



2025-7 Addendum 1 Input Technology Inc. Supplier Response

Event Information

Number: 2025-7 Addendum 1
Title: ASSESSMENT LIST PRINTING, PROCESSING & MAILING & VALUE CHANGE NOTICES
Type: Invitation to Bid
Issue Date: 7/15/2025
Deadline: 7/31/2025 09:00 AM (CT)
Notes:

ADDENDUM ONE 7/23/25

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. The following are questions submitted by prospective bidders and the official response from Christian County.

Asked by Sebis Direct Inc.:

Q1: Is there a csv or an excel file for the line-item pricing that can be provided to potential vendors?

A1: This can be CSV or any preferred way.

Q2: Will the postcard be distributed to residents or is this to be sent in bulk to the Assessor's office?

A2: Distributed to the Residents

Q3: I see that the specifications for the envelopes are outlined in the attributes section and would like to request further clarification. Are these made to be sent in bulk to the assessor's office or are these for the residential direct mail?

A3: Residential Direct mail

Q4: Hello. I see specifications outlined for the forms but I do not see specifications for the direct mail that will be sent to residences. Are you able to provide that or direct me to those specifications?

A4: We have copies of those that will be used and provide them at the time of award.

All else remains the same.

End of Addendum One.

Christian County invites qualified vendors to submit responses for the ITB #2025-7 **Assessment List Processing and Mailing Services for 2026 and Value Change Notices** in accordance with the requirements stated herein.

BACKGROUND:

This bid is for the Assessor's Business (Commercial) and Individual (Personal) Property Assessment Lists and the Value Change Notices.

Value change notices are on a cycle, where every **odd numbered year** (i.e. 2025), Assessor's are required to assess all real property (business and individual) and provide notices to those property owners whose property changed in value. On the **even numbered years** (i.e. 2026), Assessor's only send notices to people with new builds, additions, etc.

PROPERTY ASSESSMENT LIST (BUSINESS AND INDIVIDUAL)

Your bid will include, but is not limited to, complete costs for two separate mailings, the first mailing in **December 2025/January 2026**, a second mailing estimated in **March 2026** and costs for assessment lists for use in the Assessor's Office. In addition, consultation and design costs, and NCOA processing costs for first and second mailings will be included. Post mailing address updates - reports should be emailed monthly. This will also include mail piece delivery tracking (login information provided for online tracking) for the Assessor's Office.

VALUE CHANGE NOTICES

The bid will also include pricing for the Value Change Notices to be created and mailed. Please note that these notices **usually are mailed before April each year**. Only the owners of properties whose assessed value has increased will receive notice.

The successful Contractor must demonstrate to the satisfaction of the Assessor their company's knowledge regarding form printing, data file conversion, bar code imaging, and mail processing conforming to U.S. Postal Service specifications for automated mailings.

QUESTIONS:

Questions should be submitted online through the Christian County Electronic Bidding portal before **9:00 a.m. July 22, 2025**.

SUBMITTAL:

Christian County proposal submittals must be made by the Christian County online e bidding portal. No hand delivered bids, faxes or emails will be accepted.

Bids are due by **July 31, 2025** and will close at 9:00 a.m. Register as a vendor at: <https://www.christiancountymo.gov/bidding-opportunities/>. Contact purchasing at 417-582-4309 for help with registering.

PRICING:

You will enter your pricing under the **LINE ITEMS TAB**. You will include pricing for both the assessment list processing and mailing services, and the value change notices.

Note: Quantities are best estimates. Please note that the awarded bidder will bill Christian County Assessor's Office on the "actual" quantities.

Quoted prices shall include all costs required to successfully perform the project as described in the bid. Any additional charges not individually noted in the bid document shall be assumed to be included in quoted cost. **The prices given will be firm fixed.**

Note: 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.

The Christian County Commission reserves the right to refuse or reject any and all bids and waive any formality or irregularity in any bid received. The Commission reserves the right to make awards to other than the low bidder, or multiple bidders, if such award(s) is deemed to be in the county's best interest.

