



**MADISON COUNTY COMMISSION  
Finance Department**

100 Northside Square  
Room 700  
Huntsville, AL 35801

**INVITATION TO BID**

| <b>Bid Date</b> | <b>Bid Number</b> | <b>Bid Title</b>                                   | <b>Bid Opening Date</b> |
|-----------------|-------------------|--|-------------------------|
| 10/4/2018       | 2018-47           | For Printing and Mailing of<br>Tag Renewal Notices | 10/15/2018<br>2:00 PM   |

Please submit a sealed price quotation of the items listed herein. (Faxed bids will not be accepted.) The submissions will be addressed to Madison County Purchasing; 100 Northside Square, Room 700; Huntsville, AL 35801 until the date and time shown above, and publicly opened on date specified above. If unable to quote, write "NO BID" on the enclosed response form and return.

Complete specifications of items not adequately defined herein may be obtained upon request. Brand names and catalog numbers identified are used solely to indicate expected levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give a full description of the item. Final determination as to equal quality of substitution will be made by the Procurement Specialist.

The Madison County Commission reserves the right to award this bid on an all-or-none or item by item basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to: [tags@madisoncountyal.gov](mailto:tags@madisoncountyal.gov)

Vendor Name must show on envelope along with the bid number and opening date.

Each numbered bid must be in a separate envelope.

All documents submitted to Madison County will be subject to Alabama's Open Records Laws (Code of Alabama, Title 36-12-40 and 41, as last amended). Due to the provisions of the Open Records Laws and the Competitive Bid Laws (especially Code of Alabama, Title 41-16-24(b)), the Madison County Commission cannot assure any Bidder that any information submitted with the bid, even though marked "Proprietary" will not be open to public inspection and copying.

Terms of payment \_\_\_\_\_

I hereby affirm that I have not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise. COMPANY NAME: \_\_\_\_\_

**THIS BID MUST BE NOTARIZED.**

Subscribed and sworn to before SIGNATURE: \_\_\_\_\_

Me this \_\_\_\_\_ day of PRINT NAME: \_\_\_\_\_

\_\_\_\_\_ 20\_\_\_\_. STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Tyler Rosenblum  
Procurement Specialist

FEDERAL ID# \_\_\_\_\_

**Madison County Commission**  
Awarding Authority

DATE: 10/4/2018

## GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, e-mailed modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Bidders must submit an original and one (1) copy of its bid. Incomplete and/or irregular bids may be subject to rejection. The following forms **must** be submitted:
  - a) **Bid Response Form** (included in Bid Packet)- must be completed in its entirety and signed by an authorized agent of the company. Bid forms that are not signed will be disqualified. All submissions must be printed or written in ink.
  - b) **Bid Detail Form** – (included in Bid Packet) – must be signed by person completing form
  - c) **Bid Specification Sheet (if included in bid packet)** – each specification must be initialized to indicate acknowledgment.
  - d) **Business License** – a copy of a current City of Huntsville business and Madison County Business License, if required by law, and shall be current on payment of all city and county sales taxes. If vendor is not required to have a City of Huntsville Business License or a Madison County Business License, vendor must specify why a license is not required.
  - e) **Sworn Affidavit of Employer Regarding Unauthorized Aliens** - (Included in bid package or available on-line at county website)
  - f) **Sworn Affidavit of Subcontractor Regarding Unauthorized Aliens** - (Included in bid package or available on-line at county website)
  - g) **Memo of Understanding** (available on E-Verify website after registration)
4. Madison County Commission may add or delete locations, as needed, during the period of the contract.
5. Shipping shall be F.O.B., Destination. Delivery address will be specified in the awarded Purchase Order.
6. Vendors having a place of business within the legal boundaries of Madison County shall be given a 5% preference over vendors located outside of the legal boundaries of Madison County.
7. Unless otherwise specified, the contract period will be for one year with two one year renewable option period.. Prices shall remain firm for the entire contract period.

