



## Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5297)**

Meeting: 09/23/21 08:55 PM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5297

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# Meeting Attachments

### ATTACHMENTS:

- 092321 CERTIFIED COURT ORDER NO. 09-23-2021-01 (PDF)
- 092321 BID EDWARD J RICE - ASSESSMENT LIST (PDF)
- 092321 BID INFORMATION OUTSOURCE - ASSESSMENT LIST (PDF)
- 092321 BID INPUT TECHNOLOGY - ASSESSMENT LIST (PDF)
- 092321 JUVENILE BUDGET REVIEW (PDF)

**RECEIVED**

The Treasurer is hereby ordered to pay the following entities:

SEP 22 2021 @  
 10:27 AM  
 KAY BROWN  
 COUNTY CLERK  
 (7B)

**CART**

September 22, 2021

Receipt #: 4745

July 2021 Term

AMOUNT RECEIVED		222-43354	141,533.81	Check#
BRIDGE		15.00%	21,230.07	
	<b>ROAD MILES</b>			
COMMON 1	297.51	29.67%	41,993.08	
COMMON2	280.69	27.99%	39,615.31	
BILLINGS SPECIAL	103.25	10.30%	14,577.98	
GARRISON SPECIAL	24	2.39%	3,382.66	
OZARK SPECIAL	102.97	10.27%	14,535.52	
SELMORE SPECIAL	27.5	2.74%	3,878.03	
SOUTH SPARTA SPECIAL	11.1	1.11%	1,571.03	
STONESHIRE SPECIAL	5.3	0.53%	750.13	
<b>TOTAL ROADS</b>	<b>852.32</b>	<b>100.00%</b>	<b>120,303.74</b>	
<b>TOTAL BRIDGE</b>			<b>21,230.07</b>	
<b>TOTAL DISBURSED</b>			<b>141,533.81</b>	

*Ralph Phillips*  
 Presiding Commissioner Ralph Phillips

*absent*

Western Commissioner Hosea Bilyeu

*Lynn Morris* 9/23/21  
 Eastern Commissioner Lynn Morris



IN TESTIMONY WHEREOF I, have hereunto set my hand and affixed the seal of said Commission, at my office in Christian County this, the 23rd day of September, 2021.

*Kay Brown*  
 Kay Brown, Clerk of the County Commission



# Christian County Commission

100 W. Church Street Room 100  
Ozark, Missouri 65721  
(417)582-4300

Ralph Phipps  
Presiding Commissioner  
Lynn Morris  
Eastern Commissioner  
Hosea Bilyeu  
Western Commissioner

## INVITATION TO BID #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022

**CONTACT:** Kim Hopkins-Will, CPPO, CPPB, NIGP-CPP  
Purchasing Agent  
**ADDRESS:** Christian County Government  
100 W. Church St., Room 100  
Ozark, MO 65721  
**PHONE:** (417) 582-4300  
**EMAIL:** [khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

**COPY**

The email address listed above is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

**RETURN BID NO LATER THAN: 8:45 a.m. September 23, 2021**  
**BID OPENING DATE AND TIME: September 23, 2021, at 9:00 a.m. (Central Standard Time)**

**RETURN BID TO:** Christian County Commission  
100 West Church Street, Room 100  
Ozark, Missouri 65721

**NOTE: Please provide (5) five copies and one unbound original of your detailed bid proposal.**

The bidder hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions for this proposal. The bidder further agrees that the language of this RFP shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when an Agreement for Contract Services is certified by the Christian County Auditor, a binding contract shall exist between the Bidder and the County of Christian, State of Missouri.

Christian County maintains a list of vendors interested in bidding on products and services for Christian County. It is the vendor's responsibility to update contact information. Vendors are removed from the list if they are invited to bid, but do not participate. The Christian County Commission office is not obligated to send invitations to vendors. Due to the volume of request and postage costs, the Commission Office does not send bids to all interested vendors. Christian County fulfills its legal requirements by posting a notice in the local paper.

**(1) SUBMITTAL INSTRUCTIONS:**

Please print the due date on the outside of the package and return this entire document with your bid submission. **Mark your sealed envelope:**

**“ITB #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022- BID DOCUMENTS – DO NOT OPEN”.**

**Sealed bids** must be received at the Christian County Commission by the return date and time. No bid transmitted by fax machine or email will be accepted. Bids are opened in public meetings on the opening date and time specified above. Any interested persons may attend. Bids must be delivered no later than fifteen (15) minutes before bid opening time mentioned above. If the Commission office receives a container which is not identifiable as a bid/proposal, the container will be opened in order to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed, and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud during the Christian County Commission meeting at the specified time. Bids which are not received in the Commissioner’s Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

**(2) LATE BIDS:**

Under extraordinary circumstances, the Commission may authorize the opening of a late bid when the bid was turned over to the physical control of an independent postal or courier service with a promised delivery time prior to the time set for the opening of bids. The County Commission is not responsible for bids sent to the wrong address, faxed, emailed, or received after the cut-off date and time. Remember to address or hand-deliver your bid. Bids will not be accepted by fax or email because we must have the original signed document. Bidders must consider the postal service or courier time schedules when sending their bids and provide ample time for delivery. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: Christian County offices were closed due to inclement weather conditions, postal or courier services were delayed due to labor strikes or unforeseen “Acts of God”, or postal or courier services did not meet the delivery time promised to the vendor. In such case, the vendor must provide written proof that promised delivery time was prior to the time set for the bid opening. All such decisions are at the sole discretion of the Commission.

**(3) Bid Withdrawal:**

After the bid opening, a vendor may be permitted to withdraw a bid prior to the award at the sole discretion of the County Commissioners if there is a verifiable error in the bid and enforcement of the bid would impose an unconscionable hardship on the vendor. The withdrawal will be considered only after receipt of a written request supporting documentation from the vendor. Withdrawal shall be the vendor’s sole remedy for an error other than the obvious clerical error.

**(4) Product Samples:**

The Commission may request samples for evaluation purposes. Any samples requested must be provided free of charge. Samples which are not destroyed by testing will be returned at the vendor’s expense if return of the samples is stipulated in the vendor’s bid. Samples submitted by a vendor who receives the award may be kept for the duration of the contract for comparison with shipments received.

**(5) Itemization of Proposal:**

Vendor must clearly identify in his/her bid and on the pricing worksheet, all components. It is mandatory that vendors submit with their proposal documents, itemization of all goods and services proposed. The breakdown must be itemized by model/part number, description of goods or services, and unit cost.

**(6) Minority Business Participation:**

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to

receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

**(7) Communication with County Employees:**

Vendors shall not communicate with any county employee regarding this Invitation to bid with the exception of the county contact written on the first page. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between vendor, the county, any employee, officer, director, or principal of vendor or the county and any other party. The county reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The county also reserves the right to decide at its sole discretion whether disqualification of vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the county.

**(8) Collusion:**

By submitting a proposal in response to this invitation to bid, vendor and each person signing on behalf of the vendor, certify under penalty of perjury, that to the best of his/her belief the prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the bid have not been knowingly disclosed by vendor, and will not be knowingly disclosed by vendor, prior to opening, directly or indirectly, to any other vendor or competitor. No attempt has been made or will be made by vendor or any other person associated with this invitation to bid, partnership, corporation, or entity to submit or not to submit a proposal in response to this bid for the purpose of restricting competition.

**(9) Incurred costs:**

The county is not liable for any costs incurred by a vendor in the preparation or production of its proposal or for any work performed prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred by vendor or indirectly through vendors agent, employees, assigns or others, whether related or not to vendor.

**(10) For Construction Services:**

All on site employees of vendors and sub vendors must complete required safety training. Required safety training is OSHA 10 training. (A ten (10) hour course in construction safety and health taught by an OSHA approved instructor), or similar program at least as stringent as OSHA 10 training. For more information contact the Missouri Division of Labor Standards. Christian County requires documentation showing that the on-site employee/s have completed the required training.

**(11) Vendor's Personnel Qualifications:**

Christian County reserves the right to approve or disapprove the vendor's personnel providing services for Christian County Government. Christian County also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the vendor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

If requested, the vendor shall provide a list of names, social security numbers, and dates of birth for each such personnel who will be providing services at Christian County buildings. In addition, the vendor must notify Christian County of any additions or changes to the list. Christian County reserves the right to accept or reject any of the vendor's personnel assigned to the contract to provide services.

**(12) Discount applicable:**

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

**(13) Insurance:**

The vendor shall understand and agree that Christian County cannot save and hold harmless and or indemnify the vendor or employees against any liability incurred or arising as a result of any activity of the vendor, or any activity of the vendor's employees related to the vendor's performance under the contract. Therefore, the vendor must acquire and maintain

adequate liability insurance in the form (s) and amount (s) sufficient to protect Christian County, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under this contract. The vendor shall take out and maintain during the life of the contract comprehensive general liability insurance which names Christian County, Missouri and its elected officials and employees as additional named insureds in an amount sufficient to cover the sovereign immunity limits for public entities as calculated by the Department of Insurance and published annually in the Missouri Register per section 537.610, RSMo. For the life of the contract, vendor shall maintain comprehensive general liability insurance coverage for all claims arising out of a single accident or occurrence of at least \$3,000,000.00 and for any one person in a single accident or occurrence of at least \$500,000.00 Vendor shall maintain during the life of the contract Workers Compensation Insurance for Vendor's employees coverage that shall meet Missouri statutory limits or \$1,000,000 for each accident, whichever is greater. General and other non-professional liability insurance shall include an endorsement that adds Christian County and their respective officials and employees as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and Christian County is protected as an additional insured.

**(14) Vendor Liability:**

The vendor shall be responsible for any and all personal injury (including death) or property damage as a result of the vendor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the vendor assumes the obligation to save Christian County, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The vendor also agrees to hold Christian County including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the vendor under the terms of the contract. The vendor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Christian County, including its agencies, employees, and assignees.

**(15) Business Compliance:**

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code. The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name. (if applicable)
- Certificate of authority to transact business/certificate of good standing. (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g. Professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

**Non-Discrimination Assurance.** With regard to work under this Agreement, the Contractor agrees as follows:

- **Civil Rights Statutes:** The Contractor shall comply with all state and federal statutes relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d and 2000e, et seq.), as well as any applicable titles of the "Americans with Disabilities Act" (42 U.S.C. § 12101, et seq.). In addition, if the Contractor is providing services or operating programs on behalf of the department or the Commission, it shall comply with all applicable provisions of Title II of the "Americans with Disabilities Act".
- **Nondiscrimination:** The Contractor covenants for itself, its assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on grounds of race, color, religion, creed, sex, disability, national origin, age or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment in the performance of this

Agreement. The County shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. § 21.5, including employment practices.

- **Anti-discrimination Against Israel Act Requirement:** Pursuant to RSMo. §34.600, Christian County Missouri is prohibited from entering into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00); or, for companies with fewer than ten (10) employees. Completion of an affidavit form provided by Christian County which certifies that a company does not currently, and will not for the duration of this contract, engage in any of the types of boycotts listed in RSMo. §34.600, is a condition precedent required as a condition of award.
- **Solicitations for Subcontracts, including procurements of Material and Equipment:** These assurances concerning nondiscrimination also apply to subcontractors and suppliers of the Contractor. These apply to all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract including procurement of materials or equipment. Each potential subcontractor or supplier shall be notified by the Contractor of the requirements of this Agreement relative to nondiscrimination on grounds of the race, color, religion, creed, sex, disability or national origin, age or ancestry of any individual.
- **Information and Reports:** The Contractor shall provide all information and reports required by this Agreement, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be necessary to ascertain compliance with other contracts, orders and instructions. Where any information required of the Contractor in the exclusive possession of any other who fails or refuses to furnish this information, the Contractor shall so certify to the County as appropriate and shall set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance:** In the event the Contractor fails to comply with the nondiscrimination provisions of this Agreement, the County shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
  - Withholding of payments under this Agreement until the Contractor complies; and/or
  - Cancellation, termination, or suspension of this Agreement, in whole or in part, or both.

**Section 285.530(2) RSMo. and 292.675 RSMo. Affidavit.** Contractor shall comply with the provisions of Sections 285.525 through 285.550., from the commencement until the termination of this Agreement. For any contract over \$5,000.00 and for any public works project contract the Contractor shall provide County an acceptable notarized Affidavit stating:

- That Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- That Contractor does not knowingly employ any person who is an authorized alien in connection with the contracted services.

