

Christian County Missouri Purchasing Bid Summary

Bid Information

Bid Creator Kim Hopkins Purchasing Manager
Email khopkins@christiancountymo.gov
Phone 417 (582) 4309
Fax

Bid Number 2025-10 Addendum 2
Title PROCESS, PRINT AND MAIL TAX BILLS
AND SB190 STATEMENTS FOR THE
COLLECTOR'S OFFICE

Bid Type ITB
Issue Date 8/11/2025 11:37 AM (CT)
Close Date 8/25/2025 09:00:00 AM (CT)

Contact Information

Address 202 West Elm Street

Ozark, MO 65721
Contact Kim Hopkins Purchasing Manager
Department Christian County Purchasing
Building
Floor/Room
Telephone 417 (582) 4309
Fax
Email khopkins@christiancountymo.gov

Ship to Information

Address

Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Invited Suppliers (83)

Supplier Name	Contact Name	City, State	Invitation Email	Invite Type
11400 LLC	Lisa Wick	Lancaster, PA	lwick@11400llc.com	Auto
A&JPrinting (Eakins Press)	Greg Gaisford	Nixa, MO	ggaisford@aandjprinting.com	Auto
A6 Scientific Corp.	Zhiyuan He	HOUSTON, TX	a6scientific@gmail.com	Auto
Admiral Express	Tyler Yoak	Broken Arrow, OK	tyler@admiralexpress.com	Auto
All-Comm Technologies		Springfield, MO	abeavers@allcommtech.com	Auto
ALTEC Solutions Group, Inc	Michael Van Matre	Springfield, MO	Michael@AltecUSA.com	Auto
American Business Systems Co	Byron Pearson	Springfield, MO	byronpearson@ambussys.com	Auto
Archie Supply LLC	Kourtnei Parrett	Greensboro, NC	brent@archieservices.com; bids@archiesupply.com	Auto
ASIMER TECH LLC	Muhammad Umer	Austin, TX	contact@asimertech.com	Auto
Balance Public Relations and Strategic Solutions Inc		Shafter, CA	jbrownes82@gmail.com	Auto
Bernstein Lash Marketing, LLC (Bernstein Lash Marketing)	Sandy DeAntonio	Charleston, SC	sdeantonio@bernsteinlash.com	Auto
Big Bear Shredding, LLC		Springfield, MO	Luke@BigBearShredding.com; service@bigbearshredding.com	Auto
Blackridge Research & consulting	Venkatesh Siva	Peoria, IL	venkatesh@blackridgeresearch.com	Auto
Blink Marketing Inc		Cleveland, OH	bids@blinksigns.zohodesk.com; fatima@blinkswag.com	Auto
Blue Jay Contracting INC	Harry James	New york, NY	Harry@bluejaytraders.com	Auto
Centerline Supply	Shane Richmond	Grand Prairie, TX	sales@clsusa.com	Auto
CivicEdge Supplies	Michael Trio	Kansas City, MO	sales@triopaintitright.com	Auto
Concourse Tech Inc.	Thomas Smyth	New York, NY	sales@concoursetech.com	Auto
CPI Technologies (Copy Products, Inc.)	Rob Kassing	Springfield, MO	RKASSING@CPITEC.COM; ecrane@cpitec.com	Auto
Custom Earth Promos	Jill	Delray Beach, FL	jill@customearthpromos.com	Auto
Dahill Office Technology Corporation dba Xerox Business Solutions Southwest (Dahill Office Technology Corporation)	Cindy Munson	San Antonio, TX	XBSRFPTEAM@XEROX.COM; Mark.Hitt@xerox.com	Auto
Data Forms, Inc	Patrick Carney	Springfield, MO	patrick@dfmail.com	Auto
Data Integrators, Inc	Robert Denton	Fredericksburg, VA	bdenton@dataintegrators.com	Auto
Dream Ranch Office Supplies (Dream Ranch LLC)	Sheri DeWet	Krum, TX	sheri@dreamranchtx.com	Auto
EDC Print, Promo & Fulfillment (Fulfillment Services LLC)	Tommy Ayers	Springfield, MO	tommya@executiveprintpromo.com	Auto
Edokia Bookstore	Francois Wilson	Bronx, NY	storeedokia@gmail.com	Auto
Edward J Rice Company, Inc.	Chris Rice	Springfield, MO	customerservice@ejrice.com	Auto
Elkins-Swyers Printing Company, Inc.	Cory Nibert	Springfield, MO	cnibert@elkins-swyers.com	Auto
Empire Digital Signs	Wayne Didas	Rochester, NY		Auto
General Printing		Columbia, MO	gpoffice@general-printing.com	Auto
GOOGOZ.COM, INC.	Ahmad Jameel	Walnut Creek, CA	ahmad@googoz.com	Auto
HD Supply	Barry Nelson	Atlanta, GA	Barry.Nelson@HDSupply.com	Auto
Herff Jones, LLC		Indianapolis, IN	rpf@herffjones.com	Auto

