

KANAWHA COUNTY COMMISSION

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

Request for Quotations

Re: Printing & Mailing Services for the Kanawha County Assessor's Office

Date: March 25, 2010

Fiscal Year: 2009-2010

Bid Opening: Bids must be received on or before Thursday, April 8, 2010, at 11:00 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:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Once bids are unsealed, all bid documents become public record.
5. The County Commission 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.	Description	Amount
1	Printing Services for the Kanawha County Assessor's Office, to Include Overruns and Shipping/Handling, per the Attached Specifications	\$

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail: _____

Signature: _____ Date: _____

ATTENTION VENDORS

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?
Register by visiting our website @ www.kanawhacounty.com/purchasing/alerts.

SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON

ITEM: Printing & Mailing Services for the Kanawha County Assessor's Office

LOCATION: Kanawha County Assessor's Office
409 Virginia Street East
Charleston, WV 25301

CONTACT:

Jerie Whitehead	Sheri Moore
Purchasing Director	Personal Property Supervisor
Kanawha County Commission	Kanawha County Assessor's Office
PO Box 3627	409 Virginia Street, East
Charleston, WV 25336	Charleston, WV 25301
Telephone: (304) 357-0115	Telephone: (304) 357-0270
jeriewhitehead@kanawha.us	

BID OPENING: Bids must be received on or before Thursday, April 8, 2010, at 11:00 a.m. in the Kanawha County Commission Purchasing Department, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336).

SPECIFICATIONS:

1. 78,000 +/- No. 10 window envelopes 24# white wove, printed in black and red ink machineable. See attached Sample #1. Bid is to include overruns and shipping/handling. Left over envelopes are to be delivered to the Kanawha County Assessor's Office.
2. 76,000 +/- No. 9 return envelopes 24# white wove, printed in black ink machineable. See attached Sample #2. Bid is to include overruns and shipping/handling.
3. 76,000 +/- Instruction Folder/Letter, 8 1/2 x 14; white uncoated offset, printed duplex (2 sided) in black ink and folded double parallel. See attached Sample #3. Bid is to include overruns and shipping/handling.
4. 76,000 +/- Dog Tax Applications 3 1/2 x 8 1/2; 110# wove index, printed in black ink on one side. See attached Sample #4. PDF will be provided. Bid is to include overruns and shipping/handling.
5. 76,000 +/- Tax Returns printed duplex (2 sides) with variable data on 8 1/2" x 11" white paper, tri-folded and inserted in No. 10 window envelope with dog license card, instruction letter and No. 9 return envelope, sealed and mailed Presorted First Class.

Data for mailing will be on Access database. Form layout must match exactly the 2010 Assessment Return. Printed samples must be provided prior to printing to test bar code and account number scanning.

Sample data base is available upon request.

6. 2,000 blank returns delivered to the Assessor's Office
7. All materials must be machineable quality and delivered to the U.S. Postal Service no later than June 30, 2010.

REQUIREMENTS:

Real Estate and Personal Property Taxes: "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."

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

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