Additionally, Contractor must provide County with documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signatory page from E-verified program's memo of understanding). Refer to Attachment I, Notice and Instructions to Bidder/Vendors regarding Sections 285.525 through 285.550, RSMo., effective January 1, 2009.

## **16) Terms and Conditions:**

The vendor is cautioned when submitting pre-printed forms containing terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of this agreement and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in this agreement, that this agreement shall govern. Taking exception to Christian County terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.

### **Christian County will enter into a one-year agreement with options to renew.**

A binding contract shall consist of: (1) the RFP or Invitation to Bid, amendments thereto, with RFP bid invitation changes/additions, (2) the vendor's proposal and (3) the County Commission's acceptance of the proposal by "notice of award" or by "purchase order". All Exhibits and Attachments included in the RFP or bid invitation shall be incorporated into the contract by reference.

The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

Any changes to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the vendor and the County Commission or by a modified purchase order prior to the effective date of such modification. The vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the County Commission, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## **(17) Employee Bidding/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of Christian County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of Christian County or any political subdivision thereof, please provide the following information:

- Name and title of the elected or appointed official or employee of Christian County or any Political subdivision.
- What is the percentage of ownership interest in the vendor's organization held by elected or appointed official or employee of Christian County or political subdivision thereof?

## **(18) Independent Contractor:**

The vendor is an independent contractor and shall not represent the vendor or the vendor's employees to be employees of Christian County or an agency of Christian County. The vendor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

## **(19) Substitutions:**

The vendor shall not substitute any item(s) without the prior written approval of the Christian County Commissioners. In the event an item becomes unavailable, the vendor shall be responsible for providing a suitable substitute item. The vendor's failure to provide an acceptable substitute may result in cancellation or termination of the contract. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

## **(20) Replacement of Damaged Product:**

The vendor shall be responsible for replacing any item received in damaged condition at no cost to Christian County. This includes all fuel costs for returning non-functional items to the vendor for replacement.



**(21) Prices:**

The vendor shall submit firm fixed prices on the Pricing Page (Exhibit A – Pg. 3 Exhibit 1). All pricing shall be considered firm for the duration of the contract period. All pricing shall be quoted with all fees included. Vendor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

**(22) Fuel charges:**

Fuel charges shall be added into the quote for services. However, if the cost of #2 diesel as reported by the Department of Energy internet site and recorded as the "Weekly Retail On-Highway Diesel Prices" for the Midwest Region exceeds \$3.50 per gallon, the vendor will charge no more than 1 ½ % for each \$.10 increase in the recorded cost of fuel above the \$3.50 base line. It is expected, because of the timeliness of the DOE report, the cost of fuel for a prior month shall be used as the basis for a current month's fuel surcharge assessment. January's reported diesel cost shall be used to compute any surcharge for February's services, etc. Vendor agrees that any additional charges related to fuel increases must be agreed upon between vendor and Christian County before implementation by the vendor.

**(23) Description of Product:**

The vendor should present a detailed description of the product proposed on the Pricing Sheet (Exhibit 1) in response to this Invitation for Bid. It is the vendor's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

**(24) Non-Exclusivity:**

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.

**(25) Billing and Payments:**

Invoices will be submitted to **Christian County Commission, 100 W Church St, Room 301, Ozark, MO 65721**. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide the department with invoices and statements of accounts on a monthly basis noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

**(26) Return of Goods:**

Christian County may cancel any purchase at any time for a full credit.

**(27) Management of Materials:**

The vendor agrees and understands that as the needs of the county change, the county will notify the vendor of those changes. If requested by the county, the vendor shall make a corresponding adjustment to the services. The vendor will implement the requested changes upon notification.

In the event changes occur during the effective period of this contract which are beyond the control of the vendor that significantly increase or decrease the established cost, the vendor or Christian County may request a corresponding modification to the established cost. With such request, the vendor must provide documentation of the change and must demonstrate how such change affects the cost. In addition, the vendor shall recommend an adjusted cost accompanied by the resulting calculations. However, the vendor shall agree and understand that any such request must be approved by the Christian County Commissioners. The decision of the adjustment to the cost by Christian County shall be final and without recourse.

**(28) Schedule:**

The vendor shall ensure that services are performed in a manner so as to minimize any interference, annoyance, or disruption to the operations of Christian County.

In the event the vendor does not perform in accordance with the vendor's agreement, Christian County shall notify the vendor following determination of such. Vendor shall be responsive to the needs of Christian County at all times.

The vendor shall be responsible for all permits, fees, and expenses related to the service. The vendor shall disclose to Christian County all information on sub vendor contracts/agreements, if applicable, including any rebates or incentives offered by sub vendors to the contactor.

**(29) Services:**

**The vendor agrees to provide a detailed description of the services to be provided, including any additional information about the services on a separate sheet of paper if needed.** The vendor will provide an itemization of the amount the vendor will charge, the unit of measure for the services, and specific increments and timeframes to submit invoices to the vendor and receive payments from the vendor.

**(30) Reporting Requirements:**

On a monthly basis, the vendor shall submit a report to Christian County, when applicable, for each County building site, identify the services provided and the dates of service.

The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles. The vendor shall make all records, books, and other documents relevant to the contract available to Christian County and the Christian County Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the vendor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.

The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems

appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

**(31) Liquidated Damages:**

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made.

The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County.

The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.

**(32) Excused Performance:**

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

**(33) Cancelling Service:**

The Christian County Commission reserves the right to discontinue service at any time by giving a 30-day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

**(34) Determination for Award:**

The award shall be made to the lowest priced and best responsive vendor. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer.

*Agreements* signed by Christian County must be signed by at least a majority of the members of the *County Commission*. *Agreements* must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

**(35) Protesting bid award:**

A bid award protest must be submitted in writing and must be received by the county within ten (10) calendar days after the date of the award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information: (A) Name, address, and phone number of the protester, (B) Signature of the protester or the protester's representative, (C) Solicitation product, (D) Detailed statement describing the grounds for the protest; and supporting exhibits, evidence, or documentation to substantiate the claim.

**(36) Suspension or debarment of Vendor:**

The County Commission may suspend or debar a vendor for cause. The following shall be sufficient cause for suspension or debarment. The list is not meant to be all inclusive but shall serve as a guideline for vendor discipline and business ethics:

Failure to perform in accordance with the terms, conditions, and requirements of a contract/purchase order.

Violating any federal, state, or local law, ordinance, or regulation in the performance of a contract/purchase order.

Providing false or misleading information on an application, in a bid, or in correspondence to county offices.

Failure to honor a bid for the length of time specified.

Colluding with others to restrain competition. Obtaining information, by whatever means, related to a proposal submitted by a competitor in response to a request for proposal in order to obtain an unfair advantage during the negotiation process.

Contacting bid evaluators or any other person who may have influence over the award, without authorization from the County Commission, for the purpose of influencing the award of a contract; or giving gifts, meals, trips or any other thing of value or a monetary advantage for personal benefit, directly or indirectly, to an employee of the county or to any evaluator of bids/proposals.

The vendor may appeal suspension or debarment by submitting a written request to the County Commission within fifteen (15) calendar days after receipt of the formal notice. The vendor must provide specific evidence and reasons why the suspension or debarment is not necessary. On the basis of this information, the suspension may be modified, rescinded, or affirmed. The decision shall be final and mailed to all parties.

**EXHIBIT A**

**INVITATION TO BID #2021-5  
ASSESSMENT LIST PROCESSING AND MAILING FOR 2022**

**PRICE SHEET**

**FIRST MAILING: FORMS WITH #10 AND #9 ENVELOPES:**

<b>QTY</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>UNIT</b>	<b>AMOUNT</b>
38,000	#9 Reply Envelopes	0.02	EA	\$760.00
38,000	#10 Window Envelopes	0.02368	EA	\$899.84
35,000	Individual Personal Property Assessment Lists			
6,000	Individual Personal Lists: For in-house use: Ship to Assessor's Office			
41,000	Total Qty of Individual Personal Property Assessment Lists	0.028	EA	\$1,148.00
1	Design and Typesetting Individual List – Estimate	135.00		\$135.00
3,000	Business Personal Property Assessment Lists			
2,000	Business Lists: For in-house use: Ship to Assessor's Office			
5,000	Total Qty of Business Assessment Lists	0.085	EA	\$425.00
1	Design and Typesetting Business List – Estimate	105.00		\$105.00
1	Back 2 <sup>nd</sup> Color Plate for Business List	150.00		\$150.00
	NCOA File Setup – Individual and Business (if applicable)			\$0.00
37,110	NCOA Address Change Processing	0.00566	EA	\$210.04
	NCOA Report of Address Changes			\$0.00
1	Mailing File Setup – Individual and Business (if applicable)	119.00		\$119.00
	(Includes Zip+4, LACS Conversion and CASS Certification)			\$0.00
35,000	Processing and Mailing – Individual Personal	0.08	EA	\$2,800.00
3,000	Processing and Mailing – Business	0.08	EA	\$240.00
	Processing Services: Image, Fold, Presort & Mail			
35,000	Postage – Individual – Estimate	0.433	EA	\$15,155.00
3,000	Postage – Business – Estimate	0.45	EA	\$1,350.00
123,800	Shipping (From Printing Plant to Mailing Center – All lists and envelopes)	0.003	EA	\$371.40
2	Shipping (Loose Individual and Business Lists to Assessor's Office – Early December)	15.50	EA	\$31.00
1	Shipping (Left-Overs to Assessor after Mailings Completed)	30.00		\$30.00
	<b>TOTAL FOR FIRST MAILING (To be billed in December):</b>			<b>\$23,929.28</b>

## CONTINUED PRICE SHEET

### SECOND NOTICE MAILING: FORMS WITH #10 AND #9 ENVELOPES OR POSTCARDS:

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
	#9 Reply Envelopes			
	#10 Window Envelopes			
9,800	Postcards for Second Mailing	0.015	EA	\$147.00
	NCOA File Setup – Individual and Business (if applicable)			\$0.00
9,709	NCOA Address Change Processing	0.00566	EA	\$54.95
	NCOA Report of Address Changes			\$0.00
1	Mailing File Setup – Individual and Business (if applicable)	59.50		\$59.50
	(Includes Zip+4, LACS Conversion and CASS Certification)			\$0.00
9,800	Processing and Mailing – Personal			
	Processing and Mailing – Business			
	Processing and Mailing - Postcards	0.036	EA	\$352.80
	Processing Services: Image, Fold, Presort & Mail			
	Postage – Personal – Estimate			
	Postage – Business – Estimate			
9,800	Postage – Postcards - Estimate	0.295	EA	\$2,891.00
	<b>TOTAL FOR SECOND MAILING (To be billed in March):</b>			\$3,505.25
	<b>BUDGET TOTAL – BOTH MAILINGS – Includes Return Postage Estimates:</b>			\$27,434.54

#### RENEWALS:


This contract shall be valid for a period of one (1) year from the date of award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

1. First Renewal Period (year 2):      Maximum Increase          3     %.
2. Second Renewal Period (year 3):    Maximum Increase          3     %.
3. Third Renewal Period (year 4):     Maximum Increase          3     %.

**(37) Declaration:**

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name  Edward J Rice Company, Inc.	Legal Name of Entity/Individual Filed with IRS for this Tax ID No.  Edward J Rice Company, Inc. 431485785
Mailing Address  PO Box 1398	IRS Form 1099 Mailing Address  PO Box 1398
City, State, Zip Code  Springfield, MO 65801-1398	City, State, Zip Code  Springfield, MO 65801-1398

Contact Person  Chris Rice	Email Address:  customerservice@ejrice.com
Phone Number  417-869-3312	Fax Number:  417-869-9019
Authorized Signature  	Date  09/20/21

**List three (3) business references:**

**1<sup>st</sup>:**

Camden County Assessor	Marty McGuire		
<b>Company Name</b>	<b>Representative Name</b>		
1 Court Cir NW Ste 6	Camdenton	MO	65020
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
573-346-4440	camdenmo.org/departments/assessor/	marty_mcguire@camdenmo.org	
<b>Business Phone</b>	<b>Website Address</b>	<b>Email</b>	

**2<sup>nd</sup>:**

Jasper County Assessor	Lisa Perry		
<b>Company Name</b>	<b>Representative Name</b>		
302 S Main St, Suite 201	Carthage	MO	64836
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
417-625-4356	jaspercountyassessor.org	lperry@jaspercountymogov	
<b>Business Phone</b>	<b>Website Address</b>	<b>Email</b>	

**3<sup>rd</sup>:**

Cass County Assessor	Roger Raffety		
<b>Company Name</b>	<b>Representative Name</b>		
2733 Cantrell Rd	Harrisonville	MO	64701
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
816-380-8400	casscounty.com	rogerr@casscounty.com	
<b>Business Phone</b>	<b>Website Address</b>	<b>Email</b>	



**(38) Contact Information:**

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-582-4300. Information requests may also be e-mailed to [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov). This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Thank you for your consideration of this Invitation to Bid. We appreciate your participation in the bidding process.

