



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: JULY 23, 2021

CONTRACT EXTENSION

BID TITLE: County and School Tax Bills

CONTRACT #: BP#1108-18 (4700007498)

CONTRACT DATES: 11/30/2018 – 8/31/2022

BUYER: Susan Archacki

PHONE: 585-753-1110

FAX: 585-753-1104

VENDOR(S): #11101810
Applied Business Systems
26 Harvester Avenue
Batavia, New York, 14020

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH August 31, 2022, with the following prices effective September 1, 2021:

MCSB-1001 Tax Stock w/backer	\$21.99/M
MCSB-1002 Perfed Coupon Stock	\$21.99/M

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. Sitter



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: AUGUST 11, 2020

CONTRACT EXTENSION

BID TITLE: County and School Tax Bills

CONTRACT #: BP#1108-18 (4700007498)

CONTRACT DATES: 11/30/2018 – 8/31/2021

BUYER: Susan Archacki

PHONE: 585-753-1110

FAX: 585-753-1104

VENDOR(S): #11101810
Applied Business Systems
26 Harvester Avenue
Batavia, New York, 14020

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH August 31, 2021.

A handwritten signature in black ink, appearing to be "Susan Archacki", written in a cursive style.

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. Sitter



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: **AUGUST 2, 2019**

CONTRACT EXTENSION

BID TITLE: **County and School Tax Bills**

CONTRACT #: **BP#1108-18 (4700007498)**

CONTRACT DATES: **11/30/2018 – 07/31/2020**

BUYER: **Susan Archacki**
PHONE: **585-753-1110**
FAX: **585-753-1104**

VENDOR(S): **#11101810**
 Applied Business Systems
 26 Harvester Avenue
 Batavia, New York 14020

CHANGES AS FOLLOWS: **THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH**
 JULY 31, 2020.

A handwritten signature in black ink, appearing to read "Susan", is written above the printed name.

Susan Archacki
Buyer

XC: BP FOLDER
 VENDOR
 BUYER



CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: DECEMBER 1, 2018

BID TITLE: COUNTY AND SCHOOL TAX BILLS

BID PROJECT: 1108-18 (4700007498)

CONTRACT DATES: 11/30/2018 – 08/31/2019

CONTRACTOR: 101810
APPLIED BUSINESS SYSTEMS, INC.
26 HARVESTER AVENUE
BATAVIA, NY 14020

SEAN WILCOX
BUYER

xc: BP FILE
VENDOR

TERMS AND CONDITIONS

BID ITEM:

County/School Tax Bills

FOR:

Monroe County Treasury Department

PURCHASING CONTACT:

The Buyer, identified below, is the sole point of contact regarding this bid from the date of issuance until the bids are opened and the results made public:

Sean Wilcox
Monroe County Division of Purchasing
200 County Office Building
39 West Main Street
Rochester, NY 14614
Email: swilcox@monroecounty.gov

All requests for bid clarification must be submitted in writing/email to the Buyer referenced above and received no later than 5:00 pm (Eastern Standard Time) on **Thursday, November 15, 2018.**

All questions will be answered and documented in writing as an Addendum to the bid. These will be sent out to all bidders who received the original bid no later than **Tuesday, November 20, 2018.**

DUPLICATE COPIES:

PLEASE SUBMIT YOUR BID IN DUPLICATE: ORIGINAL AND ONE (1) COPY.

BID INFORMATION:

At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPSAL:

Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FASCIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation and Disability Benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS:

Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No Verbal Statement made by a Monroe County Employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUANTITIES:

The quantities listed are the estimated **ANNUAL** requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

QUALIFIED BIDDERS:

Each bidder must be prepared to present satisfactory proof of his/her capacity and ability to perform this contract. Such proof may include, but is not limited to an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any bids if the Monroe County Purchasing Manager deems said action to be in the best interest of Monroe County.

METHOD OF AWARD:

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the TOTAL. **Bidder must bid on all items in order to be considered.** The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of Monroe County.

CONTRACT TERM:

Contract will start with the date of the contract award and run through August 31, 2019 with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to the contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may only change at the time of extension.

DELIVERY:

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid WILL NOT be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized in writing by the Purchasing Manager or her authorized agent prior to delivery.

