

Title and Summary

Request for Proposal No: FY14-0620
Request for Proposal Title: Assessment Notices Printing and Mailing
Invitation to Bid Publication: As follows:
06/06/2014 <http://www.orangeburgcounty.org/>
06/06/2014 Bulletin board, Basement Fl. Admin. Centre

Invitation Composition: Request for Proposal No. (FY14-0620)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work: Sub-parts
Deliverables
- Vendor Qualifications and Information
- Evaluation Factors
- Certified Proposal Bid Sheet
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgement

Invitation Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
 - (Basement Floor , Procurement Office)

Contracting Entity: Orangeburg County, South Carolina (“Owner”)
A political subdivision of the State of South Carolina

Procurement Coordinator: Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. (“Administrative Center”)
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Additional Contact: Project Manager, Jim Mclean, Tax Assessor, (803) 533-6148 or jmclean@orangeburgcounty.org
- Questions: If vendors have questions, same shall be Directed to Procurement Director
Mode of Communication via e-mail only- jshuler@orangeburgcounty.org
No later than (June 13, 2014) by 10:00 A.M.

Proposals:

- Submission Composition: Each submitted proposer is required to be composed of the following, including fully completed and executed forms:
 - Code and Articles Acknowledgment
 - Certified Proposal Bid Sheet
 - Acknowledgement of Deliverables
 - Addendum Acknowledgment
 - Vendor's Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)
- Submission Deadline: Friday, June 20, 2014 2:00 P.M.
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S.C.
- Opening Time: 2:00 P.M. Friday, June 20, 2014
- Opening Location: (Procurement Office, 1437 Amelia Street, Orangeburg, S. C. (only names of proposers read aloud))

Special Conditions

Intent/Award/Contract:

The intent to award, award, and the contract regarding (To be completed) is subject to the following special conditions:

- Only as stated in the documents that compose the Request for Proposal

Code and Articles

Request for Proposal FY14-0620 Assessment Notices Printing and Mailing

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Overview-

In accordance with state statute, Orangeburg County is required to reappraise/reassess the county every 5 years. Formal notification of the reappraisal program is via mailing a Notice of Classification, Appraisal & Assessment to each Orangeburg County property owner as listed in the Assessor's database. The notice must contain information such as tax parcel number, tax district, owner of record, mailing address, legal description, acreage or number of lots, market value, taxable value, total assessed value and information regarding the appeal procedure. The Orangeburg County Assessor intends to mail notices on September 15, 2014. Questions concerning your bid documents submittals must be addressed to Jannella Shuler, Procurement Director by calling 803-533-6121 or email to jshuler@orangeburgcounty.org.

Scope of Work and

The successful vendor shall be totally responsible for:

1. Providing all required forms including complete information as shown on sample(s) provided. The information and data to be inserted into the appropriate place and onto the front side of the Notice of Classification, Appraisal & Assessment form shall be supplied in digital format, as required, by the Assessor's office.
2. Providing all custom window envelopes with required information as shown on sample provided.
3. Providing all labor to stuff envelopes in completed form ready for mailing.
4. Sorting envelopes by Zip Code plus the four digit ZIP CODE extension prior to delivering mailing to Post Office.
5. Applying proper postage amount to envelopes prior to delivery to Post Office (***postage costs to be included in quote but itemized***).
6. Delivering mass mailing to Post Office and obtaining proper receipts as evidence of date mailed by the Assessor. Original receipts must be delivered to the Orangeburg County Assessor.
7. Meeting all required dates through the coordination with the Orangeburg County Assessor's and IT offices.
8. Any other requirements not specifically addressed in order to meet all goals and accomplish the project.
9. Estimated count of 65,700 mailing units of which 51,800 are unique owners and 13,900 are estimated to be identical owners.

Samples of all forms must be submitted to the Orangeburg County Assessor before production commences.

10. The Notice of Classification, Appraisal & Assessment shall be on 8 1/2 x 11-20 # paper. This form front page is provided in PDF. The back of the form is provided in Microsoft Word format

(a sample draft, is included with this quote). The form is subject to change with the final draft given to the awarded Vendor