**CHRISTIAN COUNTY COMMISSIONERS**

Ralph Phillips, Presiding Commissioner

Hosea Bilyeu, Western Commissioner

Lynn Morris, Eastern Commissioner

## **Bid Specifications**

### **Bid Submissions**

All bids must be received **on or before September 23, 2021, at 8:45 a.m.** Bids must be received in a **sealed envelope** to the Christian County Commission office 100 W. Church Street Room 100 Ozark, MO 65721. Clearly mark the envelope with your company name and address. No faxed or emailed bids will be accepted. All bids must be filled out on Christian County bid forms supplied in the attached specifications. If you have any products, additional services, or price adjustments please list these in the *additional charges/conditions sections*. All bids must be signed and have the company's information included. If you are bidding on more than one product or service, please include the company's information and sign every form you are bidding on. All bids must be in the format requested in the bid forms. Any variance from this can cause rejection of the bid. The bid forms are the only part that must be returned in your envelope. The specification details may be kept by the bidder. Any bid that is submitted must be honored for 30 days from the opening without any increase or change to price or penalty. Failure to comply with the above listed requirements may result in the rejection of the bid.

### **Bid Withdrawal**

Any bid can be withdrawn up to **8:45 a.m. on September 23, 2021**, for any reason without penalties, but any bid not withdrawn by this time will be subject to honor the pricing and services stated within that bid.

### **Bid Opening**

All bids will be opened and read aloud on **September 23, 2021, at 9:00 a.m.** at the Christian County Commission Office. The bidders and public are welcome to attend the formal bid opening. No decisions relating to the award of any contract or agreement will be made at the bid opening. Copies of all bids will be available to anyone.

### **Bidder Responsibility**

It is the responsibility of the bidder to have the bid submitted on or before the deadline stated in this packet on the proper forms. It is also the responsibility of the bidder to ensure that the prices they submit are firm and not subject to contingency or increases. If a bidder's prices are subject to increases, penalties, surcharges, or any additional costs or fees it must be stated on the *additional charges/conditions* section on each bid form. Any increase or decrease in a price is subject to affect the awarding of a contract. If a bidder fails to honor a stated price as submitted in the bid form or contract, Christian County Commission reserves the right to obtain the same product or service from the next lowest bidder who submitted a bid price for the same product or service. The original bidder shall then be responsible for the difference in price. It is the responsibility of the bidder to examine and review projects and specifications. All bidders are responsible to verify the quality, availability, and schedule of any products that they may need for this bid.

**FINAL MANDATORY COMPLIANCE CHECKLIST:**

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will, Purchasing Agent

(417) 582-4309

[khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 1)	X
I understand that no faxed or electronically transmitted bids will be accepted. (Page 2, Section 1)	X
I have filled out, signed, and dated the declaration page, and I understand that failure to do so will result in rejection of my bid. (Page 13, Section 37)	X
I am including <u>one (1) unbound original</u> and <u>five (5) copies</u> of my bid for a total of <u>six (6)</u> . I understand that I must include The Price Sheet found in Exhibit A, Page 11, and all pages of the ITB.	X
I am enclosing my bid in a sealed envelope, and I am marking the envelope: <b>"ITB #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022- BID DOCUMENTS – DO NOT OPEN"</b> . (Page 2, Section 1)	X

**END OF DOCUMENT**



# CHRISTIAN COUNTY

Estimator: EE

Prepared on:

9/20/2021

## 2022 Assessment List Budget Estimate

ADDRESS MANAGEMENT SERVICES	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	37,110	0.00566	\$210.04
<b>Address Management Services Total:</b>			<b>\$210.04</b>
FORMS & ENVELOPES	Quantity	Price Each	Total
Assessment Lists: Residential (Mailing)	35,000		
Assessment Lists: Residential (Office Use)	6,000		
Total Quantity:	41,000	\$0.02800	\$1,148.00
Typesetting: Minor Changes	1	\$135.00	\$135.00
Assessment Lists: Commercial (Mailing)	3,000		
Assessment Lists: Commercial (Office Use)	2,000		
Total Quantity:	5,000	\$0.08500	\$425.00
Typesetting: Minor Changes	1	\$105.00	\$105.00
Envelopes: #10 Special Window - Outgoing	38,000	\$0.02368	\$899.84
Envelopes: #9 Special Window - Reply	38,000	\$0.02000	\$760.00
<b>Forms &amp; Envelopes Total:</b>			<b>\$3,472.84</b>
IMAGING & MAIL PROCESSING	Quantity	Price Each	Total
Mailing File Setup - Residential & Commercial Lists	1	\$119.00	\$119.00
Special Service: Plate Charge - Additional Color	1	\$150.00	\$150.00
Processing & Mailing for Residential Lists*	35,000	\$0.08000	\$2,800.00
Processing & Mailing for Commercial Lists*	3,000	\$0.08000	\$240.00
<i>*Includes: Data Quality Checks, Proofing, Imaging, Presort &amp; Mail Processing</i>			
Postage - Residential First Class	35,000	\$0.433	\$15,155.00
Postage - Commercial First Class	3,000	\$0.450	\$1,350.00
Shipping (Loose Res. & Comm. Lists to Assessor's Office - Early Dec.)	2	\$15.50	\$31.00
Shipping (From Printing Plant to Mailing Center - All lists & Envelopes)	123,800	\$0.003	\$371.40
Shipping (Left-Overs to Assessor after mailings completed)	1	\$30.00	\$30.00
<b>Imaging &amp; Mail Processing Total:</b>			<b>\$20,246.40</b>
<b>TOTAL FOR 1ST MAILING:</b>			<b>\$23,929.28</b>
SECOND MAILING	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	9,709	\$0.00566	\$54.95
Postcards Second Mailing Stock	9,800	\$0.01500	\$147.00
Mailing File Setup - Postcards	1	\$59.50	\$59.50
Processing & Mailing for Postcards*	9,800	\$0.03600	\$352.80
<i>*Includes: Data Quality Checks, Proofing, Imaging, Presort &amp; Mail Processing</i>			
Postage - Postcards First Class	9,800	\$0.295	\$2,891.00
<b>TOTAL FOR 2ND MAILING:</b>			<b>\$3,505.25</b>
<b>TOTAL SERVICES - EJ RICE:</b>			<b>\$27,434.54</b>

Note: Quantities and Postage Costs are based on past usage history and are estimates only.

Important: Prices are based on quantity and will increase if actual quantity is significantly lower than projected.

By signing this estimate you agree to purchase all products and services outlined above. If any modifications need to be made, please request a revised Estimate.

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

Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Nixon & Lindstrom Insurance 901 E. Battlefield Road  Springfield MO 65807-4811		<b>CONTACT NAME:</b> Amber Talty <b>PHONE (A/C, No, Ext):</b> (417) 881-6623 <b>E-MAIL ADDRESS:</b> atalty@nixonins.com		<b>FAX (A/C, No):</b> (417) 881-8269	
<b>INSURED</b>  Edward J Rice Co Inc PO Box 1398  Springfield MO 65801		<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
		INSURER A : United Fire & Casualty			13021
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			


**COVERAGES**      **CERTIFICATE NUMBER:** CL218517789      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			60047405	06/04/2021	06/04/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$ 0			60047405	06/04/2021	06/04/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	60047405	06/04/2021	06/04/2022	PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Errors & Omissions			60047405	06/04/2021	06/04/2022	Included in BOP Coverag

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

# Greene County Personal Property Receipt

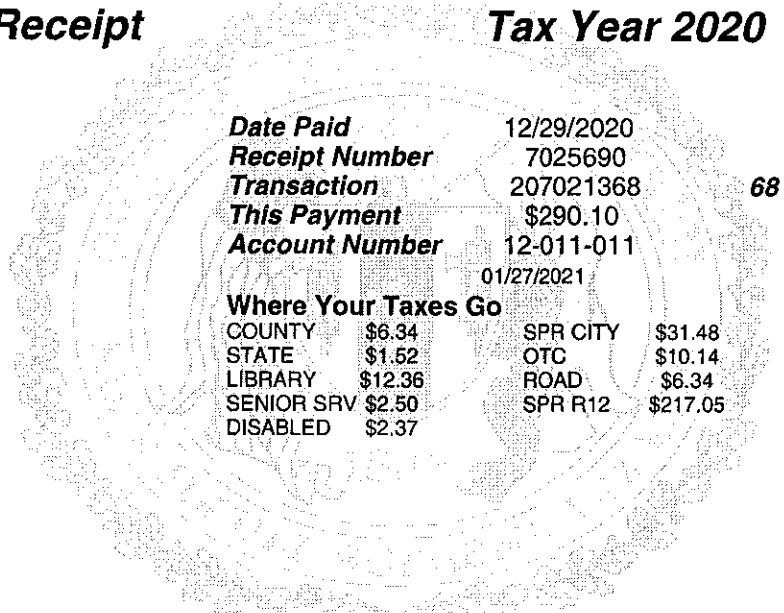
# Tax Year 2020

## Property Description

No Vehicles Listed  
55 more items totaling \$5,080.00



EDWARD J RICE CO INC  
PO BOX 1398  
SPRINGFIELD, MO 65801-1398



<b>Date Paid</b>	12/29/2020	
<b>Receipt Number</b>	7025690	
<b>Transaction</b>	207021368	<b>68</b>
<b>This Payment</b>	\$290.10	
<b>Account Number</b>	12-011-011	
	01/27/2021	
<b>Where Your Taxes Go</b>		
COUNTY	\$6.34	SPR CITY \$31.48
STATE	\$1.52	OTC \$10.14
LIBRARY	\$12.36	ROAD \$6.34
SENIOR SRV	\$2.50	SPR R12 \$217.05
DISABLED	\$2.37	

Leah Betts, Collector of Revenue Greene County Courthouse 940 N Boonville Ave, Springfield, MO 65802

Company ID Number: 259054

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer **EDWARD J RICE COMPANY INC**

**Christopher Rice**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**09/30/2009**

Date

**Department of Homeland Security – Verification Division**

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**09/30/2009**

Date



**Proposal prepared by:**

**Information Outsource**  
**A division of Standard Printing Company**

Proposal Contact:  
Stacey Hanlon  
3540 West Lincoln Street  
Phoenix, AZ 85009  
(602) 352-2369 | iosales@spcio.com  
www.standardprintingcompany.com



Invitation to Bid #2021-5  
Assessment List Processing and Mailing for 2022

Due: September 23, 2021 at 8:45 AM

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Invitation to Bid #2021-5  
Assessment List Processing and Mailing for 2022  
Prepared by Information Outsource, a division of Standard Printing Company



September 21, 2021

Kim Hopkins-Will  
Christian County Government  
100 Church Street, Room 100  
Ozark, MO 65721



Dear Kim,

Thank you for the opportunity to present the following proposal for your Assessment List Processing and Mailing for 2022. We are pleased to be able to introduce the Christian County Commission to our capabilities and look forward to further discussing your needs.

Our number one priority is to service your business in a timely and accurate manner and, though the bid process can often be quantitative, the intangible benefits of customer service, accuracy and efficiency cannot be minimized. I would encourage you to speak with our references to hear first-hand how we manage our relationships and to discuss our service level and attention to detail.

Information Outsource is one of the largest mailers in the greater Phoenix area. We have been in business for over 24 years, and service agencies across the United States. All of the items outlined in your Invitation to Bid are met through our existing core business. Having implemented strategies for a wide variety of clients, we understand the heart of your business and are ready to partner with you in an effort to not only meet your current requirements, but to provide value-added services.

I am also pleased to state that we are a **Minority Business Enterprise** and our certificate is included as **Appendix B**.

I look forward to discussing the details of our proposal and answering any questions you may have.

Best regards,

A handwritten signature in black ink that reads "Stacey Hanlon".

Stacey Hanlon  
Client Services Manager



## Overview

We have reviewed the materials and requirements as part of this Invitation to Bid and would like to outline how this project would be managed based on our core offerings and understanding of your needs.

If any of the following has been misinterpreted or specifications for materials need to be modified, we are happy to work with the Christian County Commission to further scope and price this project. We understand that the bid process is often unforgiving as far as the amount of detail that can be conveyed. If any adjustments need to be made in order to better meet your needs, we are open to discussion.

Information on our experience, quality assurance measures, security protocols are included as [Appendix A](#).

### Individual Personal Property Assessment Lists

41,000 Personal Property Assessment Lists – Pre-printed forms

35,000 mailed forms

6,000 forms will be sent back to the Assessor's Office (without variable data\*) for in-house use

35,000 #10 Window Envelopes

35,000 #9 Reply Envelopes

### Business Personal Property Assessment Lists

5,000 Business Personal Property Assessment Lists – Pre-printed forms

3,000 mailed forms

2,000 forms will be sent back to the Assessor's Office (without variable data\*) for in-house use

3,000 #10 Window Envelopes

3,000 #9 Reply Envelopes

*\*If variable data is to be included on the forms sent back to the Assessor's Office, this is not a problem. We interpreted this line item to mean blank forms, but printing and shipping these forms back to you can be accommodated.*

### Second Notice Postcards

9,800 Postcards – blank 100# white paper, 8.5" x 11", trimmed into four quadrants

Invitation to Bid #2021-5

Assessment List Processing and Mailing for 2022

Prepared by Information Outsource, a division of Standard Printing Company

## **Materials**

### ***Forms***

Pre-printed Assessment List forms will be produced in-house through our parent, Standard Printing Company. These forms are anticipated to be printed with two colors on the front (one PMS color + black) and two colors on the back (one PMS color + black). Based on the samples provided, it looks like these are 8.5" x 14" forms and pricing reflects this size. Artwork will be provided by the Assessor's Office for these forms and proofs will be offered for review and approval prior to producing this stock.

Different forms will be produced for the Individual and Business mailings based on the content that supports each mailing type.

### ***Envelopes***

Our #10 double-window envelopes will be used as the outbound envelope for your mailings. All data placement will be consistent with the window positioning so that information will accurately appear in the envelope windows.

#9 custom envelopes will be created per the samples provided as part of Addendum 1. These envelopes have been quoted with 1 PMS color + black ink on the face for each.

Envelopes are procured through a trusted partner vendor.

### ***Postcards***

Postcards will be produced in black variable ink on blank 100# white paper, compliant with USPS standards.

## **Data and Programming**

Data files will be provided by the Assessor's Office that include names, addresses and other pertinent information that varies by recipient. Our in-house development team will create the programming to map this data from the raw file to the printed document.

## **Processing and Handling**

All addresses present in the data file will be CASS verified, including the addition of the +4 to the zip code and LACS conversion, and verified through the National Change of Address (NCOA) database. Any addresses that are impacted by NCOA will be reported back to the Assessor's Office in an Excel-based file, noting the original address, the forwarding address, and the date the forwarding order was placed. An example NCOA report is available upon request.

## **Assessment Forms – Printing and Mailing**

All documents will be printed in black ink, folded, inserted into a #10 double-window envelope along with the appropriate #9 reply envelope, pre-sorted, metered and delivered to the US Post Office.

## **Second Notice Postcards – Printing and Mailing**

All documents will be printed in black ink, trimmed to a finished size of 4.25" x 5.5" pre-sorted and delivered to the US Post Office. A pre-printed permit indicia will be used in lieu of metering for this mailing.

Invitation to Bid #2021-5

Assessment List Processing and Mailing for 2022

Prepared by Information Outsource, a division of Standard Printing Company



## EXHIBIT A

### INVITATION TO BID #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022

#### PRICE SHEET

**FIRST MAILING: FORMS WITH #10 AND #9 ENVELOPES:**

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
38,000	#9 Reply Envelopes	\$.062	per envelope	\$2,356.00
38,000	#10 Window Envelopes	\$.02	per envelope	\$760.00
35,000	Individual Personal Property Assessment Lists	\$.035	per form	\$1,225.00
6,000	Individual Personal Lists: For in-house use: Ship to Assessor's Office	\$.035	per form	\$210.00
41,000	Total Qty of Individual Personal Property Assessment Lists	Included in above pricing		-----
4 hours	Design and Typesetting Individual List – Estimate	\$125.00	per hour	\$500.00
3,000	Business Personal Property Assessment Lists	\$.095	per form	\$285.00
2,000	Business Lists: For in-house use: Ship to Assessor's Office	\$.095	per form	\$190.00
5,000	Total Qty of Business Assessment Lists	Included in above pricing		-----
4 hours	Design and Typesetting Business List – Estimate	\$125.00	per hour	\$500.00
	Back 2 <sup>nd</sup> Color Plate for Business List	Included in above pricing		----
	NCOA File Setup – Individual and Business (if applicable)	No charge		----
38,000	NCOA Address Change Processing	\$.005	per record	\$190.00
	NCOA Report of Address Changes	No charge		----
	Mailing File Setup – Individual and Business (if applicable)	No charge		----
	(Includes Zip+4, LACS Conversion and CASS Certification)	Included in above pricing		----
35,000	Processing and Mailing – Individual Personal	\$.095	per envelope	\$3,325.00
3,000	Processing and Mailing – Business	\$.095	per envelope	\$285.00
	Processing Services: Image, Fold, Presort & Mail	Included in above pricing		----
35,000	Postage – Individual – Estimate	\$.426	per envelope	\$14,910.00
3,000	Postage – Business – Estimate	\$.426	per envelope	\$1,278.00
	Shipping (From Printing Plant to Mailing Center – All lists and envelopes)	Not applicable		-----
	Shipping (Loose Individual and Business Lists to Assessor's Office – Early December)	UPS ground shipping rates		Current rates
	Shipping (Left-Overs to Assessor after Mailings Completed)	UPS ground shipping rates		Current rates
	<b>TOTAL FOR FIRST MAILING (To be billed in December):</b>			\$26,014.00

## CONTINUED PRICE SHEET

### SECOND NOTICE MAILING: FORMS WITH #10 AND #9 ENVELOPES OR POSTCARDS:

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
	#9 Reply Envelopes			-----
	#10 Window Envelopes			-----
9,800	Postcards for Second Mailing	\$.04	per postcard	\$392.00
	NCOA File Setup – Individual and Business (if applicable)	No charge		-----
9,800	NCOA Address Change Processing	\$.005	per record	\$49.00
	NCOA Report of Address Changes	No charge		-----
4 hours	Mailing File Setup – Individual and Business (if applicable)	\$125.00	per hour	\$500.00
	(Includes Zip+4, LACS Conversion and CASS Certification)			-----
9,800	Processing and Mailing – Personal			-----
	Processing and Mailing – Business			-----
9,800	Processing and Mailing - Postcards	\$.095	per postcard	\$931.00
	Processing Services: Image, Fold, Presort & Mail			-----
	Postage – Personal – Estimate			-----
	Postage – Business – Estimate			-----
9,800	Postage – Postcards - Estimate	.335	per postcard	\$3,283.00
	<b><i>TOTAL FOR FIRST MAILING (To be billed in March):</i></b>			\$5,155.00
	<b><i>BUDGET TOTAL – BOTH MAILINGS – Includes Return Postage Estimates:</i></b>			\$31,169.00

#### RENEWALS:

This contract shall be valid for a period of one (1) year from the date of award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

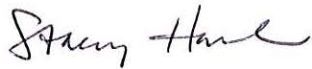
- |                                    |                  |   |    |
|------------------------------------|------------------|---|----|
| 1. First Renewal Period (year 2):  | Maximum Increase | 5 | %. |
| 2. Second Renewal Period (year 3): | Maximum Increase | 5 | %. |
| 3. Third Renewal Period (year 4):  | Maximum Increase | 5 | %. |

Increases would only be applied if raw material costs increase. Service costs would remain the same provided the make-up of the mailings do not change.

**(37) Declaration:**

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name Information Outsource	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. 86-0690374 Standard Printing Company, Inc.
Mailing Address 3540 West Lincoln Street	IRS Form 1099 Mailing Address 3540 West Lincoln Street
City, State, Zip Code Phoenix, AZ 85009	City, State, Zip Code Phoenix, AZ 85009

Contact Person Stacey Hanlon	Email Address: iosales@spcio.com
Phone Number (602) 352-2369	Fax Number: (602) 278-6096
Authorized Signature 	Date 9/21/2021

**List three (3) business references:**

**1<sup>st</sup>**

<b>Company Name:</b> Town of Gilbert	<b>Representative Name:</b> Leslie Giltner		
<b>Address</b> 90 E. Civic Center Drive	<b>City</b> Gilbert, AZ	<b>State</b> 	<b>Zip</b> 85296
<b>Business Phone</b> (480) 503-6801	<b>Business Fax</b> 	<b>Cellular Phone</b> 	
email address if available <a href="mailto:leslie.giltner@gilbertaz.gov">leslie.giltner@gilbertaz.gov</a>			

**2<sup>nd</sup>**

<b>Company Name:</b> City of Niceville	<b>Representative Name:</b> Jessie Mason		
<b>Address</b> 208 North Partin Drive	<b>City</b> Niceville, FL	<b>State</b> 	<b>Zip</b> 
<b>Business Phone</b> (850) 279-6436 x1211	<b>Business Fax</b> 	<b>Cellular Phone</b> 	
email address if available <a href="mailto:jemason@niceville.org">jemason@niceville.org</a>			

**3<sup>rd</sup>**

<b>Company Name:</b> Campbellsville Water	<b>Representative Name:</b> Kim Ford		
<b>Address</b> 110 SOUTH COLUMBIA AVENUE, SUITE A	<b>City</b> Campbellsville, KY	<b>State</b> 	<b>Zip</b> 42718
<b>Business Phone</b> (270) 789-3133	<b>Business Fax</b> 	<b>Cellular Phone</b> 	
email address if available <a href="mailto:Kim.Ford@CAMPBELLSVILLE.US">Kim.Ford@CAMPBELLSVILLE.US</a>			

**FINAL MANDATORY COMPLIANCE CHECKLIST:**

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will, Purchasing Agent

(417) 582-4309

[khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 1)	x
I understand that no faxed or electronically transmitted bids will be accepted. (Page 2, Section 1)	x
I have filled out, signed, and dated the declaration page, and I understand that failure to do so will result in rejection of my bid. (Page 13, Section 37)	x
I am including <u>one (1) unbound original</u> and <u>five (5) copies</u> of my bid for a total of <u>six (6)</u> . I understand that I must include The Price Sheet found in Exhibit A, Page 11, and all pages of the ITB.	x
I am enclosing my bid in a sealed envelope, and I am marking the envelope: <b>“ITB #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022- BID DOCUMENTS – DO NOT OPEN”</b> . (Page 2, Section 1)	x

**END OF DOCUMENT**





## APPENDIX A

### Experience

Information Outsource is a privately held company that owns and operates a 40,000 square foot facility in Phoenix, AZ with the capability to manage all aspects of your mailings. In business for the past 24 years, Information Outsource provides a full suite of services, including email delivery of documents, Electronic Bill Presentment & Payment Integration and data archiving. We are also able to produce pre-printed forms and inserts through our parent, Standard Printing Company, which is housed in the same location.

Information Outsource holds at its core the commitment to two ideals: timeliness and accuracy. We are committed to mailing each job in a timely fashion, as well as ensuring that each job is 100% accurate. As such, we have put thousands of hours into forming a comprehensive quality control standard and we adhere to this standard at every stage of implementation, processing, printing and inserting.

#### SELECTION OF SERVICES IO PROVIDES:

- Pre-printed forms
- Selective messaging
- QR codes
- Selective insertion of payment envelopes
- Custom inserts
- Reports & bar graphs
- Charts
- OCR scan lines
- Intelligent Mail Barcoding
- NCOALink
- Onsite warehousing
- Email delivery of PDF bills
- Electronic Bill Presentment & Payment Integration
- Onsite programming
- Householding
- Data archival

Information Outsource is a leading provider of printing and mailing services and the integrity with which we do business is evident in how we approach our client relationships. We are able to service your business from start to finish, eliminating the need for outside vendors, which can put quality and timelines in jeopardy. We are a one-stop solution for your document design, printing, mailing, electronic billing and archival needs.