SAMPLES:

A sample of the forms from previous projects **MUST** be attached to the **RESPONSE TAB. This is the only way the Assessor can review your work. Failure to do so may result in disqualification.**

Note: The County Assessor will have the final say whether the forms each bidder provides are acceptable.

DECLARATION PAGE:

View under ATTACHMENTS TAB. Print, review, sign and upload the Declaration Page under the **RESPONSE TAB.**

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. By signing this document, you certify that the company you represent is not disbarred by the U.S. government under the SAM.gov website and/or any entity in the state of Missouri. 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. An authorized Company representative's signature is required to confirm understanding of this statement.

HISTORY:

Christian County is a first-class county without a charter form of government. The governing body of Christian County is the County Commission. The Commission consists of a Presiding Commissioner, a Western Commissioner, and an Eastern Commissioner. Its county seat is Ozark, Missouri. The County was organized in 1959 and continues to be one of the fastest-growing counties in the state. Cities in Christian County include Billings, Clever, Fremont Hills, Highlandville, Nixa, Ozark, Sparta and Village of Saddlebrooke.

Contact Information

Contact: Kim Hopkins Purchasing Manager
Address: Christian County Purchasing
202 West Elm Street
Ozark, MO 65721
Phone: 417 (582) 4309
Email: khopkins@christiancountymo.gov

Input Technology Inc. Information

Contact: Sam Farinella
Address: 4425 Hunt Ave
St. Louis, MO 63110
Phone: (314) 534-4375
Email: sam.farinella@inptech.com
Web Address: www.inptech.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Sam Farinella
Signature

sam.farinella@inptech.com
Email

Submitted at 7/30/2025 11:17:03 AM (CT)

Requested Attachments

DECLARATION PAGE MUST BE UPLOADED HERE

Declaration Page ITI.pdf

Upload your signed declaration page here. You will print the page from the **ATTACHMENTS TAB**.

SAMPLE FORMS

Christian County Samples.pdf

Samples of your work from previous projects, in the last three years, must be included with your bid
Failure to do so may result in a disqualification.

BUSINESS PROPERTY TAX RECEIPT

ITI Business Property Tax
Receipt.pdf

Contractor must provide a copy of their company's paid personal property tax receipt.

E-VERIFY AFFIDAVIT OF COMPLIANCE AND MOU FORM

E-Verify Affidavit of Compliance
ITI.pdf

Upload your affidavit with the MOU.

Anti-Discrimination Against Israel Act Affidavit

Anti-Discrimination Against Israel
Act Form ITI.pdf

Upload your affidavit

Bid Attributes

1 Christian County Terms and Conditions

Please download and thoroughly review the Christian County Bidder Requirements Terms and Conditions and acknowledge your acceptance below.

☒ Yes

2 No Deviations or Exceptions

I certify that there are NO deviations or exceptions to the attached Christian County Terms and Conditions.

By indicating yes in this box, no exceptions are taken to our terms and conditions.

3 Exceptions to Christian County Bidder Requirements Terms and Conditions

If the respondent indicated in #2 above as a NO and you ARE taking exceptions to #2 above, CHRISTIAN COUNTY BIDDER RESPONSIBILITIES & TERMS AND CONDITIONS REV. 0423, (by clicking NO above), **please provide details below of your exceptions.** If no exceptions, please enter N/A.

Please note that exceptions to our terms and conditions may result in non-award.

N/A

4 BIDDER REQUIREMENTS

BIDDER REQUIREMENTS

The successful bidder must demonstrate to the satisfaction of the Assessor their company's knowledge regarding form printing, data file conversion, bar code imaging, and mail processing conforming to U.S. Postal Service specifications for automated mailings.

The company must have been in business for three years.

Please include what qualifications you have to fulfill this project.

Samples of your work from previous projects similar to this scope and size of work, **must** be included in this bid. Attach under **RESPONSE TAB.**

Please provide three references of similar scope and size for this bid.

5 Company Information/History/Firm Qualifications

Please provide company information:

Company Name:

Address

City, State, Zip

of Years in Business:

of Employees:

Brief history of your company.