## **SUCCESSFUL VENDORS**

1. Successful vendors will keep in effect at all times, and must furnish the Madison County Commission, with Certificates for the following insurance coverage:
  - a. \$1 million General Liability
  - b. \$1 million Auto Liability
  - c. \$1 million Workers Compensation
2. Successful vendors must provide performance bond in the amount of the contract. This provision is bid specific and will be defined in the bid specifications or relevant contract, if required. Such bond will be required before the start of work by the successful vendor.
3. Successful vendor must provide completed W-9 form.
4. The Madison County Commission and successful vendor reserves the right to terminate agreement at any time during the contract period, providing either party gives a sixty (60) day written notice

**SPECIFICATIONS**

**BID AWARD TERM** - The bid will be awarded for a 1 year period with the condition that Madison County and the successful vendor may mutually option to extend the bid award for two (2) additional and consecutive one (1) year periods. How long will you honor your bid price(s)? \_\_\_\_\_ year(s).

**Vendors shall bid on the following Renewal Notices for the 2019 tax year:**

- Courtesy Renewal Notices - Vehicle, Boats, Manufactured Homes, Business/Privilege License
- Notices to be mailed in monthly batches as directed by the License Commissioner.
- Fixed Flat File; 400,000 records approximately

Specifications must be checked with the License Director before order is entered. Finished proofs must be furnished and approved before order is completed.

Vendor shall submit samples of Renewal Notices.

**Listed below are the specifications needs for each of the forms:**

**I. Service Company Experience**

- The service company shall provide a dedicated primary contact to work with the License Director during the initial set up phase, testing, and throughout the actual mailing phases of the renewal notices during the tax year.
- The service company shall have sufficient facilities to provide full backup should one facility be off-line and have a comprehensive disaster recovery plan in place.
- Preference will be given to companies who are providing this same service to at least one other Alabama County, with familiarity of Alabama tax schedules and data required on the renewal notices.
- Company shall be within one day's driving distance (regionally) to allow for onsite visits by the taxing authority should the need arise for meetings or plant inspections, preferably located in Alabama.
- The service company shall have a confidentiality policy for all records transmitted to their company from the License Director's office.

**II. Renewal Notice Documents**

- Notices shall be created on 8.5 x 11. Minimum 20# bond, in a format allowing for all necessary renewal notice information to be displayed. This form shall have a perforation 7 W' from the top for tax payers to tear off and mail back with their payment (pay stub).
- Notices shall have ample space for special messages or warnings, printable on both sides.
- The service company shall print an OCR and/or bar code line from the Delta software if necessary. This information will be used in the future for scanning of payments received by the License Department.
- Notices shall be inserted into #10, double window envelopes.
- Postal Barcode
- Portal to portal delivery to county
- Electronic service for returns.
- Vendor to provide National change of address (NLOA) address screening with ACS electronic return service. Data will be provided to License Director's Online Service provider for NCOA and ACS electronic return.
- USPS ACS
- Integrated data management with renew your tag admin.
- Must populate ADOR dump file pertaining to Driver License number and expiration date.
- Print notification of any MLI insurance problems notifying customer on the renewal notice

### SPECIFICATIONS

**BID AWARD TERM** - The bid will be awarded for a 1 year period with the condition that Madison County and the successful vendor may mutually option to extend the bid award for two (2) additional and consecutive one (1) year periods. How long will you honor your bid price(s)? \_\_\_\_\_ year(s).

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Vendor shall submit samples of Renewal Notices.

Listed below are the specifications needs for each of the forms:

#### **III. Service Company Experience**

- The service company shall provide a dedicated primary contact to work with the License Director during the initial set up phase, testing, and throughout the actual mailing phases of the renewal notices during the tax year.
- The service company shall have sufficient facilities to provide full backup should one facility be off-line and have a comprehensive disaster recovery plan in place.
- Preference will be given to companies who are providing this same service to at least one other Alabama County, with familiarity of Alabama tax schedules and data required on the renewal notices.
- Company shall be within one day's driving distance (regionally) to allow for onsite visits by the taxing authority should the need arise for meetings or plant inspections, preferably located in Alabama.
- The service company shall have a confidentiality policy for all records transmitted to their company from the License Director's office.