**No subcontractors are used in the management of your business.  
All printing, inserting and USPS preparation are completed in-house.**

#### SOC 2 TYPE II CERTIFICATION

We are pleased to state that Information Outsource and Standard Printing Company are SOC 2 Type II certified, thus upholding the highest standards of network and physical security. We adhere to the industry standard best practices for security, consistent with the aforementioned certification.



## Quality Assurance

We strive for 100% accuracy on every job we run. Details of our **Quality Assurance** program follow:

### Implementation

- Roll-Off & Start-Up meetings held internally to educate teams on new business
- Phase 1 & 2 Development environments created to manage changes and begin testing
- QA review completed by Development, Client Services & Production teams
- QA checklist completed by internal teams prior to client approval
- Client review of all materials, output and connectivity prior to go-live
- Optional: Onsite or remote start-up meeting with client involvement

### Live Job Processing & Approval

- Duplicate file identification in place
- Processing Error auto-generation for file issues and Client Specialist notification
- Control Total & Sample generation for client approval
- Client Specialist review of processed job
- Production review of process output

### Printing & Insertion

- Quality Assurance checklists to guide operators through battery of checks, including:
  - ✓ Readmarks
  - ✓ Clarity
  - ✓ Print position
  - ✓ Paper quality
  - ✓ Address completeness & position
  - ✓ Correct material usage
- Intelligent inserting equipment that stops if a piece is out of sequence or an insert is mismanaged
- Materials, insert counts, mailing timelines identified on Job Check Sheet

### Delivery to USPS

- Mail tray count correct; USPS barcode applied to tray
- Postal paperwork & presort verification complete
- Postage report complete and balanced to actual amount applied by meter
- No co-mingling of mail to allow for a complete audit trail
- Delivery of mail to the USPS Business Mail Entry Unit in our company-owned trucks

### Invoicing

- Review Production Reports, Job Check Sheets and Meter Logs to ensure accurate mailing information
- Cross-reference determined costs versus Sales Order and Invoice documentation
- Provide detailed postage reports and production details for validation at client site



## Security Protocols

**Network Security:** Our network utilizes Smoothwall Firewall security appliances to keep unauthorized access from external sources. Internal network access is controlled utilizing Windows Active Directories and employees are granted access to specific job-related network resources using group policies. All users are required to update passwords every 90 days and are required to comply with strict complex password criteria.

Our customers access their data through either a secure FTP connection or our secure customer portal on the Information Outsource website. After submission, data is immediately swept behind our firewall to a secure server on the internal network.

All of our servers and workstations are protected with the latest enterprise-level anti-virus and anti-spyware software from McAfee, which is monitored daily. All email traffic is monitored and protected by McAfee as well.

In addition to ensuring the security of your data, we also have procedures in place that ensure our servers are available and functioning, so that your files may be properly received and all electronic billing sites are available. Server checks are performed at the beginning and at the end of the day, as well as continuous monitoring of the electronic billing sites at scheduled times throughout the day and on the weekends.

**Physical Security:** Our building is completely secured and all visitors are granted access only through the main lobby with a visitor's badge and accompanying authorized employee. Keypad access is required to enter the production area of our facility.

All internal servers are housed in a secure locked server room with separate keypad access granted only to authorized personnel. This server room has its own alarm in addition to the system that arms the building as a whole. Exterior security cameras monitor activity 24 hours a day.

Any spoiled documents that require disposal are locked in secure bins, which are retrieved and shredded onsite by a secure document shredding company.

In addition, our offsite data center allows access only to authorized IO personnel. Photo identification, keypad entry, retinal scan and key card are all required in order to access our servers. The facility is under video surveillance and also guard personnel. Our disaster recovery locations are accessible only by authorized IO personnel, and require keyed entry.

**Thank you for the opportunity to present this proposal.  
We look forward to discussing the details with you.**



# APPENDIX B

## MBE Certification

THIS CERTIFIES THAT

**Standard Printing Company, Inc.**  
dba Information Outsource - Share My Stamp



**NMSDC**  
National Minority Supplier  
Development Council

\* Nationally certified by the: **PACIFIC SOUTHWEST MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 323111; 323120; 541860

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

03/16/2021		AZ15443
<b>Issued Date</b>		<b>Certificate Number</b>
03/16/2022	 Adrienne Trimble	 Patricia Crenshaw, President
<b>Expiration Date</b>		<b>Patricia Crenshaw, President</b>

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Invitation to Bid #2021-5  
 Assessment List Processing and Mailing for 2022  
 Prepared by Information Outsource, a division of Standard Printing Company



# Christian County Commission

100 W. Church Street Room 100  
Ozark, Missouri 65721  
(417)582-4300

Presiding Commissioner  
Lynn Morris  
Eastern Commissioner  
Hosea Bilyeu  
Western Commissioner

## ADDENDUM NUMBER 01 INVITATION TO BID #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022

**CONTACT:** Kim Hopkins-Will, NIGP-CPP, CPPO, CPPB  
Purchasing Agent  
**ADDRESS:** Christian County Government  
100 W. Church St., Room 100  
Ozark, MO 65721  
**PHONE:** (417) 582-4309  
**EMAIL:** [khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

**TO PROSPECTIVE BIDDERS:** The original Invitation to Bid documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document.

Below are questions asked by potential bidders and the official response by Christian County.

**Q1:** I am writing with regards to ITB #2021-5. Are you able to provide scanned copies of the lists, envelopes and postcards that are referenced in this bid so that we may provide accurate pricing on the materials?

**A1:** Examples attached include: Reply to envelopes, Send to Envelopes, Personal Property Assessment List, Business Assessment List and Postcard Reminder. The lists will be provided to the vendor upon award of the contract.

**All else remains the same.**

\*\*\*\*\*

**ACKNOWLEDGMENT:** Acknowledge this Addendum 01 by signing below and returning it with your bid.

**Company Name:** Information Outsource, a division of Standard Printing Company

**c/o:** Stacey Hanlon

**(Name of Agent or Sales Rep)**

**Title:** Client Services Manager

**Signature:** *Stacey Hanlon*

**Date:** 9/21/2021

**END OF DOCUMENT**





**Input Technology, Inc.**

4425 Hunt Ave.  
St. Louis, MO 63110  
(314) 534-4375

**Christian County  
Assessment List  
Processing and Mailing for 2022**

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Submitted by:

Sam Farinella  
Account Representative

September 21, 2021

## Table of Contents

- I. Cover Letter**
- II. Experience Qualifications, and Capacity**
- III. Proposal job steps**
- IV. Response to IFB**

I  
Cover Letter



## Input Technology, Inc.

4425 Hunt Ave.  
St. Louis, MO 63110  
(314) 534-4375

---

September 21, 2021

Kim Hopkins-Will  
Purchasing Agent  
Christian County Government  
100 W. Church St. Rm 100  
Ozark, MO 65721

Dear Kim:

Input Technology Inc. (ITI) requests the opportunity to partner with Christian County Government on providing the services of printing and mailing your assessments notices. ITI have been providing these services for over 30 years for local and regional governments and companies.

We are experts in the world of data, printing, and mailing. Our mission is to help our customers reduce their costs and worries, by improving the services they are provided. By competing aggressively against ourselves to constantly improve and by staying on the cutting edge of technology, our customers receive unequalled service excellence.

One of the many advantages our customers receive is on-time and on-budget data services. By partnering with us, our customers are free to focus on more important matters. We grow our business when our clients grow theirs. I am confident that we can be a valuable source for all your data, printing and mailing needs and I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sam Farinella', is written over a light blue horizontal line.

Sam Farinella  
Account Representative



## II Experience Qualifications and Capacity

For over 30 years Input Technology Inc. (ITI) has made its reputation on serving some of the most respected organizations in Missouri and Illinois with on-time, on-budget data services. We started providing data entry services over 30 years ago and quickly expanded in to statement, invoice, billing and direct mail processing with black and white laser printing. We expanded into the full color digital processing and printing as well as E-marketing services.

ITI has a history of producing monthly statements and invoices for many different corporations and counties. ITI is a USPS Full-Service Certified Mail Service Provider (MSPs). See <https://postalpro.usps.com/certifiedmsps> for list of Full-Service Certified Mail Service Providers. We also have a USPS certified Mail Design Professional on staff. Our account manager and team will review all system and regulatory requirements while working with the Counties team to evaluate the options for improving the service provided as well-as controlling or reducing cost. ITI understands the County's need to communicate with the taxpayers and incorporating this communication into their system will be the most cost-effective means to do so.

ITI currently drops about 50,000 – 70,000 pieces of mail daily. Month-end workloads can be as high as 200,000 – 300,000 pieces of mail. We currently have many daily, weekly and monthly clients. Projects can vary from as little as 200-500 pieces up to 30,000 for daily mailings. Monthly and annual projects as vary from 2,000 to 200,000. Some clients are very similar to your project, others use postcard or self-mailers. We pride ourselves on meeting all client requirements, setting and meeting all expectations on any project big or small. We have listed other counties similar the St. Christian County listed below. We also have many corporate clients that mail monthly statements and invoices. We feel your project is a perfect fit for our company.

**Here is a list the key employees to be assigned to the county's account and a brief resume for each**

**Sam Farinella – Account Representative**

Over 20 years of account support in both the sales and technical roles. Has work with many St. Louis area and regional corporations and government accounts on billing and statement processing. i.e. St. Charles County/ MSD / Jefferson County / MFA Oil / Franklin County

**Steve Schaetering – Project Manager**

Over 10 years of data processing support and development. Manages entire project, coordinating software, hardware, client and all vendor activity, achieving a smooth, timely conclusion of all projects.

**Brendan Monroe – Lead Systems Analyst**

Over 5 years of Systems development in the billing and direct marketing environment. Participate in the full life cycle of development interacting with technical and non-technical staff to achieve client request. USPS certified Mail Design Professional.

**Nancy Woodall – Production Coordinator**

Over 20 years of scheduling and coordinating production jobs. Also handles onsite and offsite inventory levels and business partner relationships.

**Jim Curnutte – Postal and Plant Manager**

Over 15 years of managing warehouse, finishing and postal production. He also coordinates BMEU and destination drop mailings with USPS personal.

## REFERENCES:

1) Name of Company: **Jefferson County - Missouri**  
Address: **729 Maple Street**  
City, State Zip: **Hillsboro, MO 63050**  
Name of Contact: **Cary Blum**  
Telephone Number: **(636) 797-5547**  
Start / Stop Date: **2/2005 - Current**  
Type of Work: **Print and Mail Assessments.**  
Volume: **70,000 Annually**

2) Name of Company: **Franklin County - Missouri**  
Address: **400 E Locust**  
City, State Zip: **Union, MO 63084**  
Name of Contact: **Sherri Story**  
Telephone Number: **(636) 584-6240**  
Start / Stop Date: **2/2021 - Current**  
Type of Work: **Print and Mail Assessments.**  
Volume: **43,000 Annually**

3) Name of Company: **St Charles County**  
Address: **201 North Second Street**  
City, State Zip: **St. Charles, MO 63301**  
Name of Contact: **Michele Baumgartner**  
Telephone Number: **(636) 949-7421**  
Start / Stop Date: **2/2005 - 3/2015**  
Type of Work: **Print and Mail Assessments.**  
Volume: **200,000 Annually**

4) Name of Company: **St Charles County**  
Address: **201 North Second Street**  
City, State Zip: **St. Charles, MO 63301**  
Name of Contact: **Michelle McBride**  
Telephone Number: **(636) 949-7900 x3976**  
Start / Stop Date: **2/2005 - Current**  
Type of Work: **Print and Mail Tax Statements.**  
Volume: **390,000 Annually**

### III Proposed Job Steps

Input Technology agrees to all bid specifications. See below for job steps:

Input Technology Inc. (ITI) has a history of producing assessments for many different counties. Our project manager and team will review all system and statutory requirements while working with the County. We will be compliant with statute 137.155 and 137.335 and the final form will be approved with the Missouri State Tax Commission. We will also work with the Assessor for a minimum of 4 hours to evaluate the options for improving the service provided as well-as controlling or reducing cost.

