

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



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

**November 17, 2023**

**INVITATION FOR BIDS  
Proposal No. 2850**

**Printing – Tag Mail Notices & Envelopes  
License Commissioner**

Notice is hereby given that the Commission of Limestone County, Alabama will receive competitive bids on the following items: Tag mail notices. Please see the attached specifications for all items listed.

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

Date of Delivery: 3 weeks from purchase order date.

Terms: Net 30 days.

**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 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 **Wednesday, the 13<sup>th</sup> of December 2023, at 10:00 a.m.** and awarded on **Monday, the 18<sup>th</sup> of December 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 West Washington Street  
Athens, AL 35611**

**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.**

  
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Collin Daly, Chairman  
Limestone County Commission

**PROPOSAL NO. 2850**  
**Printing – Tag Mail Notices & Envelopes**  
**License Commissioner**

Quantity	Description	Total
<b>100,000</b>	<p>Sheet size is 8 -1/2" X 11". The sheet color is white. The sheet should have horizontal perforating 6" from bottom of sheet creating two separate sections from the front page.</p> <p>Black print only should be provided for both front and back side. For January 2024 through October 2024 we estimate approximately 100,000 sheets will be printed for tag notices.</p> <p>The front page should contain data received and reformatted from the Office's tag software provider (currently Ingenuity, Inc.) and sorted by master record number of driver license or ID card or business FEIN for a listing displaying at least four (4) tag records and up to six (6) tag records per sheet based on the master record number. Portal to portal delivery will come from Office to printer. The listing shall include, but is not limited to, the headings on the attached sample from the previous mail notice. The listing shall provide a grand total of at least four (4) vehicles and up to six (6) vehicles reporting total fee, total tax, subtotal without mail fee, total mail fee and grand total. Each vehicle listing will include the reported NAIC number and insurance policy number contained with the vehicle master record.</p> <p>The listing shall also report special conditions as a prerequisite for tag renewal identified by the tag software provider per tag types (membership cards, affidavits, etc.). The listing shall also report existing liability insurance data for each record from the master record and identify vehicle records with additional action from suspension by the ADOR, MLI Division.</p> <p>The front page shall include light shading or color within right and left page margins creating a text box for displaying up to five lines of text for messaging specific to customer bulletins that may change during the calendar year due to ADOR rules and/or guideline changes.</p> <p>A top section shall be created by horizontal perforating and provides a customer form to detach and retain as a payment record. The tear away customer section shall repeat the vehicle listing up to six (6) vehicles by tag number, tag fee, tax, subtotal, mail fee, and total by mail and include grand totals for each heading.</p> <p>All references to the county official on the front page of the tag mailer and boat mailer shall read as follows:</p> <p style="text-align: center;"><b>JOSEPH CANNON, LICENSE COMMISSIONER</b></p> <p>The back page may be pre-printed and include the attached information provided.</p> <p>Likewise, the notice for boat renewals shall be unchanged through the fiscal year and shall be patterned the same as for motor vehicle tag renewal. The sheet color is light blue and black print should be provided for the front side only. The back side of boat renewal sheets shall remain blank. Likewise, the</p>	\$ _____

	<p>listing shall provide for boat vessels with the appropriate headings and fee totals. The tear away customer section shall also report the master record number and related bar code. For January 2024 through October 2024 we estimate approximately 8,000 sheets will be printed for boat notices.</p> <p>All addresses within the monthly mail batch will be processed with CASS-certified postal address matching software and will be reformatted with USPS approved addresses including ZIP+4. The Office will be notified by the printer with addresses marked as incomplete or undeliverable for action as to mail or do not mail.</p> <p>After completing the duplex printing of the mail notice sheet, the service will include letter folding and letter inserting and envelope sealing into a pre-printed #10 window envelope with the customer's address revealed for mailing. The #10 window envelope shall also include a pre-printed #9 return envelope. Both envelopes will be provided by the bidder and shall be included with the per sheet cost of this printing job. No bid shall be accepted for envelopes only.</p> <p>The return address on the #10 window envelope and the office address on the #9 return envelope shall read as follows:</p> <p style="text-align: center;">JOSEPH CANNON, License Commissioner Clinton Street Courthouse Annex 100 S. Clinton Street, Suite B Athens, Alabama 35611</p> <p>All mail notice packages shall be sorted in advance of delivery to the Office for the best postage rate at first class and shall be packaged and bound for delivery to the local Post Office or License Commissioner's Office on the date as requested by the Commissioner. The printer shall complete and provide the required USPS forms by electronic mail or by delivery courier to the Office. The forms and postage shall be remitted by the Office to the Postmaster.</p>	
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**All questions related to the above specifications of services should be directed to Joseph Cannon, License Commissioner, at 256-233-6430.**

**Delivery date of finished product must be no later than 3 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.*