List projects you have completed in the past, of similar scope and size, that make you qualified for this project. This includes projects of mass mailings with the US Postal Service.

Include your proposed project manager's name and contact information.

Include what qualifications, technical competence, and experience your company (staff) has taken in the last three years that prove you can take on this project. Include company's knowledge regarding form printing, data file conversion, bar code imaging, and mail processing conforming to U.S. Postal Service specifications for automated mailings.

Input Technology, Inc. 4425 Hunt Ave. St. Louis, MO 63110 (314) 534-4375 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 into statement, invoice, billing and direct mail processing with black and white laser printing. We expanded into full color digital processing and printing as well as E-marketing services. 8 full-time employees and 3+ part-time workers as needed during peak days. 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 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 other counties similar the Christian County. We work with St. Charles, Jefferson, Cass, Clay and more. We also have many corporate clients that mail monthly statements and invoices. MSD, MFA, Duckett Creek, St. Charles City, City of Kirksville and City of Belleville 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 15 years of data processing support and development. Manages the entire project, coordinating software, hardware, client and all vendor activity, achieving a smooth, timely conclusion of all projects. Brendan Monroe – Lead Systems Analyst Over 10 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.

6 BIDDER SPECIFICATIONS

BIDDER SPECIFICATIONS

Please note that exceptions to our specifications may result in a nonaward.

7 Form Printing Specifications

Personal Property Lists:

Size: 8.5" x 14" (Grain Long) laser cut sheets

Paper: 28# OCR Bright White. Must be compatible with all Assessor scanning equipment and U.S. Postal Service reading and sorting equipment.

Inks: Face - 3-Colors: Green & 2 PMS Colors (full bleed)

Back 1-Color: Green.

Specific taxpayer information to be variably imaged in black, and optionally in red.

Business Personal Property Lists:

Size: 8.5" x 14" (Grain Long) laser cut sheets

Paper: 28# OCR Canary Yellow. Color / contrast ration must be compatible with all Assessor scanning equipment and

U.S. Postal Service reading and sorting equipment.

Inks: Face – 2-Colors: Green and PMS Color (full bleed).

Back 1-Color: Green.

Envelopes:

Envelopes: Outgoing #10 Custom Window Envelope with clear poly window patch. Custom reply window envelope printed on back in Black ink on 24# white wove with special make-ready flap for ease of opening by Assessor.

Postcards:

Size: 5.5" x 4.25"

Paper: 100# White Tag. Must be compatible with U.S. Postal Service reading and sorting equipment.

Inks: Face – Reflex Blue and 185 Red

Back – Pantone Yellow

Specific County and taxpayer information to be variably imaged in black

Please note: the colors may change per the Assessor's direction.

8 Quality

Ink Density and Registration must be consistent in all colors on both sides of the assessment lists. No material received by the Assessor pursuant to the contract shall be deemed accepted until the Assessor has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to the warranty of the seller upon inspection or at any later time, if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the seller's expense for full credit or replacement. Such right-to-return offer to the Assessor arising from the Assessor's receipt of defective goods shall not exclude any other legal equitable or contractual remedies the Assessor or the County may have therefore.

9 Artwork

Composition costs, including costs for multiple revisions, will be included.

10 Quantities

The Successful Contractor will guarantee an adequate number of Assessment Lists to meet the needs for all mailings and internal office use. In the event of a shortage, the supplier will guarantee a makeup quantity at the same cost per unit as the original bid. Overruns, if included, will not exceed 1% of the quantity of forms and envelopes ordered.

NOTE: UNAUTHORIZED QUANTITIES ARE SUBJECT TO THE ASSESSOR'S REJECTION AND SHALL BE RETURNED AT THE SELLER'S EXPENSE.

1
1**Design Consultation/Time Line/Proofs****DESIGN CONSULTATION:**

Your bid will include a minimum of 4 hours on-site consultation with the Assessor and/or his representative(s) to work out details of your proposed design for Assessment Lists. You will guarantee that your design conforms to all state legislation in effect prior to final proof date, and that the design meets all requirements of the Missouri State Tax Commission.