Input Technology Inc. (ITI) will CASS, NCOA and postal qualify all names and addresses associated with the county assessments by Oct 1<sup>st</sup>. ITI will provide feedback files and reports from the CASS (Coding Accuracy Support System) and NCOA (National Change of Address) process. We will provide five different files. The first coming from CASS, addresses are checked to be sure it is a valid address. If the address isn't valid the records are placed in the "bad.xls" file and nothing else is done. All the other records with valid address are matched against the NCOA database to see if anyone has moved from that address matching the name in your file. If the name doesn't match the records are placed in the "non\_movers.xls" file. If the name matches a mover in the NCOA database and there is a new address on file, the record is placed in the "movers.xls" file and the new address is copied on the records. If the name matches a mover in the NCOA database and there is no new address on file, the record is placed in the "no\_forwarding.xls" file. If the address is ok but marked as not deliverable for some reason or the address is not ok but looks complete, we place them in the "discretion.xls" file.

#### **Assessment Form Stock Printing steps:**

- Create static form layout for Individual Assessment form.
- Generate proofs for customer approval.
- Print 41,000 sheets 3/1 using Green, Yellow and Red over Green onto 8-1/2 x 14 24lb bond 96 bright stock.
- Create static form layout for Business Assessment form.
- Generate proofs for customer approval.
- Print 5,000 sheets 2/1 using Green and Red over Green onto 8-1/2 x 14 24lb bond 96 bright Canary stock.

#### **Envelope Printing steps:**

- Create #10 outer and #9 reply envelope form layout.
- Generate proofs for customer approval.
- Print 39,000 #10 standard window 24lb white wove envelopes 1/0 using black ink.
- Print 39,000 #9 regular 24lb white wove envelopes 1/0 using black ink.

#### **Assessment Form Printing and Mailing steps December Drop:**

- Receive CD/FTP/Email ASCII files of names, addresses to be processed through NCOA – 35,000 Individual and 3,000 Business – Estimated drop for December
- Receive CD/FTP/Email ASCII files of names, addresses and property information – 35,000 Individual and 3,000 Business – Estimated drop for December
- CASS certify for better mailing integrate and postage discount.
- Postal qualify name and addresses for minimal postage.
- Review totals and counts against information received to validate integrity of mailing.
- Format data into assessment format.

- Simplex laser print onto 8-1/2 x 14 assessment pre-printed stock.
- Generate proofs for customer approval.
- Fold to 3-1/2 x 8-1/2.
- Insert assessment form into #10 window envelopes with #9 envelope.
- Deliver assessment forms to USPS for mailing using indicia.

**Assessment Form Printing and Mailing steps March Drop:**

- Receive files of names, addresses to be processed through NCOA – 9,800 Individual – Estimated drop for March
- Receive files of names, addresses and property information – 9,800 Individual – Estimated drop for March
- CASS certify for better mailing integrate and postage discount.
- Postal qualify name and addresses for minimal postage.
- Review totals and counts against information received to validate integrity of mailing.
- Format data into assessment format.
- Duplex laser print full-color only onto 65lb cover stock.
- Generate proofs for customer approval.
- Cut to 4-1/4 x 6.
- Deliver assessment forms to USPS for mailing using indicia.

**Total Cost Printing and Mailing Assessment Forms:**

\$7,869.86 \*\* Price does not include postage cost \*\*

Postage will be billed at approximately \$0.426 per form for December Drop

Postage will be billed at approximately \$0.306 per card for March Drop

**IV**  
**Response to IFB**

**Christian County**  
**2020 Assessment List Budget Estimate**  
**from Input Technology, Inc.**

Address Management Services	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	38,000	\$0.0047	\$178.60
<b>Address Management Services Total:</b>			<b>\$178.60</b>
Forms & Envelopes	Quantity	Price Each	Total
Assessment Lists: Residential (Mailing)	35,000		
Assessment Lists: Residential (Office Use)	6,000		
Total Quantity:	41,000	\$0.0467	\$1,914.70
Typesetting: Minor Changes	1	\$0.000	\$0.00
Assessment Lists: Commercial (Mailing)	3,000		
Assessment Lists: Commercial (Office Use)	2,000		
Total Quantity:	5,000	\$0.1420	\$710.00
Typesetting: Minor Changes	1	\$0.000	\$0.00
Envelopes: #10 Standard Window - Outgoing	39,000	\$0.0266	\$1,037.40
Envelopes: #9 Regular - Reply	39,000	\$0.0253	\$986.70
<b>Forms &amp; Envelopes Total:</b>			<b>\$4,648.80</b>
Imaging & Mailing Processing	Quantity	Price Each	Total
Mail File Setup - Residential & Commercial Lists	2	\$0.000	\$0.00
Processing & Mailing for Residential List*	35,000	\$0.0608	\$2,128.00
Processing & Mailing for Commercial List*	3,000	\$0.0608	\$182.40
Postage - Residential First Class	35,000	\$0.426	\$14,910.00
Postage - Commercial First Class	3,000	\$0.426	\$1,278.00
Shipping (Loose Res. & Comm. List to Assessor's Office - Early Dec.)	2	\$0.000	\$0.00
Shipping (From Printing Plant to Mailing Center - All List & Envelopes)	1	\$0.000	\$0.00
Shipping (Left-Overs to Assessor after mailings completed)	1	\$0.000	\$0.00
<b>Imaging &amp; Mailing Processing Total:</b>			<b>\$18,498.40</b>
<b>TOTAL FOR 1ST MAILING:</b>			<b>\$23,325.80</b>
SECOND MAILING	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	9,800	\$0.0047	\$46.06
Postcards Second Mailing Stock	9,800	\$0.012	\$117.60
Mail File Setup - Residential & Commercial Lists	2	\$0.000	\$0.00
Mail File Setup - Postcards	2	\$0.000	\$0.00
Processing & Mailing for Inserts*	0	\$0.000	\$0.00
Processing & Mailing for Postcards*	9,800	\$0.058	\$568.40
Postage - Postcard First Class	9,800	\$0.306	\$2,998.80
<b>TOTAL FOR 2ND MAILING:</b>			<b>\$3,730.86</b>
<b>TOTAL SERVICES - Input Technology Inc.:</b>			<b>\$27,056.66</b>
<b>TOTAL SERVICES - Input Technology Inc.(Excluding Estimated Postage):</b>			<b>\$7,869.86</b>

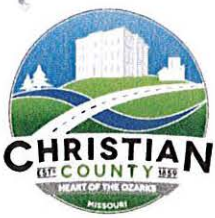
Note: Quantities and Postage Costs are based on past usage history and are estimates only.

Important: Prices are based on quantity and may increase if actual quantity is significantly lower than projected

By signing this estimate you agree to purchase all products and services outlined above. If any modifications need to be made, please request a revised estimate

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_





# Christian County Commission

100 W. Church Street Room 100  
Ozark, Missouri 65721  
(417)582-4300

Ralph Phillips  
Presiding Commissioner

Lynn Morris  
Eastern Commissioner

Hosea Bilyeu  
Western Commissioner

## INVITATION TO BID #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022

**CONTACT:** Kim Hopkins-Will, CPPO, CPPB, NIGP-CPP  
Purchasing Agent  
**ADDRESS:** Christian County Government  
100 W. Church St., Room 100  
Ozark, MO 65721  
**PHONE:** (417) 582-4300  
**EMAIL:** [khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

The email address listed above is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

**RETURN BID NO LATER THAN:** 8:45 a.m. September 23, 2021

**BID OPENING DATE AND TIME:** September 23, 2021, at 9:00 a.m. (Central Standard Time)

**RETURN BID TO:** Christian County Commission  
100 West Church Street, Room 100  
Ozark, Missouri 65721

**NOTE: Please provide (5) five copies and one unbound original of your detailed bid proposal.**

The bidder hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions for this proposal. The bidder further agrees that the language of this RFP shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when an Agreement for Contract Services is certified by the Christian County Auditor, a binding contract shall exist between the Bidder and the County of Christian, State of Missouri.

Christian County maintains a list of vendors interested in bidding on products and services for Christian County. It is the vendor's responsibility to update contact information. Vendors are removed from the list if they are invited to bid, but do not participate. The Christian County Commission office is not obligated to send invitations to vendors. Due to the volume of request and postage costs, the Commission Office does not send bids to all interested vendors. Christian County fulfills its legal requirements by posting a notice in the local paper.

**(1) SUBMITTAL INSTRUCTIONS:**

Please print the due date on the outside of the package and return this entire document with your bid submission. **Mark your sealed envelope:**

**“ITB #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022- BID DOCUMENTS – DO NOT OPEN”.**

**Sealed bids** must be received at the Christian County Commission by the return date and time. No bid transmitted by fax machine or email will be accepted. Bids are opened in public meetings on the opening date and time specified above. Any interested persons may attend. Bids must be delivered no later than fifteen (15) minutes before bid opening time mentioned above. If the Commission office receives a container which is not identifiable as a bid/proposal, the container will be opened in order to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed, and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud during the Christian County Commission meeting at the specified time. Bids which are not received in the Commissioner’s Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

**(2) LATE BIDS:**

Under extraordinary circumstances, the Commission may authorize the opening of a late bid when the bid was turned over to the physical control of an independent postal or courier service with a promised delivery time prior to the time set for the opening of bids. The County Commission is not responsible for bids sent to the wrong address, faxed, emailed, or received after the cut-off date and time. Remember to address or hand-deliver your bid. Bids will not be accepted by fax or email because we must have the original signed document. Bidders must consider the postal service or courier time schedules when sending their bids and provide ample time for delivery. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: Christian County offices were closed due to inclement weather conditions, postal or courier services were delayed due to labor strikes or unforeseen “Acts of God”, or postal or courier services did not meet the delivery time promised to the vendor. In such case, the vendor must provide written proof that promised delivery time was prior to the time set for the bid opening. All such decisions are at the sole discretion of the Commission.

**(3) Bid Withdrawal:**

After the bid opening, a vendor may be permitted to withdraw a bid prior to the award at the sole discretion of the County Commissioners if there is a verifiable error in the bid and enforcement of the bid would impose an unconscionable hardship on the vendor. The withdrawal will be considered only after receipt of a written request supporting documentation from the vendor. Withdrawal shall be the vendor’s sole remedy for an error other than the obvious clerical error.

**(4) Product Samples:**

The Commission may request samples for evaluation purposes. Any samples requested must be provided free of charge. Samples which are not destroyed by testing will be returned at the vendor’s expense if return of the samples is stipulated in the vendor’s bid. Samples submitted by a vendor who receives the award may be kept for the duration of the contract for comparison with shipments received.

**(5) Itemization of Proposal:**

Vendor must clearly identify in his/her bid and on the pricing worksheet, all components. It is mandatory that vendors submit with their proposal documents, itemization of all goods and services proposed. The breakdown must be itemized by model/part number, description of goods or services, and unit cost.

**(6) Minority Business Participation:**

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to



receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

**(7) Communication with County Employees:**

Vendors shall not communicate with any county employee regarding this Invitation to bid with the exception of the county contact written on the first page. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between vendor, the county, any employee, officer, director, or principal of vendor or the county and any other party. The county reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The county also reserves the right to decide at its sole discretion whether disqualification of vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the county.

**(8) Collusion:**

By submitting a proposal in response to this invitation to bid, vendor and each person signing on behalf of the vendor, certify under penalty of perjury, that to the best of his/her belief the prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the bid have not been knowingly disclosed by vendor, and will not be knowingly disclosed by vendor, prior to opening, directly or indirectly, to any other vendor or competitor. No attempt has been made or will be made by vendor or any other person associated with this invitation to bid, partnership, corporation, or entity to submit or not to submit a proposal in response to this bid for the purpose of restricting competition.

**(9) Incurred costs:**

The county is not liable for any costs incurred by a vendor in the preparation or production of its proposal or for any work performed prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred by vendor or indirectly through vendors agent, employees, assigns or others, whether related or not to vendor.

**(10) For Construction Services:**

All on site employees of vendors and sub vendors must complete required safety training. Required safety training is OSHA 10 training. (A ten (10) hour course in construction safety and health taught by an OSHA approved instructor), or similar program at least as stringent as OSHA 10 training. For more information contact the Missouri Division of Labor Standards. Christian County requires documentation showing that the on-site employee/s have completed the required training.