Indiana Printing and Publishing Company, Inc.	Michael J. Donnelly	Indiana, PA	MDonnelly@gazetteprinters.com	Auto
Individual (Candice Mangum)	Candice Mangum	Raymore, MO	cmangum@live.com	Auto
Input Technology Inc.	Sam Farinella	St. Louis, MO	sam.farinella@inptech.com	Auto
Interboro Packaging Corp.	abraham jeremias	montgomery, NY	bids@interboropackaging.com	Auto
K12savings (Textbook Brokers Inc)	Dalton Williams	Sparta, MO	dwilliams@k12savings.com; arodriguez@k12savings.com	Auto
Kims Testing Service		Ozark, MO	khopkins@christiancountymmo.gov	Auto
Lakeshore Learning Materials, LLC (Lakeshore Parent, LLC)	Eunice Peterson	Carson, CA	biddept@lakeshorelearning.com	Auto
LaserEquipment Springfield (LaserEquip LLC)	Heather Jones	Springfield, MO	hjones@laserequip.com	Auto
LD Products, Inc.	Diana Athey	Signal Hill, CA	dathey@linkimaging.com	Auto
Marketplace Printing and Design (Goessmann)	Shelly Eib Goessmann	Ozark, MO	shelly@marketplaceozark.com	Auto
Office Depot (ODP Business Solutions)	Mike Johnson	Lake St Louis, MO		Auto
Office Essentials, Inc.	Shawn Menke	St. Louis, MO	bschuette@offess.com; bwoolworth@offess.com; dwhill@offess.com; gfiordelisi@offess.com; kfrazier@offess.com; kherr@offess.com; pmuench@offess.com; smenke@offess.com	Auto
OmniPre Connect LLC	Modeleine Georgeon-Etienne	North Easton, MA	Info@omniprehealthcarestaffing.com	Auto
Oppenheimer	Chris Collier	St. Louis, MO		Auto
Ozark Mailing Service	Mark Samuels	Springfield, MO	msamuels@ozarkmailing.com	Auto
Ozarks Community College	Jeff Warner	Springfield, MO	Printshop@otc.edu	Auto
Paladin Managed Solutions	Brian Peltier	Springfield, MO	bpeltier@paladinmanaged.com	Auto
Parts on a Dime	James Metzger	Grove, OK		Auto
PENS N THINGZ	JENNISE ELDER	Royston, GA	customerservice@pensnthingz.com	Auto
Pilot Wireless		Springfield, MO	emilie@pilotwireless.com	Auto
PLANET HOLDING INC	RAFAEL SMITH	Pembroke Pines, FL		Auto
Platte County		Kansas City, MO	wes.minder@co.platte.mo.us	Auto
Print Image Solutions, INC	Mike Whitman	Omaha, NE	jdavis@printimagesolutions.com; mwhitman@printimagesolutions.com; arogers@printimagesolutions.com	Auto
Prolocks LLC	Ibrahim Shehadeh	Haltom City, TX		Auto
Promo Solutions		Frisco, TX		Auto
Pwxpress		Jacksonville, FL		Auto
QuestMark Information Management, Inc.	Beth Ludeke	Houston, TX	purchasing@questmark.com	Auto
Quill LLC (Staples INC)	Sarah Lindberg	Lincolnshire, IL	bid@quill.com	Auto
Ricoh USA Inc.	William A Furney	Exaton, PA	william.furney@ricoh-usa.com	Auto
RT Solutuions Group	Eric Smith	Fort Worth, TX	admin@rtsolutionsgrp.com	Auto
School Outfitters		Cincinnati, OH	contracts@schooloutfitters.com	Auto
School Specialty LLC		Greenville, WI	bidnotices@schoolspecialty.com	Auto
Show Me Supplies (ElleBeck Investments, LLC)	John Patterson	Oronogo, MO	bids@showmesupplies.com	Auto
Smart Keyboard Solutions (LorLor Enterprises Corporation)	David Williams	Mesa, AZ	info@smartkeyboardsolutions.com	Auto
SMITH PAPER AND JANITOR SUPPLY	DAVID BECK	ELDON, MO	DAVID@SMITHPAPER.COM	Auto
Southwest Binding & Laminating (Southwest Plastic Binding Company)	Gary Rasmussen	Maryland Heights, MO		Auto
Springfield Blue Print & Photo Copy Co., Inc.	Chuck McCann	Springfield, MO	tricia.dueing@swbindinglaminating.com cmccann@spfdbblue.com; trogers@spfdbblue.com	Auto
Staples Contract & Commercial	Blake Goldsmith	Framingham, MA	sledbiddesk@staples.com; kevin.barrett@staples.com; lisa.galanter@staples.com	Auto
Stellar Services, LLC		Stoughton, WI	scoppage@stellar-services.net	Auto
SumnerOne	Brian Pearman	Springfield, MO	bwamsher@sumnerone.com; bpearman@sumnerone.com	Auto
Superior Blessings LLC	Angelica Yager	Columbia, MO	ayager@superiorblessings.com	Auto
Technology International, Inc.	Rifat Habib	Lake Mary, FL	tii@tii-usa.com	Auto
TES Speaks & Associates LLC		Atlanta, GA	info@tesspeaks.com	Auto
The Tree House, Inc.		Norwood, MA	djirizz@aol.com	Auto