#### **IV. Renewal Notice Documents**

- Notices shall be created on 8.5 x 11. Minimum 20# bond, in a format allowing for all necessary renewal notice information to be displayed. This form shall have a perforation 7 W' from the top for tax payers to tear off and mail back with their payment (pay stub).
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## Renewal Notices

### V. Electronic Data to Create Renewal Notices

- Our data will be provided electronically via a Delta Software flat file. The service company shall be capable of using this file to create the renewal notices.
- The service company shall have extensive experience in getting test files and data layouts which will be required for the set-up of our renewal notices.
- The service company shall have secure hardware equipment and provide a detailed plan for information security and backup capability and record retention procedures.
- With renewal notice data sent electronically, the service company shall be able to respond within 24 hours on completion of the job. Completion meaning the actual mailing of the renewal notices.

### VI. Mailing of Renewal Notices

- 5-digit zip sensitive, trayed for UPS
- The service company shall have current technology for postal automation and high speed processing systems to ensure that mail is sorted and run at the highest discounted rate allowed by the USPS. This will help us keep postage costs down.
- Permission from USPS and ability to co-mingle 1oz. and 2 oz. Mail pieces. Ability to maintain the discounted postage rate on the first ounce of a 2 ounce piece of mail which will maximize postal discounts.
- Any additional equipment, technology or arrangements with the USPS which will enhance mailing speed will be a plus (i.e. USPS onsite inspection service using a MERLIN machine).
- Common carrier to SCF in Madison County
- Must be mailed by 2nd of each month

#### Fee and Pricing

- There shall be a discount of no set up charges with an approved contract. With the understanding that there will be a limit on the discount based on hours required to complete the renewal notice set up.
- There shall be no mark up in postage fees that the actual cost is passed on.
- 400,000, all inclusive
- Pricing shall include the renewal notice form, outside envelope, processing, CASS certification, printing variable simplex black, collating, folding, inserting, preparation, and delivery to USPS in automation stream.
- Postage rates shall be actual cost and the License Director shall receive an immediate report after processing the renewal notice file, which will give them a breakdown of the cost of postage for that run.
- Rates for postage shall be within the following ranges:

|                       |                |
|-----------------------|----------------|
| <b>5 Digit Auto -</b> | <b>\$0.373</b> |
| <b>3 Digit Auto -</b> | <b>\$0.391</b> |
| <b>AADC Auto-</b>     | <b>\$0.403</b> |
| <b>Mixed AADC-</b>    | <b>\$0.423</b> |
| <b>No ZIP+ 4-</b>     | <b>\$0.453</b> |

- Madison County reserves the right not to accept lowest bid if unable to provide services and the right to cancel bid with awarded vendor if such party cannot provide the services to Madison County in a timely manner.

### VII. Additional Services Availability

- The service company shall be capable of processing additional inserts to the renewal notice mailing through the use of intelligent mail equipment.
- The service company shall be capable of printing variable test messages for different customers, logo printing, viewing, archiving and reprinting of renewal notices bills upon request for a fee.
- Must be compatible with Delta Software and renewyourtag.com

#### PRICING

| Renewal Notices            | Price Per notice |
|----------------------------|------------------|
| Courtesy Renewal Notices   | \$               |
| Delinquent Renewal Notices | \$               |
| Final Renewal Notices      | \$               |





## **INCOMPLETE AND IRREGULAR BIDS**

**A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitiated alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection. Bids may also be rejected for any of (but not limited to) the following causes:**

- A. Failure to utilize bid forms provided by Madison County.**
- B. Failure of non-enrollment of E-Verify and required documentation.**
- C. Lack of signature on all notarized document(s) by authorized representative on the bid forms.**
- D. Failure to properly complete the bid.**
- E. Evidence of collusion among bidders.**
- F. Unauthorized alteration of bid/proposal form.**
- G. Failure to submit other forms and documents as required.**
- H. Failure to print and submit bid forms on letter size paper**  
*(make sure no portion of the bid documents are cut off)*

EACH VENDOR SUBMITTING A BID MUST COMPLETE  
AND SUBMIT WITH ITS BID THE FOLLOWING  
STATEMENT

STATE OF ALABAMA  
MADISON COUNTY

VERIFIED STATEMENT REGARDING UNAUTHORIZED ALIENS

The undersigned hereby certifies, under oath, in regard to the performance of the services or for the supply of materials or things described in this Invitation for Bid, that:

(A) it has conducted a verification, pursuant to all federal and state laws, of all the employees who will perform work on the Madison County Commission contract or work on the materials or things supplied to the Madison County Commission in response to this Invitation for Bid to insure that no unauthorized aliens will be employed to perform Madison County Commission work or supply materials or things to the Madison County Commission,

and

(B) to the best of their knowledge and belief, it is not employing or otherwise using unauthorized aliens to provide services, materials or things to the Madison County Commission.

The undersigned agrees:

1. it will verify that whether an employee is an unauthorized alien by inspecting such documents as are designated by Federal Law. For contracts in excess of \$100,000.00, in any twelve (12) month period of time, the contractor or supplier shall certify to the Commission that it has and will verify, to the extent allowable by Federal Law, by using the Federal E-Verify program, that no unauthorized aliens are utilized in providing services, materials or things to the Commission;

2. upon request, it will certify to the Commission, under oath by an officer or a management level employee, that it has verified to the extent allowable under Federal Law that named or otherwise described employees utilized in providing services, materials or things to the Commission are not unauthorized aliens;

3. upon determination by any appropriate Federal Agency that an employee is an unauthorized alien, the undersigned shall terminate the unauthorized alien's employment.

4. if the undersigned fails to terminate an employee determined to be an unauthorized alien by the Federal government or fails to provide the verification described above, the Madison County Commission may terminate the contract for the performance of services, materials or things pursuant to Madison County, Alabama, Policy Regarding The Employment of Unauthorized Aliens by Contractors and Suppliers.

The requirements and obligations of this Policy and Statement shall be interpreted and implemented in a manner consistent with all Federal and State Laws. If any provision of this Policy or Statement is declared invalid or in conflict with Federal or State Laws, such invalidly or conflict shall not affect the other provisions of this Policy or Statement which can be given effect without the invalid provision. The provisions of this Policy and Statement are declared to be severable.

NAME:

\_\_\_\_\_

BY: \_\_\_\_\_

Printed Name of Person Signing: \_\_\_\_\_

Position: \_\_\_\_\_

SWORN TO and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS**

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program. **Must provide E-Verify Company ID:** \_\_\_\_\_

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name: \_\_\_\_\_

**Company Name**

By: \_\_\_\_\_

**Signature**

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, the undersigned, Notary Public in and for said County in said State, hereby certify that \_\_\_\_\_ **Employee**, whose name as \_\_\_\_\_ **Job Title** of \_\_\_\_\_ **Name of Organization**, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such \_\_\_\_\_ **Job Title** and with full authority, executed the same voluntarily for and as the act of said \_\_\_\_\_ **Name of Organization/Company**.

Given under my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS**

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program. **Must provide E-Verify Company ID:** \_\_\_\_\_

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

\_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, the undersigned, Notary Public in and for said County in said State, hereby certify that \_\_\_\_\_, whose name as \_\_\_\_\_ of \_\_\_\_\_, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such \_\_\_\_\_ and with full authority, executed the same voluntarily for and as the act of said \_\_\_\_\_.

Given under my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SWORN AFFIDAVIT OF SUBCONTRACTOR**  
**REGARDING UNAUTHORIZED ALIENS**

1. The undersigned subcontractor hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned subcontractor hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program. **Must provide Company ID:** \_\_\_\_\_

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

\_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, the undersigned, Notary Public in and for said County in said State, hereby certify that \_\_\_\_\_, whose name as \_\_\_\_\_ of \_\_\_\_\_, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such \_\_\_\_\_ and with full authority, executed the same voluntarily for and as the act of said \_\_\_\_\_.

Given under my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Company ID Number:

Approved by:

|  |       |
|--|-------|
| <b>Employer</b>  |       |
| Name (Please Type or Print)                                    | Title |
| Signature  | Date  |
| <b>Department of Homeland Security – Verification Division</b> |       |
| Name (Please Type or Print)                                    |       |
| Signature  | Date  |

Sample

Company ID Number:

| <b>Information Required for the E-Verify Program</b> |  |
|--|--|
| <b>Information relating to your Company:</b>         |  |
| Company Name   |  |
| Company Facility Address                             |  |
| Company Alternate Address                            |  |
| County or Parish                                     |  |
| Employer Identification Number                       |  |
| North American Industry Classification Systems Code  |  |
| Parent Company                                       |  |
| Number of Employees                                  |  |
| Number of Sites Verified for                         |  |

Sample