

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Pam Ball*



*Commissioners:
Daryl Sammet
Steve Turner
Jason Black
Ben Harrison*

November 28, 2017

**INVITATION FOR BIDS
Proposal No. 2669**

**Printing – Tag Mail Notices
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.

F.O.B.: Athens, Alabama. **Date of Delivery:** 3-4 weeks from purchase order date.

Terms: Net 30 days.

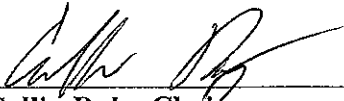
Delivery date of finished products must be no later than 3-4 weeks from Purchase Order date. Please wait for a purchase order number to be issued before printing.

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 12th of December 2018, at 10:00 a.m.** and awarded on **Monday, the 17th of December 2018, 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 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. 2669
Printing – Tag Mail Notices
License Commissioner

Quantity	Description	Total
60,000	<p>Sheet size is 8 -1/2" X 11". The sheet color is white. The sheet should have horizontal perforating 3 and 3/4" 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, 2019 to September, 2019 we estimate approximately 60,000 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 sheet should have light shading or color within right and left page margins and beginning 5" from bottom of sheet and ending 3 and 3/4" from bottom of sheet at perforation for messaging specific to customer bulletins that may change during the calendar year due to ADOR rules and/or guideline changes.</p>	<p>\$ _____</p>

The second section created by the horizontal perforating shall provide a customer form to detach and retain as a payment record when the customer returns the top page section requesting registration of the listed vehicles by mail. 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. Likewise, the 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.

The front page shall also include a QR Code allowing secure customer access to their renewal records by a personal mobile device. The renewal code should recognize the type of mobile device and automatically provide the best mobile app platform for uploading to our admin software and enable vehicle registration renewal by a personal mobile device.

The back page may be pre-printed and include the attached information provided. The final print content with additional print content contained within the back page shall be provided to vendor prior to first monthly printing and will be unchanged through the notices for the fiscal year ending September 30, 2019.

Likewise, the notice for boat renewals shall be unchanged through the fiscal year and shall be patterned from the attached sample. The sheet color is light blue and black print should be provided for the front side only. For January, 2019 to September, 2019 we estimate approximately 4,500 sheets will be printed for boat notices

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.

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>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 Greg Tucker, License Commissioner, at 256-233-6430.

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: _____

Greg Tucker, License Commissioner
 Clinton Street Courthouse Annex
 100 South Clinton Street, Suite B
 Athens, AL 35611

Limestone County Tag Renewal

**Oct/Nov
 2018**

Office Hours
 Monday - Friday
 8:00 AM to 4:30 PM
 Phone (256) 233-6430



462860256



Tag # **44DV864** Type **PC** PIN **C203804** Name(s) **THE GAS GUYS LLC**

VIN **1FTNE24211HA45255** Make **FORD** Model **ECONOLINE** Year **2001** Body **VA** Color **WHITE** Decal **44058877** Value **100**

Months **12** Tag Fee **24.25** AD Valorem Tax **3.00** Total In Person **27.25** Mail Fee **1.50** Total if Mailed **28.75** Total to Pay

PROVIDE FEIN FOR THIS VEHICLE NAIC # **22063** Policy # **910017962900**

BEFORE YOU RENEW
 ONLINE/MAIL - SEE
 OUR WEBSITE FOR
 INSURANCE LAW INFO

FEES	TAX	FEE+TAX	MAIL	TOTAL BY MAIL	Check Payable to	AMOUNT ENCLOSED
24.25	3.00	27.25	1.50	28.75	Greg Tucker, License Commissioner	\$ _____

PLEASE PROVIDE CONTACT INFORMATION: PHONE _____ EMAIL _____

↑ MAIL

BEGINNING OCTOBER 1, 2015, ACT 2015-362 REQUIRES ANY CHANGE TO THE OWNER'S LEGAL NAME TO BE CORRECTED ON ALABAMA CERTIFICATE OF TITLE BEFORE REGISTRATION RENEWAL OF THE MOTOR VEHICLE.

PROOF OF INSURANCE AND THE OWNER'S (OR BOTH JOINT OWNERS') VALID DRIVER LICENSE MUST BE PRESENTED WHEN REGISTERING A NEWLY ACQUIRED VEHICLE. FEIN REQUIRED FOR COMPANIES.

↑ MAIL

Must be mailed by the 20th of the renewal month

PLEASE DETACH AND RETURN THE TOP PORTION IF PAYING BY MAIL

TAG	TAG FEE	TAX	TOTAL	MAIL FEE	TOTAL + MAIL
44DV864	24.25	3.00	27.25	1.50	28.75

Office Hours
 Monday - Friday
 8:00 AM to 4:30 PM
 Phone: (256) 233-6430

RENEW ONLINE AT
www.limestonelicense.com

TOTAL	FEES	TAX	FEE+TAX	MAIL	TOTAL BY MAIL
	24.25	3.00	27.25	1.50	28.75

TOTAL PAYMENT

READ THE BACK OF THIS COURTESY RENEWAL NOTICE FOR IMPORTANT REGISTRATION INFORMATION

1. This registration will expire and must be renewed during the month above or be subject to \$15 penalty and interest per vehicle
2. Return the above notice with your check payable to Greg Tucker, License Commissioner.



Scan this QR code with your smart device to renew online!

PLEASE RETURN ENTIRE FORM WHEN PAYING IN PERSON.
PLEASE RETURN TOP PORTION WHEN PAYING BY REGULAR MAIL.