BILLING PROCEDURE:

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of item purchased, BP #, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT:

The contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) Must honor the prices, terms and conditions of this contract with the political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivisions or districts will be solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs, or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorney's fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services but the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the contractor.

COUNTY AND SCHOOL TAX BILLS

PURPOSE

1. **County Tax Bills (CTB)** - Print County tax bills for twenty one (21) municipalities: twenty (20) suburban towns and the City of Rochester; redesign and program tax bill form; print tax bill forms; print envelopes; prepare tax bills for mailing and distribution; deliver completed bills to the appropriate municipality; prepare presort mailing for City accounts and deliver to post office. Estimated total number of accounts for City and towns: 263,000.
2. **County Tax Receipts (CTR)** - Program, print, prepare for mailing and sort tax receipts by town, for the TOWN/COUNTY combined tax bill. Estimated total is 60,000.
3. **School Tax Bills (STB)** - Program, print, prepare for mailing and sort by town, the school tax bills. Estimated total is 200,000.
4. **School Tax Receipts (STR)** - Program, print, prepare for mailing and sort receipts by town, for the school tax bills. Estimated total is 25,000.

New York State Real Property System (NYSRPS) Programming: Successful Bidder should be familiar with and able to efficiently work with NYSRPS programs used to create the print file for the tax bills.

1. County Tax Bills

1. Design and program tax bill form.
2. Review form format.
3. Test form to ensure proper placement and alignment of data.
4. Print tax bill forms.
5. Print envelopes.
6. Print variable information on two (2) page tax bill design.
7. Fold and insert tax bills and inserts, if inserts are provided.
8. Deliver suburban town bills directly to the towns.
9. Deliver City bills that are not in envelopes to County Treasury.
10. Prepare City bills for first class presort mailing and deliver to post office at 1335 Jefferson Rd. by December 31st, annually.

Paper and Envelope Specifications: See attached separate paper specification and envelope order. Return addresses for envelopes may be changed. Before envelopes are printed, Bidder must provide final proof for review.

Please note the paper order will include an overage of 10%.

The forms and envelopes must be available before the approximate start date for producing bills on December 10th. The target date for the last file to be sent is December 23rd. Problems with the files because of the rate or assessment problems could affect when the files are sent, so the production time could extend to later in the month. The files will be sent via file transfer protocol (FTP) and not all will be sent at the same time.

1. Design and program the tax bill. The Bidder will design and program the tax bill form based on the sample form. Test files will be provided upon request.
2. The middle of the form will have the actual tax levy detail. The levy detail varies for each account. The white area under the Levy Description has to be 12 lines to accommodate the County Budget breakdown. The Bidder will be responsible for printing underlines and minus signs within the levy portion of the tax bill for subtotals where required. The shaded area on the bill must be at least 22 lines to accommodate the County Services, Town Budget, special districts, etc. It is essential to have at least 22 lines in this section to minimize two-page tax bills. Two page tax bills have to be manually folded and inserted into envelopes so they have to be kept to a minimum. In addition, the form order is based on the estimate that there will be approximately 20 two page tax bills.

3. The County will generate fixed length data files, similar to the NYSRPS file. The file will contain RPS 160 fields that are required on the bill in addition to the information obtained from control cards for each municipality processed. The files will be in a sort sequence order specified at the run time.
4. The fields must be in their proper place on the bill. The County will provide a record layout describing field references, size, format, etc. Though most of the data is already formatted for printing, some data, i.e. exemption amounts, would need to be formatted prior to printing. The Bidder will also be responsible for printing underlines and minus signs within the levy portion of the tax bill for subtotals where required.
5. Testing and final form. Bidder must provide a final tax bill form and testing to ensure proper placement and alignment on the form.
6. Once in production mode, there will be a bank, non-bank optional multi page bill files for each municipality processed. However not all municipalities will have multi-page bill files. Files will be sent to the Bidder via FTP. A sample print prior to printing will be requested by Treasury before approving final printing.
7. Bidder will provide 8 ½" x 11" County tax bill forms and #10 window envelopes, Merlin compatible, printed and available.
8. There are a minimum of two files for each municipality; one for "regular" bills that are folded and inserted into envelopes and one for "bank" bills which are to remain unfolded. However, there can be a third file for "multi page" bills. Multi page bills remain unfolded and are not inserted into envelopes. Approximately 150,000 bills are folded and inserted into envelopes, approximately 113,000 bills are not inserted in envelopes and remain flat.
9. All of the information necessary to process and produce tax bills for each municipality will be provided in one online form. This process is currently a web portal capable of multiple edits and updates prior to the proofing stage. Emails provide this information back for archiving purposes and the portal also is the main proofing mechanism for the County. This web portal is username/password protected and can have multiple users. (A sample of the questions gathered by this method is available.)
A document will be provided by the County/school of all return addresses to be used for each municipality's tax bills. This data will need to be added to the upper corner of each municipality's bills by the Bidder and will be based on their SWIS code and other logic.
If there is an insert to be included with the municipality's tax bills, the County will indicate that on the form. It will be the responsibility of the municipality to provide the insert to the Bidder or if the Bidder agrees, the municipality can deliver the forms to the County and the Bidder will pick them up from the County.
For the school tax cycle, bank coded bills will need to be printed flat and ordered by SWIS and bank codes by the Bidder. These bills will be shipped to the school districts as well as the tax collecting entities for each district. This is currently an automated email process to all districts and collectors and the management of updating of this information and process are the responsibility of the Bidder.
10. County will provide Bidder with a list of bank codes for each municipality to exclude from print.
11. For each municipality, the Bidder will transmit or put the test bills on a FTP site so the County can retrieve, print, review and approve the test bills for accuracy.