11. The envelope shall be a window #10/Substance 24-business envelope.
12. The envelope return address shall include the Orangeburg County Assessor's Office name address. An additional line above and to the right of the window shall read "Important Property
13. Information Enclosed", font shall be red (Red 032C) Arial **14 Pt BOLD**. The envelope shall meet USPS requirements to include bar coding. A sample of the envelope is included in the quote package.
14. The Notice of Classification, Appraisal & Assessment form shall be printed in shades of gray as shown on the submitted sample. The data inserted on the notice shall be printed in black as shown on the sample (see addendum). The phrase "THIS IS NOT A TAX BILL" near the top right corner and the phrase "(NOT TAXES)" in the center-right of the page shall be in printed in red (Red 032C).
15. The Notice of Classification, Appraisal & Assessment shall be perforated as shown on the sample.
16. The information and data to be inserted into the appropriate place and onto the front side of the Notice of Classification, Appraisal & Assessment shall be supplied as a data dump as required by the Assessor's office. The data format is provided in either *.pdf* or *.txt* file formats. This information will be provided to the successful Vendor by September 1, 2014 for the mailing date September 15, 2014.
17. The Assessor's Office has a contract with Experian for CASS and NCOA address correction. All addresses will be passed through the Experian software by the Assessor's Office. A Form 3533 will be provided with the data. Alteration to name and address will not be allowed.
18. The information inserted on the Notice of Classification, Appraisal & Assessment shall be in black ink.

See Sample of Assessment Notice (front) will be posted as an Addendum.

Disclaimer and Intended Use

The information provided has been prepared by the Orangeburg County Assessor's office. The intended use of the information is exclusively for property tax purposes for the County of Orangeburg, South Carolina. Any use of the information by any other person or entity or any reliance on decisions based on the information herein are the sole responsibility of the unintended user. The Family Privacy and Protect Act of 2002 prohibit the use of public records for commercial solicitation directed

Deliverables

RFP No. FY14-0620 Assessment Notices Printing and Mailing

To be considered properly submitted, a submitting vendor shall deliver one original and two (2) copies of its proposal and the proposal shall contain the following:

If a person or entity other than vendor's personnel will assist vendor in the delivery of the services being procured, vendor must identify said person(s) or entities (the "Subcontractors"), detail how same will be involved with the delivery of services, and include a Company Information section for each Subcontractor.

- A list of all contract provisions vendor and/or Subcontractors require, but only if any of those provisions are different than those in Owner's Proposed Contract and Code

Proof of Adequate Insurance

Company Information:

General information, including the vendor's complete name, address, date of establishment, place of incorporation, an overview of the vendor and the primary business interest of the vendor.

- Experience and qualifications regarding services substantially similar to services being procured, including an organizational chart and biographic review and qualifications of all personnel to be involved in the provision of services being procured
- List of any entities located in South Carolina that currently receive substantially similar services from vendor

Deliverables (Con't)

Properly completed and signed forms in this solicitation package:

Code and Articles Acknowledgment
Certified Proposal Bid Sheet
Deliverables
Vendor Qualification and Information Responses
Certificate of No Exceptions
Vendor Qualification Responses
Certification of Preferences

Vendor Qualifications and Information

RFP FY14-0620 – Assessment Notices Printing and Mailing

Vendor shall provide with its proposal, the following which should be collated, fastened together and clearly labeled “Vendors’ Certification of Qualifications and Information for RFP No. FY 14-0620. At least two (2) copies.

1. Documentation of vendor’s general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFP.
2. Three client references
3. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
4. A statement that vendor is aware of and can meet the delivery schedule as stated (September 15, 2014)
5. A brief general history of the vendor.
6. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
7. Current Certificate of Liability Insurance, to include Worker’s Compensation.
8. Any current professional licensing as required by the State of S.C.

Evaluation Criteria

FY14-0620 Assessment Notices Printing and Mailing

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Deliverables/ Vendor Qualifications
2. Total cost to be incurred by the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certified Proposal Bid Sheet

Total Cost for Mailing/Printing \$ _____

- 1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY14-0620.
- 2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.
- 3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

_____ Signature of Vendor's Authorized Agent	_____ Date of Signature
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Title with Vendor of Vendor's Authorized Agent

Printed Name

Certification of No Exceptions

Request for Proposal No. FY14-0620

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ___ Yes ___ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:
___ Yes ___ No

Identification Of Excepted Vendor's

	Term	Description of vendor's substituted term	Vendor's Initials
Exception 1:	_____	_____	_____
Exception 2:	_____	_____	_____
Exception 3:	_____	_____	_____
Exception 4:	_____	_____	_____

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Proposal No. FY14-0620

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: Yes No

Preference 2. Vendor is a resident of Orangeburg County, SC: Yes No

Preference 3. Vendor is an MBE (Minority Business Enterprise): Yes No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title

Addendum Acknowledgement

Request for Proposal FY14-0620

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission.
Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission.
Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement.