



STATE OF ALABAMA
COUNTY OF SHELBY

SEALED BIDS - PRINT AND MAIL SERVICES FOR PROPERTY TAX COMMISSION

Sealed bids for PRINT AND MAIL SERVICES FOR PROPERTY TAX COMMISSION will be received in the office of the Chief Financial Officer, Shelby County Administration Building, 200 West College Street-Room 125, Columbiana, Alabama 35051 until 2:30 P.M., April 15, 2025, at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning bid specifications, please contact Fran Folmar at ffolmar@shelbyal.com.

GENERAL INFORMATION

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS – PRINT/MAIL SERVICES - PTC**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information, samples when specified or other details of the bid.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications for each item bid. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

IMMIGRATION LAW


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.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.


Chad Scroggins
County Manager

COMPANY QUALIFICATIONS

Responding company must supply or have proof of the following:

- *Biographies of management and account manager points of contact
- *Company qualifications of industry processing
- *A comprehensive method and plan documentation for processing
- *Equipment listing and printing and inserting capabilities including volume capabilities
- *Business continuity planning summary
- *Security documentation for data transmission and facility security
- *Audited security reports from qualified CPA firm or similar
- *Certificate of Financial Condition
- *Certificate of liability insurance with general aggregate of \$2,000,000 or more
- *E-Verify registration
- *Must have web-based portal for tracking of mail (down to individual pcs) through the USPS system with multiple reports
- *Must have an E-Registration program and information supplied on how your program works
- *Must have an E-Delivery program with professional looking email page designed for county and reporting on email delivery with status of each
- *Must have knowledge of all Alabama forms and supply samples with bid
- *Must have capability of producing pdf file to software company for posting online as individual PDFs in specific order
- *Must have capability of producing any barcodes and QR codes based on software and county requirements
- *Must supply at least 10 references of other Alabama counties currently working with
- *Must have capabilities of multi grouping notices based on county requirements to reduce postage cost
- *Must supply postal qualifications and certificates for USPS processing
- *Qualifying company must provide NCOA/CASS/DPV with reporting back to count.
- *Qualifying company must have a postal specialist on staff to provide support for mailing issues

*Qualifying company must also provide educational material to reduce return mail and provide options for processing in the best interest of the county

*Qualifying company will not be allowed to subcontract any processes and must supply account management, art, programming, data processing, printing and mailing services. Must also have full printing capabilities for any inserts that may be required in the future

*Shelby County reserves the right to request a demonstration of any and all items bid before making the award

*Shelby County reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take any steps in the best interest of the department

Postage - Please provide current postage cost for statements and postcards in your bid. Postage must be a pass through and discounted based on current USPS rates.

Samples of other counties notices must be supplied with Bid.

FORM SPECIFICATIONS

For all of the following, the chosen company must have complete design capabilities and work with the county to produce an acceptable form to which variable data will be applied in multiple colors.

Tax Bill

8.5x11 white paper 24/60lb stock printed 1 or 2 sides in full color ink. Perforated at either 3.66 or 3.5 depending on design. Tax bill will include a #10 outgoing 24lb envelope and a #9 24lb return envelope. Grouping of multiples or multiple records on a form are required to reduce postage cost based on county requirements.

Tax Bill Delinquent Notices

Same specs as above

Mobile Home Notices

Same specs as above

Board of Equalization Notices

8.5x11 white paper 24/60lb stock printed 1 sided in full color ink. Notice will include a #10 outgoing 24lb envelope. Grouping of multiples or multiple records on a form are required to reduce postage cost based on county requirements.

Exemption and Delinquent Exemption Notices

8.5x11 white paper 24/60lb stock printed one sided in full color ink. Notice will include a #10 outgoing 24lb envelope and #9 24lb Return envelope.

Business Personal Property Returns

3-page form 8.5x11 white paper 24/60lb stock printed 1 sided in black ink and personalize for county. Notice will include a #10 outgoing 24lb envelope and #9 24lb return envelope. Grouping of multiples or multiple records on a form are required to reduce postage cost based on county requirements. Forms must

have the capability of additional listing pages with each section of the form for listing prior year assets. Please price 3-page form and additional page cost to the standard form.

Business Personal Property Returns Reminder Postcards

4"x6" postcard printed 2 sides in color on 80lb white cover stock.

Certified Notices

2-page form 8.5x11 white paper 24/60lb stock printed 1 sided in black ink and personalize for county. Notice will include a #10 outgoing certified labeled 24# envelope. Capabilities must include certified number for tracking at time of mailing. Approx. 3 weeks after certified notices are sent county would receive the USPS signature sheets with information of each parcel imposed on each signature sheet in a bookmarked pdf file.

REQUESTED FORMS	PRICE PER PIECE	CURRENT POSTAGE RATE (WITH KNOWLEDGE THAT THIS WILL VARY BASED ON USPS RATE CHANGES)
Tax Bill, Tax Bill Delinquent Notices, Mobile Home Notices		
Board of Equalization Notices		
Exemption Notices, Delinquent Exemption Notices		
Business Personal Property Returns	3 Page - Add'l Page -	
Business Personal Property Returns Reminder Postcards		
Certified Notices		

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: _____

BY (Please Print): _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

the _____ day of _____, 2025.

Notary Public

My Commission Expires: _____