**(11) Vendor's Personnel Qualifications:**

Christian County reserves the right to approve or disapprove the vendor's personnel providing services for Christian County Government. Christian County also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the vendor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

If requested, the vendor shall provide a list of names, social security numbers, and dates of birth for each such personnel who will be providing services at Christian County buildings. In addition, the vendor must notify Christian County of any additions or changes to the list. Christian County reserves the right to accept or reject any of the vendor's personnel assigned to the contract to provide services.

**(12) Discount applicable:**

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

**(13) Insurance:**

The vendor shall understand and agree that Christian County cannot save and hold harmless and or indemnify the vendor or employees against any liability incurred or arising as a result of any activity of the vendor, or any activity of the vendor's employees related to the vendor's performance under the contract. Therefore, the vendor must acquire and maintain

adequate liability insurance in the form (s) and amount (s) sufficient to protect Christian County, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under this contract. The vendor shall take out and maintain during the life of the contract comprehensive general liability insurance which names Christian County, Missouri and its elected officials and employees as additional named insureds in an amount sufficient to cover the sovereign immunity limits for public entities as calculated by the Department of Insurance and published annually in the Missouri Register per section 537.610, RSMo. For the life of the contract, vendor shall maintain comprehensive general liability insurance coverage for all claims arising out of a single accident or occurrence of at least \$3,000,000.00 and for any one person in a single accident or occurrence of at least \$500,000.00 Vendor shall maintain during the life of the contract Workers Compensation Insurance for Vendor's employees coverage that shall meet Missouri statutory limits or \$1,000,000 for each accident, whichever is greater. General and other non-professional liability insurance shall include an endorsement that adds Christian County and their respective officials and employees as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and Christian County is protected as an additional insured.

**(14) Vendor Liability:**

The vendor shall be responsible for any and all personal injury (including death) or property damage as a result of the vendor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the vendor assumes the obligation to save Christian County, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The vendor also agrees to hold Christian County including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the vendor under the terms of the contract. The vendor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Christian County, including its agencies, employees, and assignees.

**(15) Business Compliance:**

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code. The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name. (if applicable)
- Certificate of authority to transact business/certificate of good standing. (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g. Professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

**Non-Discrimination Assurance.** With regard to work under this Agreement, the Contractor agrees as follows:

- **Civil Rights Statutes:** The Contractor shall comply with all state and federal statutes relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d and 2000e, et seq.), as well as any applicable titles of the "Americans with Disabilities Act" (42 U.S.C. § 12101, et seq.). In addition, if the Contractor is providing services or operating programs on behalf of the department or the Commission, it shall comply with all applicable provisions of Title II of the "Americans with Disabilities Act".
- **Nondiscrimination:** The Contractor covenants for itself, its assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on grounds of race, color, religion, creed, sex, disability, national origin, age or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment in the performance of this

Agreement. The County shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. § 21.5, including employment practices.

- **Anti-discrimination Against Israel Act Requirement:** Pursuant to RSMo. §34.600, Christian County Missouri is prohibited from entering into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00); or, for companies with fewer than ten (10) employees. Completion of an affidavit form provided by Christian County which certifies that a company does not currently, and will not for the duration of this contract, engage in any of the types of boycotts listed in RSMo. §34.600, is a condition precedent required as a condition of award.
- **Solicitations for Subcontracts, including procurements of Material and Equipment:** These assurances concerning nondiscrimination also apply to subcontractors and suppliers of the Contractor. These apply to all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract including procurement of materials or equipment. Each potential subcontractor or supplier shall be notified by the Contractor of the requirements of this Agreement relative to nondiscrimination on grounds of the race, color, religion, creed, sex, disability or national origin, age or ancestry of any individual.
- **Information and Reports:** The Contractor shall provide all information and reports required by this Agreement, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be necessary to ascertain compliance with other contracts, orders and instructions. Where any information required of the Contractor in the exclusive possession of any other who fails or refuses to furnish this information, the Contractor shall so certify to the County as appropriate and shall set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance:** In the event the Contractor fails to comply with the nondiscrimination provisions of this Agreement, the County shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
  - Withholding of payments under this Agreement until the Contractor complies; and/or
  - Cancellation, termination, or suspension of this Agreement, in whole or in part, or both.

**Section 285.530(2) RSMo. and 292.675 RSMo. Affidavit.** Contractor shall comply with the provisions of Sections 285.525 through 285.550., from the commencement until the termination of this Agreement. For any contract over \$5,000.00 and for any public works project contract the Contractor shall provide County an acceptable notarized Affidavit stating:

- That Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- That Contractor does not knowingly employ any person who is an authorized alien in connection with the contracted services.

Additionally, Contractor must provide County with documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signatory page from E-verified program's memo of understanding). Refer to Attachment I, Notice and Instructions to Bidder/Vendors regarding Sections 285.525 through 285.550, RSMo., effective January 1, 2009.

**16) Terms and Conditions:**

The vendor is cautioned when submitting pre-printed forms containing terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of this agreement and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in this agreement, that this agreement shall govern. Taking exception to Christian County terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.

**Christian County will enter into a one-year agreement with options to renew.**

A binding contract shall consist of: (1) the RFP or Invitation to Bid, amendments thereto, with RFP bid invitation changes/additions, (2) the vendor's proposal and (3) the County Commission's acceptance of the proposal by "notice of award" or by "purchase order". All Exhibits and Attachments included in the RFP or bid invitation shall be incorporated into the contract by reference.

The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

Any changes to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the vendor and the County Commission or by a modified purchase order prior to the effective date of such modification. The vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the County Commission, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

**(17) Employee Bidding/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of Christian County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of Christian County or any political subdivision thereof, please provide the following information:

- Name and title of the elected or appointed official or employee of Christian County or any Political subdivision.
- What is the percentage of ownership interest in the vendor's organization held by elected or appointed official or employee of Christian County or political subdivision thereof?

**(18) Independent Contractor:**

The vendor is an independent contractor and shall not represent the vendor or the vendor's employees to be employees of Christian County or an agency of Christian County. The vendor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

**(19) Substitutions:**

The vendor shall not substitute any item(s) without the prior written approval of the Christian County Commissioners. In the event an item becomes unavailable, the vendor shall be responsible for providing a suitable substitute item. The vendor's failure to provide an acceptable substitute may result in cancellation or termination of the contract. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

**(20) Replacement of Damaged Product:**

The vendor shall be responsible for replacing any item received in damaged condition at no cost to Christian County. This includes all fuel costs for returning non-functional items to the vendor for replacement.

**(21) Prices:**

The vendor shall submit firm fixed prices on the Pricing Page (Exhibit A – Pg. 3 Exhibit 1). All pricing shall be considered firm for the duration of the contract period. All pricing shall be quoted with all fees included. Vendor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

**(22) Fuel charges:**

Fuel charges shall be added into the quote for services. However, if the cost of #2 diesel as reported by the Department of Energy internet site and recorded as the "Weekly Retail On-Highway Diesel Prices" for the Midwest Region exceeds \$3.50 per gallon, the vendor will charge no more than 1 ½ % for each \$.10 increase in the recorded cost of fuel above the \$3.50 base line. It is expected, because of the timeliness of the DOE report, the cost of fuel for a prior month shall be used as the basis for a current month's fuel surcharge assessment. January's reported diesel cost shall be used to compute any surcharge for February's services, etc. Vendor agrees that any additional charges related to fuel increases must be agreed upon between vendor and Christian County before implementation by the vendor.

**(23) Description of Product:**

The vendor should present a detailed description of the product proposed on the Pricing Sheet (Exhibit 1) in response to this Invitation for Bid. It is the vendor's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

**(24) Non-Exclusivity:**

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.

**(25) Billing and Payments:**

Invoices will be submitted to **Christian County Commission, 100 W Church St, Room 301, Ozark, MO 65721**. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide the department with invoices and statements of accounts on a monthly basis noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

**(26) Return of Goods:**

Christian County may cancel any purchase at any time for a full credit.

**(27) Management of Materials:**

The vendor agrees and understands that as the needs of the county change, the county will notify the vendor of those changes. If requested by the county, the vendor shall make a corresponding adjustment to the services. The vendor will implement the requested changes upon notification.

In the event changes occur during the effective period of this contract which are beyond the control of the vendor that significantly increase or decrease the established cost, the vendor or Christian County may request a corresponding modification to the established cost. With such request, the vendor must provide documentation of the change and must demonstrate how such change affects the cost. In addition, the vendor shall recommend an adjusted cost accompanied by the resulting calculations. However, the vendor shall agree and understand that any such request must be approved by the Christian County Commissioners. The decision of the adjustment to the cost by Christian County shall be final and without recourse.

**(28) Schedule:**

The vendor shall ensure that services are performed in a manner so as to minimize any interference, annoyance, or disruption to the operations of Christian County.

In the event the vendor does not perform in accordance with the vendor's agreement, Christian County shall notify the vendor following determination of such. Vendor shall be responsive to the needs of Christian County at all times.

The vendor shall be responsible for all permits, fees, and expenses related to the service. The vendor shall disclose to Christian County all information on sub vendor contracts/agreements, if applicable, including any rebates or incentives offered by sub vendors to the contactor.

**(29) Services:**

**The vendor agrees to provide a detailed description of the services to be provided, including any additional information about the services on a separate sheet of paper if needed.** The vendor will provide an itemization of the amount the vendor will charge, the unit of measure for the services, and specific increments and timeframes to submit invoices to the vendor and receive payments from the vendor.

**(30) Reporting Requirements:**

On a monthly basis, the vendor shall submit a report to Christian County, when applicable, for each County building site, identify the services provided and the dates of service.

The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles. The vendor shall make all records, books, and other documents relevant to the contract available to Christian County and the Christian County Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the vendor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.

The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems

appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

**(31) Liquidated Damages:**

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made.

The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County.

The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.

**(32) Excused Performance:**

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

**(33) Cancelling Service:**

The Christian County Commission reserves the right to discontinue service at any time by giving a 30-day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

**(34) Determination for Award:**

The award shall be made to the lowest priced and best responsive vendor. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer.

*Agreements* signed by Christian County must be signed by at least a majority of the members of the *County Commission*. Agreements must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

**(35) Protesting bid award:**

A bid award protest must be submitted in writing and must be received by the county within ten (10) calendar days after the date of the award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information: (A) Name, address, and phone number of the protester, (B) Signature of the protester or the protester's representative, (C) Solicitation product, (D) Detailed statement describing the grounds for the protest; and supporting exhibits, evidence, or documentation to substantiate the claim.

**(36) Suspension or debarment of Vendor:**

The County Commission may suspend or debar a vendor for cause. The following shall be sufficient cause for suspension or debarment. The list is not meant to be all inclusive but shall serve as a guideline for vendor discipline and business ethics:

Failure to perform in accordance with the terms, conditions, and requirements of a contract/purchase order.

Violating any federal, state, or local law, ordinance, or regulation in the performance of a contract/purchase order.

Providing false or misleading information on an application, in a bid, or in correspondence to county offices.

Failure to honor a bid for the length of time specified.

Colluding with others to restrain competition. Obtaining information, by whatever means, related to a proposal submitted by a competitor in response to a request for proposal in order to obtain an unfair advantage during the negotiation process.

Contacting bid evaluators or any other person who may have influence over the award, without authorization from the County Commission, for the purpose of influencing the award of a contract; or giving gifts, meals, trips or any other thing of value or a monetary advantage for personal benefit, directly or indirectly, to an employee of the county or to any evaluator of bids/proposals.

The vendor may appeal suspension or debarment by submitting a written request to the County Commission within fifteen (15) calendar days after receipt of the formal notice. The vendor must provide specific evidence and reasons why the suspension or debarment is not necessary. On the basis of this information, the suspension may be modified, rescinded, or affirmed. The decision shall be final and mailed to all parties.



