

# KANAWHA COUNTY COMMISSION

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

## Request for Bids

Re: Mailing Services for the Kanawha County Assessor=s Office

Date: May 10, 2002

Fiscal Year: 2001-02

Ship To: Kanawha County Assessor=s Office  
409 Virginia Street, East  
Charleston, WV 25301

**Bid Opening:** Bids must be received on or before Tuesday, May 21, 2002, 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:

#### **\*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 your 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        | Approx.<br>100,000 | Mailing Services for Approximately 100,000 Tax Notices Per Bid Specifications | \$     |

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Total Bid Amount: \$

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **SPECIFICATIONS**

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

**ITEM:** 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           | Peggy Pope                       |
| Purchasing Director       | Kanawha County Assessor=s Office |
| Kanawha County Commission | 409 Virginia Street, East        |
| P.O. Box 3627             | Charleston, WV 25301             |
| Charleston, WV 25336      | Telephone (304) 357-0750         |
| Telephone (304) 357-0115  |                                  |

**BID OPENING:** Bids must be received on or before Tuesday, May 21, 2002, at 11:00 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. 100,000 Tax Notices laser printed with personal, variable data on 8 2" x 11" buff paper on two sides; tri-folded and inserted in No. 10 window envelope with dog card, instruction sheet and No. 9 reply envelope, sealed and mailed.
2. Data base information for Notices will be furnished in Access.
3. Process for postal entry; (mailing list provided to be Carrier Route sorted for maximum postage discount), to be mailed Standard Auto.
4. Deliver processed mail to Charleston Post Office on June 28, 2002.
5. Provide a report with the number of statements mailed, subdivided by postal rate amounts that they are mailed at.
6. Return all remaining material to Courthouse.

## ***TERMS & CONDITIONS:***

A 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.

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**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

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor 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.