TIMELINE/PROOFS:**Assessment List Printing:**

Color copies of the forms, Individual and Business, will be submitted to the Assessor for approval no later than thirty days after notification of awarding the bid, and the finished product shall be delivered to the Assessor no later than December 1st.

The successful Contractor will arrange approval by the State Tax Commission and provide the Assessor a copy of each assessment form, front and back, individual and business, in Adobe Acrobat PDF format upon approval by the State Tax Commission on or before November 1st.

Second notice postcards, proofed to be sent by March 1st, to the Assessor.

Real Estate Value Change Notices Printing:

Color copies of the full sheet will be submitted to the Assessor for approval no later than thirty days after notification of the bid award, and the finished product shall be delivered to the Assessor by April 1st.

1
2**Documentation**

U.S. Postal Service statements substantiating that the mailings were submitted and processed on the required dates will be provided to the Assessor within 5 working days after the mailing date.

Imaging of Variable Information (Addressing, etc.):

The Assessor will provide successful Contractor with data files containing taxpayer names, addresses, taxpayer ID numbers and other information to be printed on the Lists. Supplier may need to merge data from multiple files to create finished mailing database. There will be 2 or more separate mailings. Data will need to be extracted from the master file based on document type.

Data File Integrity: Supplier will guarantee the integrity of all taxpayer records and assume responsibility for printing all related data on the assessment list. Supplier will demonstrate to the satisfaction of the Assessor what steps will be taken to avoid file corruption.

Placement of Data & Processing Equipment: Variable information must be accurately lined up with headings, and addresses must be situated to meet specifications for Postal automation discounts. The new design will accommodate all 6 required variable information including bar codes, and it will be guaranteed to work with printing equipment, scanning equipment, and any other processing equipment used by the Assessor.

Bar Coding of Taxpayer ID Number:

Symbology: Interleaved 3 of 9 with Human Readable account number.

Print Quality: All bar codes must scan at ANSI grade "A" and comply with ISO 15416 (formerly ANSI X3.182) standards for bar code print quality. A Successful Contractor will demonstrate the statistical sampling method used during the verification process in the production of bar codes. The Bar Code must be permanent, and continue to be readable for a period of 5 years after initial imaging.

Ability to Scan: Supplier must guarantee bar code decoding with all types of hand scanners and document imaging systems in use by the Assessor.

Postal Processing:

Design: The design of the pieces must allow for efficient processing through postal reading and sorting equipment with minimal damage to the piece.

Print Quality: All printed information must be legible, and provide an adequate print contrast ratio to meet postal equipment scanning requirements. Intelligent Mail Barcodes are required on all outgoing and return mail pieces.

Mailing List Maintenance:

National Change Of Address (NCOA) list processing services will be provided by successful Contractor. The Assessor requires that NCOA reports contain records with the original address, the new address, and the taxpayer's account number. Costs for this service, including handling of reports, will be itemized on your bid.

Ancillary Postal Endorsements: A cost analysis for the use of Ancillary Postal Endorsements will be provided to the Assessor with your bid. Suggestions for reducing handling and postage costs for undeliverable pieces and for pieces that are forwarded will be evaluated by the Assessor.

Postage Costs:

Reducing postage costs is important to the Assessor. The successful Contractor will guarantee postage discounts based on the automation rates, plus additional discounts for 5-digit sorts, Carrier Route Sorts, DSCF sorts, and any additional presorts that apply. To allow for maximum Postal discounts the physical characteristics of the mail piece and the addressing format must comply with all postal specifications for automated mailings. Supplier will provide exact postage costs based on CASS Certification, and Pre-Sorting of the mailing lists as indicated above and will guarantee these postage costs at time of mailing. Supplier will be responsible for all transactions with the U.S. Postal Service including remitting payment for postage and purchasing all permits required for mailings. Supplier will be reimbursed for postage within sixty days after mailing. If at the time of the mailing it is found that the pieces cannot be mailed at the rate proposed on your original bid you will be responsible for paying the difference in postage costs.

Shipping:

Shipping Costs: All shipping costs will be included in your bid. This includes delivery of forms to the Assessor's Office in November - December, and the return of all inventory remaining after the second mailing in March. This also includes the postcards mailed for the Value Change Notices before May timeframe.

**1
3****Delivery Schedule - Assessment List Individual (Personal) and Business Property Notices**

First NCOA reports delivered by the following date: **November 15th**

Assessment Lists delivered by **December 1st**

The initial mailing will drop on the following date: **December 31st**

The second mailing (postcards) will drop on the following date: **March 31st**

**1
4****Delivery Schedule - Value Change Notices**

First NCOA reports delivered by the following date: March 15th.

Note: Proofs to be submitted by April 1st.

**1
5****Declaration page**

Print out and fill out (with wet signature) the Declaration Page located under the **ATTACHMENTS** tab. Upload the Declaration Page under the **RESPONSE ATTACHMENTS** tab.

☒ I've attached Declaration page to RESPONSE TAB.

**1
6****Submission Responses**

All submittal responses must be submitted online via our electronic e-bidding (IonWave) system. No hand delivered, fax, or email submissions will be accepted.

1
7**Samples of Forms**

Bidders **MUST** provide a sample of forms from previous projects (similar in scope and size) from the last three years, and must be attached to the **RESPONSE ATTACHMENTS** tab. The County Assessor will have the final say whether the forms each bidder provides are acceptable.

☒ I've attached my Samples to the RESPONSE TAB.

1
8**Communications Statement**

Contact between vendors and Christian County personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Christian County personnel may result in disqualification. All communication shall go through the Purchasing question portal during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the County will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

1
9**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 declaration page and acknowledging any amendment submitted 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.

2
0**Subcontractors**

Contractors will identify the name and locality of any and all subcontractors with whom they will be coordinating the performance of this project. The location of the subcontractors in proximity to the county will also be a determining factor in contract award.

Please provide the following for subcontractors:

Name of Subcontractor:

Address:

City, State:

Note: If you are not working with subcontractors, then please enter **N/A**.

2 Forms Stock and Envelopes Azar Printing 20 Millpark Ct. Maryland Heights, MO 63043 Western States Envelope P.O. Box 2048 Milwaukee WI 53201-2048

2
1**REQUIRED AFFIDAVIT FOR CONTRACTS OVER \$5000 DOLLARS (US) - REQUIRED ONCE AWARD IS MADE**

Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. 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:

1. That Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and

2. That Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

A copy of the affidavit is attached to this RFP.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verification program's Memo of Understanding (MOU)).

2
2**REQUIRED AFFIDAVIT FOR ANTI-DISCRIMINATION AGAINST ISRAEL ACT- TRANSIENT EMPLOYER LAW:**

Statutory Requirement: Section 34.600, RSMo, precludes entering into a contract with a company to acquire products and/or services “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; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.” Exceptions: The statute provides two exceptions for this certification:

- 1) “contracts with a total potential value of less than one hundred thousand dollars” or
- 2) “contractors with fewer than ten employees.” Therefore the following certification is required prior to any contract award.

Section 34.600, RSMo, defines the following terms: Company - any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations. Boycott Israel and Boycott of the State of Israel - engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company’s statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion.

2
3**Paid Company's Personal Property Tax Receipt**

Bidder **MUST** provide a copy of their company's paid personal property tax receipt. Attach this receipt under the **RESPONSE ATTACHMENTS** tab.

☒ I've attached this response to the RESPONSE TAB.

2
4**Transient Employer Law - Required after award is made, if applicable**

A nonresident or foreign companies who employ people in Missouri must provide:

1. A certificate from the Missouri Director of Revenue showing compliance with the Transient Employer Law (285.230 R.S.Mo. et seq.); or
2. Proof of exemption from Section 285.230 R.S. Mo.

A Certificate of Compliance or proof of exemption must be submitted to Christian County in regards to the transient employer law. Questions? See <http://dor.mo.gov/business/register/or> call (573) 751-0459.

2
5**Terms and Conditions**

View under ATTACHMENTS TAB.

2
6**Insurance Requirements**

View under ATTACHMENTS TAB.

2
7**Invoices**

Invoices will be submitted to the **Christian County Assessor's Office, 100 W. Church Street, Room 301, Ozark, MO 65721**. You may also email an invoice to: **invoices@christiancountymo.gov**. 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 monthly 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.

2
8**Determination for Award**

Criteria to be considered in evaluating bids will include (1) Primary contractor and proposed subcontractor's responsibility, references, past experience, and technical competence, (2) quality and performance of materials and services for this project, (3) ability to meet deadline dates and to work with Assessor on any required rescheduling, (4) price and other factors relevant to the success of the project, and (5) thoroughness of bid in addressing all issues and satisfying all requirements contained in this bid.

Contractors will identify the names and localities of all subcontractors with whom they will be coordinating the performance of this project. The location of the subcontractors in proximity to the county will also be a determining factor in contract award.

The successful Contractor must demonstrate to the satisfaction of the Assessor their company's knowledge regarding form printing, data file conversion, bar code imaging, and mail processing conforming to U.S. Postal Service specifications for automated mailings.

The award shall be made to the lowest-priced and best value 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.

Note: All contracts entered into by the county are non-exclusive contracts.

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.

2
9**Conflict of Interest Questionnaire**

Does this vendor have conflict of interest with Christian County?

No

3
0**Conflict of Interest pt. 2**

If responder stated there is a conflict of interest with the Christian County, please list the name and details below. If no conflict exists, enter N/A.

N/A

3
1**Felony Conviction Details**

I affirm your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable).

N/A

3
2**Three References Required**

Please enter three references below that you have worked for in the past four years on projects of a similar scope (government assessment mailings) and size. If you have worked for Christian County or another County government for this service, please reference them.

Note: Christian County reserves the right to request additional references.

3
3**Reference #1**

Company Name:
Contact Name:
Address City State Zip:
Business Phone Business:
Email:
Name of Project:

Clay County Shelley LaFave 1 Courthouse Square Liberty MO 64068 (816) 407-3504
SLaFave@ClayCountyMO.gov Print and Mail Personal Property/Business Assessment Notices

3
4**Reference #2**

Company Name:
Contact Name:
Address City State Zip:
Business Phone Business:
Email:
Name of Project:

Jefferson County - Missouri Cary Blum 729 Maple Street Hillsboro, MO 63050 (636) 797-5547
CBlum@Jeffcomo.org Print and mail real estate assessments. 70,000 Semi-Annually

3
5**Reference #3**

Company Name:
Contact Name:
Address City State Zip:
Business Phone Business:
Email:
Name of Project:

Franklin County Sherry Story 400 E Locust St Union, MO 63084 (636) 583-6348 sstory@franklinmo.net Print and mail Real Estate Change of Value Notices Volume: 65,000 Annually

3
6**Renewals**

This contract shall be valid until the project is completed for the Assessors List Printing, Processing & Mailing, and the first Value Change Notice for year two. Christian County will have the **sole option** to extend the agreement period for one (1) additional two-year increment (Assessment Processing and Mailing, and Value Change Notices). If exercised, the option shall be executed at the same prices quoted herein, subject to a maximum percentage of increase, if any, quoted by the bidder below for each applicable option period. Written justification will be requested for any increase.

All percentages of the increase stated shall be computed against the previous year's agreement prices. The Christian County Commission must vote on all renewals, and the renewal must pass by a majority vote of the Commission.

Note: The renewal percentage excludes postage. Postage will be paid at the actual prices in effect at time of mailings.

3
7**Renewal #1 Enter Maximum Increase Not to Exceed Percentage**

First Renewal Period: Maximum Increase _____ %.
 Second Renewal Period: Maximum Increase _____ %.
 Third Renewal Period: Maximum Increase _____ %.
 Fourth Renewal Period: Maximum Increase _____ %.