## EXHIBIT A

### INVITATION TO BID #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022

#### PRICE SHEET

##### FIRST MAILING: FORMS WITH #10 AND #9 ENVELOPES:

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
39,000	#9 Reply Envelopes	\$0.0253	EACH	\$986.70
39,000	#10 Window Envelopes	\$0.0266	EACH	\$1,037.40
35,000	Individual Personal Property Assessment Lists			
6,000	Individual Personal Lists: For in-house use: Ship to Assessor's Office	↓		
41,000	Total Qty of Individual Personal Property Assessment Lists	\$0.0467	EACH	\$1,914.70
	Design and Typesetting Individual List – Estimate	φ		
3,000	Business Personal Property Assessment Lists			
2,000	Business Lists: For in-house use: Ship to Assessor's Office	↓		
5,000	Total Qty of Business Assessment Lists	\$0.1420	EACH	\$710.00
	Design and Typesetting Business List – Estimate	φ		
	Back 2 <sup>nd</sup> Color Plate for Business List	φ		
	NCOA File Setup – Individual and Business (if applicable)	φ		
38,000	NCOA Address Change Processing	\$0.0047	EACH	\$178.60
	NCOA Report of Address Changes	φ		
	Mailing File Setup – Individual and Business (if applicable)	φ		
	(Includes Zip+4, LACS Conversion and CASS Certification)	φ		
35,000	Processing and Mailing – Individual Personal	\$0.0608	EACH	\$2,128.00
3,000	Processing and Mailing – Business	\$0.0608	EACH	\$182.40
	Processing Services: Image, Fold, Presort & Mail			
35,000	Postage – Individual – Estimate	\$0.4260	EACH	\$14,910.00
3,000	Postage – Business – Estimate	\$0.4260	EACH	\$1,278.00
	Shipping (From Printing Plant to Mailing Center – All lists and envelopes)	φ		
	Shipping (Loose Individual and Business Lists to Assessor's Office – Early December)	φ		
	Shipping (Left-Overs to Assessor after Mailings Completed)	φ		
	<b>TOTAL FOR FIRST MAILING (To be billed in December):</b>			<b>\$23,325.80</b>

## CONTINUED PRICE SHEET

### SECOND NOTICE MAILING: FORMS WITH #10 AND #9 ENVELOPES OR POSTCARDS:

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
0	#9 Reply Envelopes	∅		
0	#10 Window Envelopes	∅		
9,800	Postcards for Second Mailing	\$0.0120	EACH	\$117.60
	NCOA File Setup – Individual and Business (if applicable)	∅		
9,800	NCOA Address Change Processing	\$0.0047	EACH	\$46.06
	NCOA Report of Address Changes	∅		
	Mailing File Setup – Individual and Business (if applicable)	∅		
	(Includes Zip+4, LACS Conversion and CASS Certification)	∅		
9,800	Processing and Mailing – Personal	\$0.0580	EACH	\$568.40
	Processing and Mailing – Business	∅		
	Processing and Mailing - Postcards	∅		
	Processing Services: Image, Fold, Presort & Mail	∅		
	Postage – Personal – Estimate	∅		
	Postage – Business – Estimate	∅		
	Postage – Postcards - Estimate	\$0.3060	EACH	\$2,998.80
	<i>Second</i>			
	<b>TOTAL FOR <del>FIRST</del> MAILING (To be billed in March):</b>			<b>\$3,730.86</b>
	<b>BUDGET TOTAL – BOTH MAILINGS –</b> <i>Includes Return Postage Estimates:</i>			<b>\$27,056.66</b>

### RENEWALS:

This contract shall be valid for a period of one (1) year from the date of award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

1. First Renewal Period (year 2):      Maximum Increase      5 %.
2. Second Renewal Period (year 3):      Maximum Increase      5 %.
3. Third Renewal Period (year 4):      Maximum Increase      5 %.



**(37) Declaration:**

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name <i>Input Technology Inc.</i>	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. <i>43-1232726</i> <i>Input Technology Inc.</i>
Mailing Address <i>4425 Hunt Ave</i>	IRS Form 1099 Mailing Address <i>4425 Hunt Ave</i>
City, State, Zip Code <i>St Louis MO 63110</i>	City, State, Zip Code <i>St. Louis MO 63110</i>

Contact Person <i>SAM FARINELLA</i>	Email Address: <i>SAM.FARINELLA@INPTTECH.COM</i>
Phone Number <i>(314) 534-4375</i>	Fax Number: <i>(314) 534-3285</i>
Authorized Signature <i>Sam Farinella</i>	Date <i>Account Manager</i>

List three (3) business references:

1<sup>st</sup>

Company Name:

Representative Name:

SEE SECTION II EXPERIENCE QUALIFICATIONS AND CAPACITY

Address

City

State

Zip

(REFERENCES)

Business Phone

Business Fax

Cellular Phone

email address if available

2<sup>nd</sup>

Company Name:

Representative Name:

Address

City

State

Zip

Business Phone

Business Fax

Cellular Phone

email address if available

3<sup>rd</sup>

Company Name:

Representative Name:

Address

City

State

Zip

Business Phone

Business Fax

Cellular Phone

email address if available

**(38) Contact Information:**

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-582-4300. Information requests may also be e-mailed to [countycommission@christiancountymo.gov](mailto:countycommission@christiancountymo.gov). This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Thank you for your consideration of this Invitation to Bid. We appreciate your participation in the bidding process.

**CHRISTIAN COUNTY COMMISSIONERS**

Ralph Phillips, Presiding Commissioner

Hosea Bilyeu, Western Commissioner

Lynn Morris, Eastern Commissioner

## **Bid Specifications**

### **Bid Submissions**

All bids must be received **on or before September 23, 2021, at 8:45 a.m.** Bids must be received in a **sealed envelope** to the Christian County Commission office 100 W. Church Street Room 100 Ozark, MO 65721. Clearly mark the envelope with your company name and address. No faxed or emailed bids will be accepted. All bids must be filled out on Christian County bid forms supplied in the attached specifications. If you have any products, additional services, or price adjustments please list these in the *additional charges/conditions sections*. All bids must be signed and have the company's information included. If you are bidding on more than one product or service, please include the company's information and sign every form you are bidding on. All bids must be in the format requested in the bid forms. Any variance from this can cause rejection of the bid. The bid forms are the only part that must be returned in your envelope. The specification details may be kept by the bidder. Any bid that is submitted must be honored for 30 days from the opening without any increase or change to price or penalty. Failure to comply with the above listed requirements may result in the rejection of the bid.

### **Bid Withdrawal**

Any bid can be withdrawn up to **8:45 a.m. on September 23, 2021**, for any reason without penalties, but any bid not withdrawn by this time will be subject to honor the pricing and services stated within that bid.

### **Bid Opening**

All bids will be opened and read aloud on **September 23, 2021, at 9:00 a.m.** at the Christian County Commission Office. The bidders and public are welcome to attend the formal bid opening. No decisions relating to the award of any contract or agreement will be made at the bid opening. Copies of all bids will be available to anyone.

### **Bidder Responsibility**

It is the responsibility of the bidder to have the bid submitted on or before the deadline stated in this packet on the proper forms. It is also the responsibility of the bidder to ensure that the prices they submit are firm and not subject to contingency or increases. If a bidder's prices are subject to increases, penalties, surcharges, or any additional costs or fees it must be stated on the *additional charges/conditions* section on each bid form. Any increase or decrease in a price is subject to affect the awarding of a contract. If a bidder fails to honor a stated price as submitted in the bid form or contract, Christian County Commission reserves the right to obtain the same product or service from the next lowest bidder who submitted a bid price for the same product or service. The original bidder shall then be responsible for the difference in price. It is the responsibility of the bidder to examine and review projects and specifications. All bidders are responsible to verify the quality, availability, and schedule of any products that they may need for this bid.

**FINAL MANDATORY COMPLIANCE CHECKLIST:**

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will, Purchasing Agent

(417) 582-4309

[khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 1)	✓
I understand that no faxed or electronically transmitted bids will be accepted. (Page 2, Section 1)	✓
I have filled out, signed, and dated the declaration page, and I understand that failure to do so will result in rejection of my bid. (Page 13, Section 37)	✓
I am including <u>one (1) unbound original</u> and <u>five (5) copies</u> of my bid for a total of <u>six (6)</u> . I understand that I must include The Price Sheet found in Exhibit A, Page 11, and all pages of the ITB.	✓
I am enclosing my bid in a sealed envelope, and I am marking the envelope: <b>“ITB #2021-5 ASSESSMENT LIST PROCESSING AND MAILING FOR 2022- BID DOCUMENTS – DO NOT OPEN”.</b> (Page 2, Section 1)	✓

**END OF DOCUMENT**

Name	Account ID	Note	2020 Actual	2021 Budgeted	2021 Projected	FY2022 - FY22 (In Progress)
Juvenile						
	Payroll	Current Staff +4%				
	Salary Other - JUVENILE	101-150-51120 75,000 grant funded	\$166,799.58	\$164,320.00	\$154,552.00	\$165,874.18
	Contract Labor - JUVENILE	101-150-51130 For "on-call" assistance in lieu of additional staff			\$0.00	\$15,000.00 <i>New</i>
	Health Insurance	101-150-51210	\$15,352.00	\$19,392.00	\$20,321.00	\$24,125.00
	FICA	101-150-51220	\$12,367.97	\$12,571.00	\$12,136.00	\$12,690.00
	Lagers	101-150-51230	\$10,549.88	\$21,855.00	\$20,946.00	\$22,891.00
	Unemployment Insurance	101-150-51250	\$706.65	\$365.00	\$309.69	\$381.00
	Workers' Compensation	101-150-51260	\$2,849.24	\$7,888.00	\$5,187.82	\$8,453.00
	Uniforms	101-150-51270	\$3,448.00	\$5,500.00	\$2,150.00	\$5,500.00
	<b>Total Payroll:</b>		<b>\$212,073.32</b>	<b>\$231,891.00</b>	<b>\$215,602.51</b>	<b>\$254,914.18</b>
	Operating Expenses					
	Legal Fees	101-150-52300 Moved to PA office	\$45,098.00	\$49,000.00	\$44,185.00	\$9,000.00
	Testing, Evaluation & Counseling Services	101-150-52320 10,000 grant funded	\$3,600.00	\$13,000.00	\$3,490.00	\$10,000.00
	DYS Grant	101-150-52321	\$1,419.97	\$0.00	\$18,430.00	\$0.00
	OSCA Grant	101-150-52322	\$2,425.92	\$0.00	\$8,190.00	\$0.00
	Grant Expense	101-150-52351			\$0.00	\$0.00
	Repairs & Maintenance Equipment	101-150-52430			\$0.00	\$0.00
	Vehicle Maintenance & Repair	101-150-52435	\$1,973.74	\$5,000.00	\$971.00	\$5,000.00
	Dues	101-150-52500		\$1,000.00	\$37.50	\$1,000.00
	Vehicle Insurance	101-150-52525		\$0.00	\$0.00	\$0.00
	Phone	101-150-52530	\$10,551.82	\$7,500.00	\$9,072.00	\$9,500.00
	Publication Costs	101-150-52540	\$1,955.00	\$2,000.00	\$598.00	\$2,000.00



		Travel	101-150-52585			\$3,415.00	\$1,755.00	\$5,000.00	
		Training	101-150-52590	Funds added to train contracted personnel	\$2,564.00	\$3,415.00	\$2,990.00	\$5,000.00	
		Office Expense	101-150-53600		\$7,406.07	\$10,000.00	\$6,465.00	\$10,000.00	
		Postage	101-150-53605		\$533.10	\$700.00	\$502.00	\$700.00	
		Supplies	101-150-53610			\$0.00	\$95.00	\$0.00	
		Small Equipment	101-150-53618		\$2,365.27	\$8,000.00	\$12,710.00	\$8,000.00	
		Fuel Expense	101-150-53626		\$3,583.29	\$8,500.00	\$7,240.00	\$10,000.00	
		Juvenile Detention Fund	101-150-57505	Unfunded mandate from State of Missouri	\$101,493.00	\$101,493.00	\$101,493.00	\$101,493.00	
		Court Fees	101-150-57507					\$0.00	
	<b>Total Operating Expenses:</b>				<b>\$184,969.18</b>	<b>\$213,023.00</b>	<b>\$218,223.50</b>	<b>\$176,693.00</b>	
	<b>Capital Outlays</b>								
		Equipment	101-150-54750		\$2,670.70	\$4,000.00	\$0.00	\$4,000.00	
		Vehicle Purchases	101-150-54752		\$596.00			\$0.00	
	<b>Total Capital Outlays:</b>				<b>\$3,266.70</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	
<b>Total Juvenile:</b>					<b>\$400,309.20</b>	<b>\$448,914.00</b>	<b>\$433,826.01</b>	<b>\$435,607.18</b>	

>

+

> \$1,000