

MOBILE COUNTY COMMISSION
205 Government Street 8TH Fl South
Mobile, Alabama 36644

BID INVITATION

NO.165-16

NOVEMBER 2, 2016

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on The following items:

COURTESY RENEWAL NOTICES FOR MOBILE COUNTY LICENSE COMMISSION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH JANUARY 31, 2020.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 251-574-8613, 205 Government St. 8th Fl. S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, etc. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall show proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. DECEMBER 7, _____ 2016.

ALL BIDS MUST BE SEALED, THE WORD "BID" THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ SEE ATTACHED LIST.

Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED
WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a copy of the electronically signed signature page of the company's Memorandum of Understanding is attached.

Date Signature Title



Company ID Number: 477783

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

Employer Mobile County Commission	
Connie Hudson Name (Please Type or Print)	Title
Electronically Signed Signature	12/21/2011 Date

Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed Signature	12/21/2011 Date

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	6th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	838001844

Date: _____

BID #165-16

COURTESY RENEWAL NOTICES FOR MOBILE COUNTY LICENSE COMMISSION:

Name of Company: _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone number () _____ Fax number () _____

Federal ID Number _____

Email Address _____

Company Web Address _____

BID PRICE

PRICE PER UNIT	\$

Nick Matranga
Mobile County License Commissioner
BID SPECIFICATIONS FOR
COURTESY RENEWAL NOTICES

The Mobile County License Commissioner's office is seeking bids from a qualified vendor for courtesy renewal notices for motor vehicles, boats, manufactured homes, and business licenses. This bid shall be for a period of three (3) years. Specifications must be checked by the Mobile County License Commissioner's office before order is entered. Finished proofs must be furnished along with samples of renewal notice; and approved before order is complete. Each bidder must submit bid as instructed by the Mobile County Commission. The Mobile County License Commission reserves all rights to accept and/or reject any or all components of this bid. The Mobile County License Commission reserves the right to monitor and evaluate all services provided herein and may, at its sole option, discontinue such services as best serves the interests of the Mobile County License Commission.

VENDORS SHALL BID ON THE FOLLOWING NOTICES FOR THE 2017 TAX YEAR

- Motor Vehicle, boat, manufactured homes courtesy renewal notices. Notices to be mailed in monthly batches as directed by the Mobile County License Commissioner's office. Business license courtesy renewal notices to be ready to mail by September 29th with a second notice to be mailed the following January as directed by the Mobile County License Commissioner's office.

SPECIFICATION NEEDS

I. Service Company Experience

1. The service company is required to have extensive experience in printing and mailing for motor vehicle, boat, manufactured home, and business license renewals.
2. The company must provide a dedicated primary and secondary contact each year throughout the initial set up, testing, and mailing phases. The contact should also follow up upon completion to ensure accuracy of work and customer satisfaction.
3. The company must have sufficient facilities to provide full backup should one facility be off-line and have a comprehensive disaster recovery plan in place.
4. Preference will be given to companies who are providing this same service to at least one other Alabama County, with familiarity of State law as to requirements for Renewal notices.
5. Company should be within 1 days driving distance (regionally) to allow for onsite visits by the License Commissioner's Office should the need for meetings or plant inspection arise.

6. The company should have a confidentiality policy of all records transmitted to it from the Mobile County License Commission's office. A secure FTP solution for transmission of data is required.
7. Extensive experience is required in printing and mailing bills and notices in volumes of up to 500,000 per month.
8. Data preparation, art preparation, printing, inserting, and mailing shall be done by one company with no sub-sourcing allowed.

II. Reminder specifications.

1. All forms must be printed on 8.5" X 11", 60# white stock with micro perforation when needed per form with various attachments based on license type. Vendor will need to be able to adjust the page quantity based on data provided by the county.
2. Printing, inserting, and mailing shall be done by one company with no sub-sourcing allowed.
3. Forms Design: Vendor shall make recommended changes to a form design as well as make form improvements at no cost to the county. Form approval required by designated county contact.
4. Form Specifications: All forms must be printed on 8.5 x 11, 60# white stock with micro perforation when needed per form. Vendor will need to be able to adjust the page quantity based on data provided by the county.

III. Electronic Data to Create Notices

1. Our data will be provided electronically via a ftp pipe delimited .txt file or an Ingenuity software flat file. This company must be capable of using this file to create all notices.
2. Company must have extensive experience in getting test files and data layouts that will be required for the setup of our notices.
3. The company must have secure hardware equipment and provide a detailed plan for information security and backup capability and record retention procedures.
4. With notice data being sent electronically, the company must be able to respond with a 24 hour turnaround on completion of the job. Completion meaning actual mailing of the notices.
5. Forms Analysis: Vendor must be able to merge database elements and variable data for Processing into a single form. Company must be capable of using files submitted by software vendor to create notices.

IV. Mailing of Notices

1. Company shall have current technology for postal automation and high speed processing systems to ensure that mail is sorted and run at the highest discounted rate allowed by the USPS. This will help us keep postage cost down.

2. Any additional equipment, technology or arrangements with the USPS which will enhance mailing speed will be a plus. Must also be able to provide tracking of notices through the USPS with user interface, via a web based dashboard with multiple reporting capabilities.

V. Fees Pricing

1. There should be a discount of no set up charges with an approval contract. With the understanding that there would be a limit on the discount based on hours required to complete our set up.
2. We require that there is no mark up in postage fees, which the actual cost is passed on.
3. Pricing should include the notice, outside envelope processing, #9 return on exemption notices printed in same color as notice, CASS certification, printing, collating, folding, inserting, preparation and delivery to USPS in automation stream.
4. Postage rates will be actual cost and we shall receive an immediate report after processing the all files that will give us a breakdown of the cost of postage for each run.
5. Contract should be for no more than 3 years initially.

VI. Additional Services Availability

1. Company should be capable of processing additional inserts with the reminder through the use of intelligent mail equipment.
2. Reporting shall be available on usage history should we require it to analyze our notices.
3. Must be able to provide PDF images of each notice for viewing, printing, emailing or archiving at the cost of no more than \$75.00 service and no more than \$0.01 per image.
4. Proofing: Proofs must be submitted to the Mobile County License Commission within 24 hours after data upload.
5. Company shall be capable of printing additional messaging for different customers depending on the need of documentation for that particular renewal.
6. Company must be compatible with Ingenuity Software developed by Ingenuity, Inc., 8137 Helena Road, Pelham, Alabama 35124.