

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

February 24, 2023

**INVITATION FOR BIDS
Proposal No. 2824**

**Printing for
Limestone County Revenue Commission**

Notice is hereby given that the Commission of Limestone County, Alabama will receive competitive bids on the following items: **Tax Bills, Over 65 Exemption Forms, Manufactured Home Bills, Delinquent Notices, Personal Property Renditions, BOE Notices, Certified Notices and other associated mailings as necessary.** Please see the attached specifications for all items listed.

TAXES/FEES: All applicable taxes and/or fees must be included in the amount of bid price.

Date of Delivery: **3-4 weeks from purchase order date.** Terms: **Net 30 days.**

This bid is effective from April 4, 2023 until April 3, 2024.

Delivery date of finished products must be no later than 3-4 weeks from purchase order date. Please wait for a purchase order number to be issued before printing.

You are invited to bid on printing needs of Limestone County Revenue Commission. The right to reject any items or materials not of quality or under any provisions of this act is reserved.

Bids will be opened on **Thursday, the 30th of March 2023, at 10:00 a.m.** and awarded on **Monday, the 3rd of April 2023, at 10:00 a.m.**

REQUIREMENT: Pursuant to Alabama Code 31-13-9, as a condition of the award of any contract, the business entity or employer, and any of its subcontractors, shall provide a sworn affidavit and documentation that it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien; that it is enrolled in the E-Verify program; and, during the contract period, it will participate in the E-Verify program and will verify every employee that is required to be verified under applicable state and federal laws. During the performance of the contract, the business entity or employer shall participate in the E-Verify

program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

All bids must be received by opening date and time.

Bids can be mailed or hand delivered by the opening date and time to: Limestone County Commission, 310 W. Washington Street, Athens, AL 35611. No email bids will be accepted.

All bids must be sealed and the word "BID", name of item, proposal number, and opening date should be marked on the outside of the envelope.



**Collin Daly, Chairman
Limestone County Commission**

PROPOSAL NO. 2824

Limestone County Revenue Commission

Requirements for this bid are as follows:

Must be a USPS Certified credentialed postal processor NCOA, CASS and DPV.

Must provide an assigned account manager familiar with Alabama notices and processing.

Must provide a tracking system for tracking the notices through the postal system, providing multiple reports and a secure login web-based portal for tracking.

Must have capability of producing over 1000 notices per minute with redundant equipment.

Processor must be all inclusive – must not subcontract any processes.

Must be fully redundant in inserting equipment, please provide the number of inserting machines utilized.

Must have more than one processing facility with capabilities of processing should one location go offline.

Must have the capability of grouping multiple notices or grouping multiple accounts.

Must have the capability of selective inserting.

Must have a Secure FTP portal for data upload with notification.

Must have the capability of working with our office to reduce the amount of returned mail by utilizing the options available from the USPS.

Processor must be within three hours driving distance from our office in order to inspect materials during production.

Processor must have full security in data systems and building security under 24-hour camera surveillance.

Need to have knowledge of all Alabama forms and processing requirements.

Need to have multiple other Alabama counties that you currently work for.

Must have knowledge and currently work for both Revenue and Probate forms and systems.

Must have knowledge and currently work with the current software systems in place.

Please Provide:

- Your Quality Control documentation for processing
- Estimated postage cost
- A company Organizational Chart
- Postal Certifications
- Bank credit reference

Should you have any questions, please contact Brian Patterson or Jessie Pierce at 256-233-6433.

Delivery date of finished product must be no later than 3 – 4 weeks from Purchase Order date.

TOTAL: \$ _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____

CONTACT NAME: _____

Please Print

SIGNATURE: _____

E-MAIL: _____

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. 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.