide the lowest unit of measure.** |

**ENVELOPES**- Provide pricing for the following envelopes as listed in Sec. III D:

**Item 1A:** #10 Carrier envelopes for Finance $\_\_\_\_\_\_\_\_\_\_/per M

**Item 1B:** #10 Carrier envelopes for Finance, Public Utilities $\_\_\_\_\_\_\_\_\_\_/per M

**Item 1C**: #10 Carrier envelopes for Public Utilities $\_\_\_\_\_\_\_\_\_\_/per M

**Item 2:** Return Envelopes $\_\_\_\_\_\_\_\_\_\_/per M

**Item 3:** Return Envelopes for Dog Licenses $\_\_\_\_\_\_\_\_\_\_/per M

**\*Provide any minimum charges that may apply.**

**ATTACHMENT G**

**Group A & B Pricing**

**IS SEPARATE EXCEL SPREAD SHEET ATTACHMENT**

**ATTACHMENT H**

**PRINTING AND MAILING ANALYSIS**

**IS SEPARATE EXCEL SPREAD SHEET ATTACHMENT**

**Attachment I**

**Contract 9105 Price List**

**For Mailing Services Only**

LOT 1: Mailing for the Department of Finance

**Job 1**

Personal Property Final Notice:

Inserting 3-4 Pieces per M: **$24.00**

Printing of Flyers (Blue) - Price per M: **$23.00**

**Job 2**

New Item (Supplemental) Personal Property:

Inserting 3-4 Pieces per M: **$32.50**

Printing of Flyers (Blue) - Price per M: **$24.00**

**Job 3**

Real Estate Final Notice:

Inserting 3-4 Pieces per M: **$54.17**

Printing of Flyers (Blue) - Price per M: **$26.00**

**Job 4**

Vehicle Registration Withholding Notices:

Inserting 3-4 Pieces per M: **$24.00**

Printing of Flyers (Blue) - Price per M: **$24.00**

**Job 5**

Real Estate Final Notice

Inserting 3-4 Pieces - Price per M: **$40.63**

### Job 6

New Item Final Notice Personal Property:

Inserting 2-3 Pieces - Price per M: **$65.00**

Printing of Flyers (Blue) Price per M: **$26.00**

### Job 7

Personal Property:

Inserting 2-3 Pieces – Price per M: **$22.00**

Printing of Flyers (Blue) Price per M: **$22.00**

Real Estate:

Inserting 3-4 Pieces - Price per M: **$24.00**

Printing of Flyers (Blue) Price per M: **$23.00**

**Job 8**

Personal Property (Supplemental):

Inserting 3-4 Pieces per M: **$54.17**

Printing of Flyers (Blue) - Price per M: **$26.00**

### Job 9

Personal Property:

Inserting 2-3 Pieces – Price per M: **$22.00**

Printing of Flyers (Blue) Price per M: **$23.00**

Real Estate:

Inserting 3-4 Pieces - Price per M: **$54.17**

Printing of Flyers (Blue) Price per M: **$26.00**

**Job 10**

Vehicle Registration Withholding Notices:

Inserting 3-4 Pieces per M: **$24.00**

Printing of Flyers (Blue) - Price per M: **$23.00**

### Job 11

Personal Property:

Inserting 2-3 Pieces – Price per M: **$22.00**

Printing of Flyers (Blue) Price per M: **$22.00**

Real Estate:

Inserting 3-4 Pieces - Price per M: **$24.00**

Printing of Flyers (Blue) Price per M: **$23.00**

**Job 12**

Personal Property (Supplemental):

Inserting 3-4 Pieces per M: **$65.00**

Printing of Flyers (Blue) - Price per M: **$26.00**

**Job 13**

Monthly Dog License Applications:

Inserting 3-4 Pieces per M: **$464.29**

**Job 14**

Monthly Veterinary Applications:

Inserting 3-4 Pieces per M: **$541.67**

Hand matching and inserting multi-page pairs - Price per M: **$150.00**

**LOT 2: Mailing for the Department of Public Utilities**

**Job 1** Price per M: **$27.00**

Cost to insert each additional piece per 1,000 envelopes = $2.00

Cost to fold 8 ½ x 11 sheets (flyers) per 1,000 pieces = $7.00

**LOT 3 – Provision of Envelopes**

**Item 1A.** #10 Carrier Envelopes for Tax Billings

 Price per M: **$16.68**

**Item 1B.** #10 Carrier Envelopes for Finance (blank)

 Price per M: **$63.25**

**Item 1C.** #10 Carrier Envelopes for Public Utilities Billings

 Price per M: **$16.68**

### Item 1D. #10 Carrier Envelopes for Public Utilities (Immediate Attention)

###  Price per M: $18.11

### Item 2. #9 Return Envelopes for Finance and Public Utilities

Price per M: **$15.70**

### Item 3. #9 Return Envelopes for Finance (Dog License)

Price per M: **$63.25**

**All jobs: Minimum service fee will be $175.00 per job if per thousand cost falls under this amount.**

**BUSINESS LICENSE RENEWAL AND NOTICE OF REAL ESTATE ASSESSMENT MAILINGS**

1. Business License Renewal mailing (Finance, Revenue Division):

Group A & B mailings with information provided by the County via an electronic mail file. All per thousand numbers are based on the quantities herein:

* Group A - based on estimated quantity of 20,625 records with 12 mailing versions containing various combinations of forms. Approximately 5,300 additional blank tax return forms to be printed and delivered to the Revenue Division. Group A is mailed in December of each year and the exact date will be determined by the department.
* Group B - based on estimated quantity of 5,800 records with 12 mailing versions containing letters matched to various combinations of forms. Group B is mailed in the month of March following the Group A mailing and the exact date will be determined by the department.

All paper stock supplied by Rickland Direct

All envelopes supplied by Rickland Direct

All printing, inserting, metering, and mailing processed by Rickland Direct

Data Preparation

#11 Window Envelopes (1/0 black ink)

#10 Return Envelopes (white and/or green stock / 1/0 black ink)

Paper stock supplied (28 lb)

Laser (color & black ink) of all forms needed (includes duplex if necessary)

Fold all letter components

Inserting components

Postage metering

(Postage is not included.)

Total cost for the above **$570.00/m (per thousand)**

1. Notice of Real Estate Assessment mailing, Finance, Real Estate Division:

100,000 to 120,000 self-mailer pieces provided by the County. To be mailed in batch sizes determined by the department and mailed from the first week of February through mid-March of each year. The pick-up and mailing dates will be determined by the department. Price includes pick-up from the County, presorting, USPS Move Update processing, postage metering, and barcoding each piece. (Postage is not included.)

Total cost for the above **$0.10 (per piece)**

**ATTACHMENT J**

**PDF OF FORMS AND ENVELOPES**

**IS SEPARATE ATTACHMENT**