vCloud Tech Inc	Muhammad Khan	Rolling Hills Estates, CA	vcloud@vcloudtech.com; contracts@vcloudtech.com; nadiakhan@vcloudnext.com; nwagner@vcloudtech.com; vcloud@vcloudnext.com	Auto
Vestis Group, LLC (f/k/a Aramark Uniform & Career Apparel Group, LLC.) (Vestis Group, INC (f/k/a Aramark Uniform & Career Apparel Group, Inc.))		Salem, VA	diane.macmillan@vestis.com; simon.warren@vestis.com	Auto
VETERAN LEGACY LLC	John Martin	chantilly, VA	info@veteranlegacyllc.com	Auto
Vulcan Inc	David B Beviacqua	Foley, AL	vulcan3@vulcaninc.com	Auto
WELDON, WILLIAMS & LICK, INC.	Kelsey Goswick	FORT SMITH, AR		Auto
WISECOM TECHNOLOGIES Inc.	Jeff Peter	Lanham, MD	Jeff@wisecomtech.com	Auto

External Invitations (0)

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

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

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.

Bid Activities

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	DECLARATION PAGE Rev. 1.pdf	DECLARATION PAGE
Header	2025 CC BIDDERS RESPONSIBILITIES & TERMS AND CONDITIONS.pdf	2025 Christian County Bidders Responsibilities & Terms and Conditions.
Header	CC Insurance Requirements rev 042125.pdf	Christian County Insurance Requirements
Header	E-Verify Affidavit of Compliance for Christian County form.pdf	E-Verify Affidavit of Compliance

Header	Sample - E-Verify Affidavit and MOU Example for Christian County.docx	E-Verify Affidavit and MOU Example
Header	EXHIBIT A - SB190 STATEMENT INSERT.pdf	EXHIBIT A - SB190 STATEMENT INSERT
Header	EXHIBIT B - ENVELOPE EXAMPLES.pdf	EXHIBIT B - ENVELOPE EXAMPLES
Header	EXHIBIT C - FRONT PAGE OF TAX STATEMENT.pdf	EXHIBIT C - FRONT PAGE OF TAX STATEMENT
Header	EXHIBIT D - BACK PAGE OF TAX STATEMENT.pdf	EXHIBIT D - BACK PAGE OF TAX STATEMENT
Header	EXHIBIT E - INFORMATIONAL INSERT.pdf	EXHIBIT E - INFORMATIONAL INSERT

Bid Attachments Requested

The following attachments are requested with this opportunity

#	Required	Specified Attachment
1	YES	DECLARATION PAGE MUST BE UPLOADED HERE : Upload your signed declaration page here. You will print the page from the ATTACHMENTS TAB.
2	YES	SAMPLE FORMS : 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.
3	YES	BUSINESS PROPERTY TAX RECEIPT : Contractor must provide a copy of their company's paid personal property tax receipt.
4	NO	E-VERIFY AFFIDAVIT OF COMPLIANCE AND MOU FORM : Upload your affidavit with the MOU.

