

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend*

November 15, 2022

**INVITATION FOR BIDS
Proposal No. 2801**

**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 **Thursday, the 15th of December 2022**, at **10:00 a.m.** and awarded on **Monday, the 19th of December 2022**, 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.



**Collin Daly, Chairman
Limestone County Commission**

PROPOSAL NO. 2801
Printing – Tag Mail Notices & Envelopes
License Commissioner

| Quantity | Description | Total |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p style="text-align: center;">100,000</p> | <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 2023 through October 2023 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;">JOSEPH CANNON, LICENSE COMMISSIONER</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>\$ _____</p> |

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| | <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 2023 through October 2023 we estimate approximately 7,000 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.

LIMESTONE COUNTY TAG RENEWAL

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

PAGE 2 OF 2

004704



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 notice below with your check payable to Joseph Cannon, License Commissioner
3. If renewing via mail, please use below area to provide Insurance Policy and NAIC number, along with any changes to Registration Information (Changes to phone number, address, email, etc.)
4. If you would like to receive an email notice in addition to this courtesy reminder, in the future, please add a valid email address below.

| | | | | | | | | | |
|----------------------------------|---------------------|----------------------|----------------------------|-----------------|--------------------------|-------|-----------|-------------------|----------|
| <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | |
| Name(s) [REDACTED] | | | | | Name(s) | | | | |
| Make HOND | Model VTX13 | Year 2009 | Body MC | Assessed 660 | Make | Model | Year | Body | Assessed |
| VIN [REDACTED] | | | | Color RED | VIN | | | | Color |
| Current Tag Exp. OCTOBER 2022 | | | Drivers License # | | Current Tag Exp. | | | Drivers License # | |
| Tag # [REDACTED] | PIN # [REDACTED] | Total Tax \$19.80 | | | Tag # | PIN # | Total Tax | | |
| Tag & Issue Fee \$16.25 | Total \$36.05 | Mail Fee \$1.50 | Total if Mailed \$37.55 | | Tag & Issue Fee | Total | Mail Fee | Total if Mailed | |

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|-------------------------|
| Insurance Policy Number |
| NAIC Number |
| Email Address |
| Additional Notes |
| DV Percentage % |

| | | | | | | | | | |
|--------------------------|-------|-----------|-------------------|----------|--------------------------|-------|-----------|-------------------|----------|
| <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | |
| Name(s) | | | | | Name(s) | | | | |
| Make | Model | Year | Body | Assessed | Make | Model | Year | Body | Assessed |
| VIN | | | | Color | VIN | | | | Color |
| Current Tag Exp. | | | Drivers License # | | Current Tag Exp. | | | Drivers License # | |
| Tag # | PIN # | Total Tax | | | Tag # | PIN # | Total Tax | | |
| Tag & Issue Fee | Total | Mail Fee | Total if Mailed | | Tag & Issue Fee | Total | Mail Fee | Total if Mailed | |

Office Hours
Monday - Friday
8:00 AM to 4:30 PM
Phone: (256) 233-6430
RENEW ONLINE AT:
www.altags.com
 Not responsible for lost or stolen records that are mailed

Total Due: \$192.45
 Total Due If Mailed: \$199.95

CREDIT CARD PAYMENTS FOR ONLINE RENEWALS
 Go to the website at www.altags.com
 A convenience fee is charged for a credit card payment.

Limestone County License Commissioner
 100 South Clinton Street, Suite B
 Athens, AL 35611-2665



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 your current insurance coverage information on the front page or include an 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.altags.com. The 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 7-10 days to receive your registration documents. **If you cannot access a computer, please call (205) 263-1573 to renew over the phone Monday – Friday between the hours of 8:00am and 5:00pm.**

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 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.**

Beginning January 1, 2020, a registrant may surrender vehicle registration with the associated license plate to the county licensing official with a registration period for a stored or inoperable vehicle prior to lapse in liability insurance coverage.

Also, beginning January 2020, an additional annual registration fee will apply to plug-in hybrid (\$100) or battery electric (\$200) vehicles.