

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
409 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

## REQUEST FOR BIDS

**RE:** Mailing Services for Approximately 200,000 Yearly Tax Statements for the Kanawha County Sheriff's Tax Office

**Date:** March 30, 2001

**Fiscal Year:** 2000-2001

**Ship To:** Kanawha County Sheriff's Tax Department  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

**Bid Opening:** Bids must be received on or before Monday, April 23, 2001, at 10:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P. O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO BIDDERS

**\* \* THIS FORM MUST BE THE COVER SHEET FOR YOUR BID\* \***

1. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
2. **Unsigned bids will not be accepted.**
3. **Show the time and date of bid opening on the outside of the envelope.**
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County.

Item No. Amount	Quantity	Description	
1	Approx. 200,000	Mailing Services for Approximately 200,000 Tax Statements Per Bid Specifications	\$
2	Approx.	Taxpayer Letter Insert (8.5 X 11) explaining new tax ticket	

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Total Bid Amount \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**SPECIFICATIONS**  
**COUNTY COMMISSION OF KANAWHA COUNTY**  
**CHARLESTON, WEST VIRGINIA**

**ITEM:** Mailing of Yearly Tax Statements for the Kanawha County Sheriff's Tax Department

**LOCATION:** Kanawha County Sheriff's Tax Department  
Property Tax Division  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

<b>CONTACT:</b> Jerie Whitehead Purchasing Director Kanawha County Commission P. O. Box 3627 Charleston, WV 25336 Telephone (304)357-0115	Michael Cook Kanawha County Sheriff's Tax Department 409 Virginia Street, East, Room 120 Charleston, WV 25301 Telephone (304)357-0210
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**BID  
OPENING:** Bids must be received on or before Monday, April 23, 2001., at 10:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P. O. Box 3627, Charleston, WV 25336)

**SPECIFICATIONS:**

1. Pickup approximately 200,000 tax statements from the Kanawha County Commission on June 28, 2001\_\_\_\_\_.
2. Fold and stuff approximately 200,000 tax statements and taxpayer letter into window envelopes (provided by Sheriff's Tax Office.)
3. Stuff multiple statements and taxpayer letter into envelopes for approximately 35,000 taxpayers who receive more than one tax ticket at the same address.
4. Barcode all statements and envelopes.
5. Deliver processed mail to Charleston Post Office on July 14, 2001.
6. Provide a report with the number of statements mailed, subdivided by postal rate amounts that they are mailed at.
7. Return all remaining material to Courthouse.

**TERMS & CONDITIONS:**

"No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid."

**Worker's Compensation and Unemployment Premiums:** Final payment of the contract will be withheld pending satisfactory certification from the Commissioner of Employment Security as to current status of vendor's Workers Compensation and Unemployment Security premiums.

Successful Bidder is to provide to the Owner proof of insurance and is responsible for obtaining all

necessary licenses and permits.

**Specifications**

**Mailing Services for the Kanawha County Sheriff's Tax Department**

**Page 2**

**Required Forms:** Vender shall complete and submit, or have on file with the County, a Vender Registration and Disclosure Statement Form.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informalities in bidding.

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P. O. BOX 3627  
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CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

## REQUEST FOR BIDS

**RE:** 11,000 Peel Apart One-Way Mailer Forms with Flyer Sheets and Fluorescent Taggent for the Kanawha County Sheriff's Tax Office

**Delivery Date:** *Must be received on or before June 1, 2001*

**Date:** March 30, 2001

**Fiscal Year:** 2000-2001

**Ship To:** Kanawha County Sheriff's Tax Department  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

**Bid Opening:** Bids must be received on or before Monday, April 23, 2001, at 10:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P. O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO BIDDERS

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1. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
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3. **Show the time and date of bid opening on the outside of the envelope.**
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County.

