2025-10 Addendum 2
OneSource
One2One Communications, LLC
Supplier Response

Event Information

Number: 2025-10 Addendum 2
Title: PROCESS, PRINT AND MAIL TAX BILLS AND SB190 STATEMENTS FOR THE COLLECTOR'S OFFICE
Type: Invitation to Bid
Issue Date: 8/11/2025
Deadline: 8/25/2025 09:00 AM (CT)
Notes:

ADDENDUM TWO
8/20/25

Q6: You state 46,000 #9 and #10 envelopes and also 46,000 forms. But we include more than one form into an envelope. If the total for envelopes is 46,000, what is the total forms? Your website has 35,518 parcels and 40,104 PP accounts, that is about 75,600 forms?
A6: The real estate and personal taxes should be comingled and mailed together. That is why there is not so many to be mailed out.

Q7: Can a final printed sample of the front of the tax statement be provided? It states its in Color but the statement provided does not have the content. Thank you!
A7: What was sent is the header only in color. The software company

that we use will send the data for you to print on your paper and it will all be in black and white.
All else remains the same.

END OF ADDENDUM TWO

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ADDENDUM ONE
8/15/25

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.
Q1: Can samples of the envelopes and tax statement be scanned and provided?
A1: See attached Exhibits.
Exhibit A – Insert (SB 190), cut three times on heavier paper and colored paper.
Exhibit B – Envelope #9 and #10 Example
Exhibit C – Front page of the tax statement, in color printing.
Perforated at the bottom to be torn off and mailed back in with #9 envelope.
Exhibit D – Backside of the information sheet of the tax statement.
Exhibit E – Insert (Informational), cut three times on heavier paper and colored paper.

Q2: Will County take bids for printing only? Mailing to come from another vendor?
A2: We prefer printing, processing, postage, and mailing all in one location as it is less likely for errors.

Q3: In Line Items #5, you ask for pricing to include forms and envelopes, but you asked for envelope pricing in #3 and #4.
What do you want included in pricing in #5?
A3: Line #5 is just for the printing of the Real and Personal Property Tax Forms.

Q4: In Line Items #5 it says "Tax bills will be printed on 8.5 x 11 paper with designated perforation." Is that plain paper
or a pre-printed form? If pre-printed form, where do we put the pricing?
A4: Pre-printed.

Q5: I do not see anything regarding a quote for postage. Was that intentional?
A5: Please see additional line #15 and #16 for postage.

All else remains the same.

END OF ADDENDUM ONE

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Christian County invites qualified vendors to submit responses for the ITB #2025-10 Process, Print and Mail Tax Bills 2025 in accordance with the requirements stated herein.

BACKGROUND:
This bid is for the Collector's Office. This is to process, print and mail out tax bills (real and personal property tax bills) on behalf of Christian County. Please keep in mind that the following volumes are estimates at this time. More specific numbers will not be available prior to the bidding of this job.

The successful Contractor must demonstrate to the satisfaction of the Collector 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.

In mid to late October, the vendor will receive the information from our software vendor. You will need to process this information to re-format for laser printed tax bills.

QUESTIONS:
Questions should be submitted online through the Christian County Electronic Bidding portal before **9:00 a.m. August 20, 2025.**

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

Bids are due before **9:00 a.m. August 25, 2025.**. 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**.
Note: Quantities are best estimates. Please note that the awarded bidder will bill Christian County Collector'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:
Attach a sample of the forms from previous projects to the **RESPONSE TAB. This is the only way the Collector can review your work. Failure to do so may result in disqualification.**

Note: The County Collector 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

OneSource Information

Contact:	Miguel Martinez
Address:	900 Asbury Dr Buffalo Grove, IL 60089
Phone:	(630) 364-5963
Email:	mike.martinez@onlyonesource.com
Web Address:	www.onlyonesource.com

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

Miguel Martinez	mike.martinez@onlyonesource.com
Signature	*Email*

Submitted at 8/19/2025 01:50:08 PM (CT)

Requested Attachments

DECLARATION PAGE MUST BE UPLOADED HERE — Proposal Final.pdf

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

SAMPLE FORMS — 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 — Proposal Final.pdf

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

E-VERIFY AFFIDAVIT OF COMPLIANCE AND MOU FORM — Proposal Final.pdf

Upload your affidavit with the MOU.

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 agree with the attached Christian County Terms and Conditions and will not deviate from them. By indicating Yes in this box, no exceptions are taken to our terms and conditions. By indicating No in this box, you are taking exception to the Christian County Terms and Conditions. Yes, I have read and agree to the T&C's.

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 Collector 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 four years, doing similar scope and size jobs. Please include the qualifications you have that are relevant to fulfilling 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 that you have completed in the past three years.
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. Provide the project manager's name and contact information. **List projects** you have completed in the past three years, **of similar scope and size**, that make you qualified for this project. This includes projects of mass mailings with the US Postal Service. Include what **qualifications**, **technical competence**, and **experience your compan**y (staff) has gained in the last three years that prove you can take on this project. Include the 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. Denver Water / Woonsocket / Lewiston See Attached Reference list for more projects
6	**BIDDER SPECIFICATIONS** **BIDDER SPECIFICATIONS** Please note that exceptions to our specifications may result in a nonaward.

7	**Form Printing Specifications** **Personal and Personal Property Tax Lists and Senate Bill 190 Forms:** Size: 8.5" x 11 Paper: 20# OCR Bright White. Must be compatible with U.S. Postal Service reading and sorting equipment. Inks: Face Color: Black **Envelopes:** • Outgoing #10 Custom Double Window Envelope with clear poly window patch. • Custom Reply #9 Return Window Envelope.
8	**Quality** **No material received by the Collector pursuant to the contract shall be deemed accepted until the Collector has had a reasonable opportunity to inspect said material.** All material that is discovered to be defective or that 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 Collector arising from the Collector's receipt of defective goods shall not exclude any other legal, equitable, or contractual remedies the Collector or the County may have therefore.
9	**Artwork** Composition costs, including costs for multiple revisions, will be included.
10	**Design Consultation/Time Line/Proofs** **DESIGN CONSULTATION:** Your bid will include a minimum of 4 hours on-site consultation with the Collector and/or his representative(s) to work out details of your proposed design for the Collector's List. 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:** Copies of the forms, Real and Personal forms, will be submitted to the Collector for approval no later than twenty days after notification of awarding the bid. The statements must be ready to mail by the last of October, first of November timeframe.
11	**Documentation** Items below are preferred, but not required. U.S. Postal Service statements substantiating that the mailings were submitted and processed on the required dates will be provided to the Collector within 5 working days after the mailing date. **Imaging of Variable Information (Addressing, etc.):** The Collector will provide successful Contractor with data files containing taxpayer names, addresses, taxpayer ID numbers and other information to be printed on the Lists. **Data File Integrity:** Supplier will guarantee the integrity of all taxpayer records and assume responsibility for printing all related data. Supplier will demonstrate to the satisfaction of the Collector 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 Collector.

Bar Coding of Taxpayer ID 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 Collector.

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 Collector 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 Collector 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 Collector.
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. Contractor 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. Contractor will be responsible for all transactions with the U.S. Postal Service including remitting payment for postage and purchasing all permits required for mailings. Contractor 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.

12 **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.

13 **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.

14 **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 Collector will have the final say whether the forms each bidder provides are acceptable.

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

15	**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.
16	**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.
17	**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.** N/A
18	**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). Attached is the E-Verify form.
19	**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.

20	**Terms and Conditions** View under ATTACHMENTS TAB.

21	**Insurance Requirements** View under ATTACHMENTS TAB.

22	**Invoices** Invoices will be submitted to the **Christian County Collector's Office, 100 W. Church Street, Room 101, 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. Referencing the bid, please provide a detailed itemization of your costs on the 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.

23	**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 Collector 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 Collector 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.
24	**Conflict of Interest Questionnaire** Does this vendor have conflict of interest with Christian County? No
25	**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
26	**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
27	**Three References Required** Please enter three references below that you have worked for in the **past three year**s 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.

28	**Reference #1** Company Name: Contact Name: Address City State Zip: Business Phone Business: Email: Name of Project: Denver Water details Attached to reference list
29	**Reference #2** Company Name: Contact Name: Address City State Zip: Business Phone Business: Email: Name of Project: Boston Water & Sewer Attached to reference list
30	**Reference #3** Company Name: Contact Name: Address City State Zip: Business Phone Business: Email: Name of Project: City of Longmont Attached to reference list
31	**Renewals** This contract shall be valid until the project is completed for the Collectors Printing, Processing & Mailing for year one of the contract. Christian County will have the **sole option** to extend the agreement for an additional three (3) one (1) year terms. 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 the time of mailings.
32	**Renewal #1 Enter Maximum Increase Not to Exceed Percentage** First Renewal Period: Maximum Increase Not-to-Exceed__________%. Note: The renewal percentage excludes postage. Postage will be paid at the actual prices in effect at the time of mailings or less, if the vendor receives discount pricing. Justification will be requested for any increase. 0.03%

33 **Renewal #2 Enter Maximum Increase Not to Exceed Percentage**

Second Renewal Period: Maximum Increase Not-to-Exceed__________%.