Bid Attributes

#	Name	Note	Response
1	Christian County Terms and Conditions	Please download and thoroughly review the Christian County Bidder Requirements Terms and Conditions and acknowledge your acceptance below. Valid Responses: Yes	Required
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. Valid Responses: Yes, I have read and agree to the T&C's., No, I do not agree to the T&C's.	Required

- 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). Required

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.

4 BIDDER REQUIREMENTS

Display

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:

Required

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 company (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.

6	BIDDER SPECIFICATIONS	BIDDER SPECIFICATIONS	Display
		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.	Display
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.	Display
9	Artwork	Composition costs, including costs for multiple revisions, will be included.	Display
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.	Display

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. Valid Responses: I've attached Declaration page to RESPONSE TAB.	Required
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.	Display
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. Valid Responses: I've attached my Samples to the RESPONSE TAB.	Required
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.	Display

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.	Display
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.	Required
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.	Display
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. Valid Responses: I've attached this response to the RESPONSE TAB.	Required
20	Terms and Conditions	View under ATTACHMENTS TAB.	Display
21	Insurance Requirements	View under ATTACHMENTS TAB.	Display

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) Display 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? Required
Valid Responses: No, Yes

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. Required
If no conflict exists, enter 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). Required

27 Three References Required

Please enter three references below that you have worked for in the past three 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. Display

Note: Christian County reserves the right to request

additional references.

28 Reference #1

Required

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

Name of Project:

29 Reference #2

Required

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

Name of Project:

30 Reference #3

Required

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

Name of Project:

31 Renewals

Display

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 _____ %.

Required

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.

33 Renewal #2 Enter Maximum Increase Not to Exceed Percentage Second Renewal Period: Maximum Increase Not-to-Exceed_____%. Required

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.

34 Renewal #3 Enter Maximum Increase Not to Exceed Percentage Third Renewal Period: Maximum Increase Not-to-Exceed_____%. Required

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.

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. Required

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

Yes_____ No_____

Valid Responses: Yes, No

36 ADDENDUM ONE I reviewed Addendum One information issued on 8/15/25. Required

Valid Responses: Yes I have read Addendum One

Line Items

#	Qty	UOM	Description	Response
1		EA	COLLECTOR'S OFFICE PROCESS, PRINT, & MAILING OF TAX BILLS AND SB190 STATEMENTS.	Price
2		EA	TAX BILLS STATEMENT	Price
3	46000	EA	#9 Special Window Envelopes - Reply	Price (Required)
4	46000	EA	#10 Special Double Window Envelopes - Outgoing - First Class	Price (Required)
5	46000	EA	Printing Real and Personal Property Tax Form estimates :	Price (Required)
6	1	EA	Design and Typesetting	Price (Required)
7	46000	EA	Processing and Mailing - Real and Personal Property Tax Form	Price (Required)

8	46000	EA	Shipping: (From Printing Plant to Mailing Center - All lists and envelopes).	Price (Required)
9		EA	SENATE BILL 190 STATEMENT	Price
10	7000	EA	#9 Special Window Envelopes - Reply	Price (Required)
11	7000	EA	#10 Special Window Envelopes - Outgoing - First Class	Price (Required)
12	7000	EA	Printing SB 190 Form estimates :	Price (Required)
13	7000	EA	Processing and Mailing - SB 190 Forms	Price (Required)
14	7000	EA	Shipping: (From Printing Plant to Mailing Center - All lists and envelopes).	Price (Required)
15	1		POSTAGE FOR MAILING REAL AND PERSONAL PROPERTY TAX FORMS AS ESTIMATED STATED IN THIS BID.	Price (Required)
16	1		POSTAGE FOR MAILING SB 190 FORMS AS STATED IN THIS BID. ESTIMATED	Price (Required)