Item No.	Quantity	Description	Amount
1	11,000	Peel Apart One-Way Mailer Forms with Flyer Sheets and \$ Fluorescent Taggent (to include overruns and Shipping & Handling	

Vendor Name \_\_\_\_\_

Total Bid Amount \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

**SPECIFICATIONS**  
**COUNTY COMMISSION OF KANAWHA COUNTY**  
**CHARLESTON, WEST VIRGINIA**

**ITEM:** Provide 11,000 Peel Apart One-Way Mailer Forms with Flyer Sheets and Fluorescent Taggent for the Kanawha County Sheriff's Tax Office

**LOCATION:** Kanawha County Sheriff's Tax Department  
Property Tax Division  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission P. O. Box 3627 Charleston, WV 25336 Telephone (304)357-0115	Michael Cook Kanawha County Sheriff's Tax Department 409 Virginia Street, East, Room 120 Charleston, WV 25301 Telephone (304)357-0210
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**BID  
OPENING:** Bids must be received on or before Monday, April 23, 2001., at 10:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P. O. Box 3627, Charleston, WV 25336)

**SPECIFICATIONS:**

1. Printing to be on continuous fed computer forms.
2. Paper weight, grade, type and color will be exactly as the sample provided. **To include layout changes and typesetting changes.**
3. Form perforations will be the same as the sample provided.
4. Form text and graphics for the "flyer page", address page and front side of the green form will be as in the attached proof. Graphics and text on the back side of the green form will be the same as the sample. ADDITIONALLY, the return card will include the bar coded FIM-B and the bar coded ZIP CODE as provided in the attached proof.
5. Separate proofs are attached to indicate the locations of carbon spots and locations of use of GREEN and RED inks. The green ink used must meet Postal Service Regulations (attached).
6. The printer must apply a fluorescent taggent and any other additional changes necessary to conform with certified mailer guidelines as established by the United States Postal Service Regulations.
7. **INCLUDE OVERRUNS AND SHIPPING & HANDLING CHARGES.**
8. **MUST BE RECEIVED ON OR BEFORE JUNE 1, 2001**



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CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

## REQUEST FOR BIDS

**RE:** Various Printing Services for the Kanawha County Sheriff's Tax Office

**Delivery Date:** *Must be received on or before June 1, 2001*

**Date:** March 30, 2001

**Fiscal Year:** 2000-2001

**Ship To:** Kanawha County Sheriff's Tax Department  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

**Bid Opening:** Bids must be received on or before Monday, April 23, 2001, at 10:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P. O. Box 3627, Charleston, WV 25336)

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3. **Show the time and date of bid opening on the outside of the envelope.**
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County.

Item No. Amount	Quantity	Description	
1	200,000	Statement Envelopes (to include Overruns and Shipping & Handling)	\$
2	275,000	Counter Statements (to include Overruns and Shipping & Handling)	\$
3	125,000	Mailer Receipts (to include Overruns and Shipping & Handling)	\$

Vendor Name \_\_\_\_\_

Total Bid Amount \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_



**SPECIFICATIONS**  
**COUNTY COMMISSION OF KANAWHA COUNTY**  
**CHARLESTON, WEST VIRGINIA**

**ITEM:** Provide Various Printing Services for the Kanawha County Sheriff's Tax Office

**LOCATION:** Kanawha County Sheriff's Tax Department  
Property Tax Division  
409 Virginia Street, East, Room 120  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission P. O. Box 3627 Charleston, WV 25336 Telephone (304)357-0115	Michael Cook Kanawha County Sheriff's Tax Department 409 Virginia Street, East, Room 120 Charleston, WV 25301 Telephone (304)357-0210
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**SPECIFICATIONS:**

1. Printing of 200,000 Statement Envelopes **to be delivered on or before June 1, 2001**, (sample attached).
2. Printing of 125,000 Mailer Receipts **to be delivered on or before June 1, 2001**, (sample attached).
3. Printing of 275,000 Counter Statements **to be delivered on or before June 1, 2001**, (sample attached).
4. Printing of 75,000 Counter Receipts **to be delivered on or before June 1, 2001**, (sample attached).
5. Printing of approximately 200,000 taxpayer letter insert **to be delivered on or before June 1, 2001**
6. **INCLUDE OVERRUNS AND SHIPPING & HANDLING CHARGES.**
7. **MUST BE RECEIVED ON OR BEFORE JUNE 1, 2001**