ASSESSMENT LIST PRINTING, PROCESSING & MAILING and VALUE CHANGE NOTICES:

Note: The renewal percentage excludes postage. Postage will be paid at the actual prices in effect at the time of mailings.

Justification will be requested for any increase.

3
8**Cooperative Procurement**

The vendor should indicate by checking "yes" or "No" in the indicated space below if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Christian County, Missouri.

Note: Indicating no will not affect the evaluation of your bid.

Yes _____ No _____

Bid Lines

1

ASSESSMENT LIST PRINTING, PROCESSING & MAILING (2025/2026)

2

National Change of Address (NCOA) File Setup - Individual (Personal Property) and Business (Commercial Property)

Includes: Data, file setup, and reports.

Post mailing address updates - reports should be emailed monthly to the Assessor's Office.

Quantity: 37110 UOM: EA Price: Total:

3	FIRST NOTICE MAILING
4	#9 Special Window Envelopes - Reply Quantity: <u>40000</u> UOM: <u>EA</u> Price: \$0.0289 Total: \$1,156.00
5	#10 Special Window Envelopes - Outgoing Quantity: <u>40000</u> UOM: <u>EA</u> Price: \$0.0348 Total: \$1,392.00
6	INDIVIDUAL PERSONAL PROPERTY NOTICES
7	Individual Personal Property Assessment Lists: - Individual Personal Property Assessment Lists (residential mailing) - 35,000 quantity - Individual Personal List: For in-house use: Ship to Assessor's Office (office use) - 6,000 quantity Total of 41,000. Quantity: <u>43000</u> UOM: <u>EA</u> Price: \$0.0606 Total: \$2,605.80
8	Design and Typesetting for the Individual Personal Property Assessment Quantity: <u>1</u> UOM: <u>EA</u> Price: \$0.00 Total: \$0.00
9	Processing and Mailing - Individual Personal Property Notices Quantity: <u>37000</u> UOM: <u>EA</u> Price: \$0.059 Total: \$2,183.00 Item Notes: Includes: Processing Services: Image, Fold, Presort & Mail.
10	BUSINESS PROPERTY NOTICES
11	Business (Commercial) Property Assessment Lists: - Business Personal Property Assessment Lists (commercial mailing)- 3000 quantity - Business Lists: For in-house use: Ship to Assessor's Office (office use) - 2000 quantity Total of 5000. Quantity: <u>5000</u> UOM: <u>EA</u> Price: \$0.154 Total: \$770.00 Item Notes: This is forms and envelopes.
12	Design and Typesetting Business List Quantity: <u>1</u> UOM: <u>EA</u> Price: \$0.00 Total: \$0.00

1 3	This is for the back of the Business and the Personal Property Form for a second color. Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$50.00 Total: \$50.00
1 4	Mailing File Setup - Individual and Business (if applicable). (Includes Zip+4, LACS Conversion and CASS Certification) Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$0.00 Total: \$0.00
1 5	Processing and Mailing - Business Quantity: <u> 3000 </u> UOM: <u> EA </u> Price: \$0.138 Total: \$414.00 Item Notes: Includes: Processing Services: Image, Fold, Presort & Mail.
1 6	POSTAGE
1 7	Postage - Individual (Personal Property) - First Class -#10 Envelopes Postage will be paid on actual USPS prices. Quantity: <u> 37000 </u> UOM: <u> EA </u> Price: \$0.584 Total: \$21,608.00
1 8	Postage - Business (Commercial Property) - First Class -#10 Envelopes Postage will be paid on actual USPS prices. Quantity: <u> 3000 </u> UOM: <u> EA </u> Price: \$0.584 Total: \$1,752.00
1 9	SHIPPING
2 0	Shipping: (From Printing Plant to Mailing Center - All lists and envelopes). Quantity: <u> 40000 </u> UOM: <u> EA </u> Price: \$0.00 Total: \$0.00
2 1	Shipping: (Loose Individual and Business Lists to Assessor's Office - Early December). Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$0.00 Total: \$0.00
2 2	Shipping: (Left-Overs to Assessor after Mailings Completed). Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$0.00 Total: \$0.00
2 3	SECOND NOTICE MAILING POSTCARDS