IMPORTANT- PLEASE READ CAREFULLY THIS IS NOT AN OFFICIAL RECEIPT

Reminders for Registration

- ✓ **Review your vehicle list on the front page and do not register a vehicle that is sold, traded, or insurance coverage is inactive.**
- ✓ **When renewing online, locate your tag number and PIN from front page.**
- ✓ **When renewing by mail, remember to sign your check and be mindful there is a service charge on all returned checks.**
- ✓ **When renewing by mail, remember to report any change in insurance coverage information on the front page or include an Alabama insurance card copy with your notice and payment.**
- ✓ **When you receive your registration receipts, be sure your mailing address and vehicle information is true and accurate before affixing your tag or decal.**

Dear Licensee,

This renewal notice was prepared for you as a courtesy reminder. **You may also have other vehicles or boats that are subject to renewal.** Please check all information. If your address is correct renewal may be easily handled by mail or you may renew online at www.renewyourtag.com. Limestone County does not receive any portion of the convenience fee charged for this service.

Simply return this statement or renew online using PIN number located on the front of this reminder with payment as shown in **"TOTAL IF MAILED"** block. If you wish to renew by mail, please put your tag number on your check payment. Please note renewing by mail or online may take 4-7 business days to receive your registration documents. **If you cannot access a computer, please call (256) 275-4042 to renew over the phone Monday – Friday between the hours of 8am and 5pm.**

If your residence has changed outside of this county or the vehicle is now based in another county, then you should register your vehicle during the renewal month in the new jurisdiction.

All purchased vehicles must be registered within twenty calendar days to avoid penalty. Alabama law requires the license plate to follow the owner (except vintage vehicle tags). When you sell your vehicle, remove your tag. When you purchase a replacement vehicle, transfer the tag to your replacement vehicle in this office within twenty calendar days. When registering your newly acquired vehicle, be sure to provide Alabama driver license number and expiration date for each vehicle owner or joint-owner and evidence of vehicle liability insurance.

If insurance cannot be verified through the Online Insurance Verification System, vehicle owners must provide evidence of Alabama insurance prior to registration. The insurance card is the most common evidence of current insurance. To be acceptable, the proof of insurance must display the current effective date, the insurer's National Association of Insurance Commissioners (NAIC) five-digit identification code number, vehicle identification number (VIN) and policy number. In accordance with Section 32-7A-4, only an insurer authorized to do business in Alabama shall issue a liability insurance policy for any vehicle registered in Alabama.

Motor vehicle owners may be entitled to a pro rata credit for property taxes paid for the remainder of their tax year. **If a vehicle is sold, traded, or reassigned, the owner may bring their supporting documents and apply for a tax credit voucher within one year.**

Alabama Code Section 40-12-260(7) b.1. requires a change in the title and the motor vehicle registration to reflect current vehicle ownership upon the death of the owner or joint owner. Also, any change in the legal name of a vehicle owner must be reflected on the current title and motor vehicle registration. **Beginning October 1, 2015, vehicle registration cannot be renewed without the vehicle owner correcting the title and registration to reflect the legal name change.**

Greg Tucker, License Commissioner
Clinton Street Courthouse Annex
100 South Clinton Street, Suite B
Athens, Alabama 35611

LIMESTONE COUNTY BOAT RENEWAL

RENEWAL MONTH: October 2018



RECORD NUMBER: 3641317

PHONE: 256-233-6430

Dear Registrant: PLEASE REVIEW THE BOAT FEATURES BELOW BY CHECKING THE TYPE BOX FOR EACH VESSEL.

1. Review the listing below and designate the watercraft for renewal. Read the back of this notice for U.S. Coast Guard's revised boat type definitions.
2. Return this notice to the Clinton St. Courthouse Annex with the owner's driver's license information and check payable to Greg Tucker, License Commissioner.
3. Office hours: Monday-Friday 8:00 a.m. - 4:30 p.m. Phone: 256-233-6430. Renew your watercraft registration online at www.limestonelicense.com.

	REG #	Class	Name(s)	Fee
	AL-5259-KL	2		25.00
Hull	Hull ID	Motor	Motor Serial	
16ft 2000 XPRESS	JBC37281K900	25HP YAMAHA	65	

Grand Total in Person: 25.00

Grand Total by Mail: 26.00

Grand Total to Pay: _____

This is your boat renewal notice. If you no longer own a boat described hereon, please do not renew the registration. Applicants for license testing or exemption should be made with ALEA, Driver License Unit. For information about boating laws visit outdooralabama.com.

IF RENEWING IN PERSON OR BY MAIL PLEASE RETURN THIS ENTIRE FORM WITH BOAT FEATURES CHECKED ABOVE.

Only check watercraft you wish to pay to renew. Do not renew if sold.

<input type="checkbox"/>	AL-5259-KL	25.00 + 1.00 =	26.00

Total in Person: 25.00

Total by Mail: 26.00

Total Other: _____

Amount Enclosed _____



3641317

CONTACT PHONE: _____

CONTACT EMAIL: _____

Please Note: Alabama Law requires a boat vessel license for boat operators 12 years old or older. Operators 14 years old or older, after obtaining the vessel operator's license, may legally operate watercraft without supervision.



Owner's Name _____

Co-Owner's Name _____

Driver's License No. or FEIN _____

Driver's License No. _____

Driver's License Expiration _____

Driver's License Expiration _____