Note: The renewal percentage excludes postage. Postage will be paid at the actual prices in effect at the time of mailings or less, if the vendor receives discount pricing.

Justification will be requested for any increase.

0.03%

34 **Renewal #3 Enter Maximum Increase Not to Exceed Percentage**

Third Renewal Period: Maximum Increase Not-to-Exceed__________%.

Note: The renewal percentage excludes postage. Postage will be paid at the actual prices in effect at the time of mailings or less, if the vendor receives discount pricing.

Justification will be requested for any increase.

0.03%

35 **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_________

Yes

36 **ADDENDUM ONE**

I reviewed Addendum One information issued on 8/15/25.

☑ Yes I have read Addendum One

Bid Lines

1 **COLLECTOR'S OFFICE PROCESS, PRINT, & MAILING OF TAX BILLS AND SB190 STATEMENTS.**

2 **TAX BILLS STATEMENT**

3 #9 Special Window Envelopes - Reply

Quantity: 46000 UOM: EA Price: $0.019 Total: $874.00

Item Notes: Tax Bills

4 #10 Special Double Window Envelopes - Outgoing - First Class

Quantity: 46000 UOM: EA Price: $0.025 Total: $1,150.00

Item Notes: Tax Bills

5 **Printing Real and Personal Property Tax Form estimates** :

Quantity: 46000 UOM: EA Price: $0.125 Total: $5,750.00

Item Notes: In mid to late October, the vendor will receive the information from our software vendor, Ulrich Software Incorporated.

The tax bills will be printed on 8 1/2" X 11" paper with a designated perforation.

The bills will need to have a minimum 5-digit for greatest depth of sort, Intelligent Mail Bar Code, NCOA, and One Code ACS compliance.

We will require a report of all address changes that are made to both Real Estate and Personal Property Accounts so we can update our files.

Real Estate and Personal Property Tax bills will be inserted into #10 window envelopes along with a #9 return envelope and mailed.

Quoted prices should include all forms, mailing envelopes, return envelopes, and services required to process the mailing of the completed tax bills.

Service provider must be able to electronically match **like** names/addresses across separate files to facilitate collation and mailing of multiple bills (Real Estate and Personal Property) in a single outgoing mail piece to reduce postage expenditures.

Service provider must be able to insert additional sheets on a conditional basis, such as an informational brochure.

6 Design and Typesetting

Quantity: 1 UOM: EA Price: $0.00 Total: $0.00

7 Processing and Mailing - **Real and Personal Property Tax Form**

Quantity: 46000 UOM: EA Price: $0.00 Total: $0.00

Item Notes: Includes: Processing Services: Image, Fold, Presort & Mail.
Again, we are estimating the number.

8 Shipping:
(From Printing Plant to Mailing Center - All lists and envelopes).

Quantity: 46000 UOM: EA Price: $0.00 Total: $0.00

9 **SENATE BILL 190 STATEMENT**

10	#9 Special Window Envelopes - Reply Quantity: 7000 UOM: EA Price: $0.019 Total: $133.00 Item Notes: SB 190
11	#10 Special Window Envelopes - Outgoing - First Class Quantity: 7000 UOM: EA Price: $0.025 Total: $175.00 Item Notes: SB 190
12	Printing SB 190 Form estimates : Quantity: 7000 UOM: EA Price: $0.125 Total: $875.00
13	Processing and Mailing - SB 190 Forms Quantity: 7000 UOM: EA Price: $0.00 Total: $0.00 Item Notes: Includes: Processing Services: Image, Fold, Presort & Mail. Again, we are estimating the number.
14	Shipping: (From Printing Plant to Mailing Center - All lists and envelopes). Quantity: 7000 UOM: EA Price: $0.00 Total: $0.00 Item Notes: SB 190
15	POSTAGE FOR MAILING REAL AND PERSONAL PROPERTY TAX FORMS AS STATED IN THIS BID. Quantity: 1 UOM: ESTIMATED Price: $0.545 Total: $0.55
16	POSTAGE FOR MAILING SB 190 FORMS AS STATED IN THIS BID. Quantity: 1 UOM: ESTIMATED Price: $0.545 Total: $0.55

Response Total: $8,958.10