24	National Change of Address (NCOA) File Setup - Individual and Business		
	Includes: Data, file setup, and reports.		
	Reports should be emailed monthly.		
	Quantity: <u>10160</u> UOM: <u>EA</u>	Price: \$0.005	Total: \$50.80
25	Postcards for Second Mailing Stock		
	Quantity: <u>10108</u> UOM: <u>EA</u>	Price: \$0.013	Total: \$131.40
26	Mailing File Setup - Postcards		
	Quantity: <u>1</u> UOM: <u>EA</u>	Price: \$0.00	Total: \$0.00
27	Processing & Mailing for Postcards:		
	Includes: Data Quality checks, proofing, imaging, presort and mail processing.		
	Quantity: <u>10108</u> UOM: <u>EA</u>	Price: \$0.0543	Total: \$548.86
28	Postage - Postcards First Class estimate		
	Quantity: <u>10108</u> UOM: <u>EA</u>	Price: \$0.413	Total: \$4,174.60
29	Shipping: (Left-Overs to Assessor after Mailings Completed).		
	Quantity: <u>1</u> UOM: <u>EA</u>	Price: \$0.00	Total: \$0.00
30	END OF ASSESSMENT LIST PRINTING, PROCESSING & MAILING		
31	REAL ESTATE VALUE CHANGE NOTICES (2026)		
32	National Change of Address (NCOA) File Setup		
	Includes: Data, file setup, and reports.		
	Reports should be emailed monthly.		
	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: \$0.005	Total: \$162.50
33	(8.5x11) Value Change Notice White 2/1		
	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: \$0.04	Total: \$1,300.00
34	Value Change Notice PDF Duplicates		
	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: \$0.00	Total: \$0.00
35	Typesetting: Minor Changes to Value Change Notices		
	Quantity: <u>1</u> UOM: <u>EA</u>	Price: \$0.00	Total: \$0.00

36	#10 Special Window Envelopes - Outgoing - First Class	Quantity: <u>30875</u> UOM: <u>EA</u>	Price: <u>\$0.0359</u>	Total: <u>\$1,108.41</u>
37	Outgoing Window envelopes (9x12)	Quantity: <u>115</u> UOM: <u>EA</u>	Price: <u>\$0.45</u>	Total: <u>\$51.75</u>
38	Mailing File Setup	Quantity: <u>1</u> UOM: <u>EA</u>	Price: <u>\$0.00</u>	Total: <u>\$0.00</u>
39	Processing & Mailing for Value Change Notices	Include: Data Quality Checks, Proofing Imaging, Presort & Mailing Processing		
		Quantity: <u>32500</u> UOM: <u>EA</u>	Price: <u>\$0.0588</u>	Total: <u>\$1,911.00</u>
40	Post mailing address updates	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: <u>\$0.00</u>	Total: <u>\$0.00</u>
41	Mail Trace (Post mail tracking)	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: <u>\$0.00</u>	Total: <u>\$0.00</u>
42	Postage - Value Change Notice in #10 envelopes	Postage will be paid on actual USPS prices.		
		Quantity: <u>30875</u> UOM: <u>EA</u>	Price: <u>\$0.584</u>	Total: <u>\$18,031.00</u>
	Item Notes: Postage will be paid on actual USPS prices.			
43	Postage - Value Change Notice in large envelopes	Quantity: <u>115</u> UOM: <u>EA</u>	Price: <u>\$1.90</u>	Total: <u>\$218.50</u>
44	Shipping: (From Printing Plant to Mailing Center - All lists and envelopes).	Quantity: <u>32500</u> UOM: <u>EA</u>	Price: <u>\$0.00</u>	Total: <u>\$0.00</u>
45	END OF REAL ESTATE VALUE CHANGE NOTICES (2026)			

Response Total: \$59,805.17