Folding and Inserting

A. Regular Bills (bills that are inserted into envelopes)

1. The Bidder will fold and insert the regular tax bills into #10 window envelopes, Merlin compatible, for the appropriate municipality and seal the envelopes. The Bidder will also include an insert provided by the municipality. There will be a separate set of envelopes for each municipality. The Bidder must match envelopes with the appropriate municipality.
2. **Note: there can be up to six (6) lines in the mailing window so the Bidder has to ensure that the addresses are lined up properly in the window.** The tax account number must be visible in the window. For alignment in the envelope, the County can provide a sample folded tax bill to the Bidder.
3. After inserting the bills into the envelopes, the Bidder will put the bills into boxes or covered mail trays and keep the bills in order printed for mailing with the highest postal discount possible.

4. The Bidder must clearly label the boxes indicating what is in the boxes (mail or bank bills), the municipality name and number boxes in ascending order. In addition, items placed within the boxes should be clearly labeled, kept in sequential order and numbered if necessary.

B. Banks

The Bidder leaves the bank bills unfolded in boxes. The Bidder must clearly label the bank bill boxes indicating contents, municipality name and number the boxes in ascending order. For the school bank codes, each SWIS code should be separately bundled with the cartons for easy removal and processing to specific tax collectors. An audit list of all bank codes sorted by SWIS code should be included with each carton. The Bidder is required to create an automated email process that will alert the school district and any associated tax collectors when the bills are completed and anticipated to arrive at the school district, so the school can arrange prompt delivery of the bank codes to each collector. It will be the Bidder's responsibility to manage these contact points from year to year.

C. Multiple Page Bills

The Bidder will leave the multiple page bills flat. The Bidder will clearly label the boxes as indicated in the previous sections for bank bills. There will be very few of these.

Return of Tax Bills to Municipality

Towns

1. The Bidder will deliver the tax bills directly to the appropriate municipality. The delivery addresses are provided with this document.
2. Tax bills should be delivered within three (3) days of approval to print from the County but no later than December 27th.
3. Bidder will provide a separate count of number of tax bills for the regulars, bank and multiple page bills for each municipality and the number of mail trays/boxes included with each delivery.

City

1. For the City accounts, the Bidder will deliver the bank and multiple page bills to the County by December 30th. The Bidder will provide the count and number of items included with delivery.
2. The bills that are inserted into envelopes will be prepared by the Bidder for First Class Presort mailing and delivered directly to the post office on December 31st. The envelopes will have the First Class Presort and Permit No. pre-printed on the envelopes per the envelope specifications. **The bills have to be mailed ON December 31st.** The Bidder must provide the County a copy of the mailing documents provided to the post office that will include the number of items mailed and the cost.
3. Bidder will provide a separate count of number of tax bills for the regular, bank and multiple page bills printed for City accounts.
4. The delivery address for City accounts for the bank and multiple page bills is **39 W. Main St. Room B-2 Rochester, NY 14614**. The bills must be delivered no later than 1:00 p.m. This will help the County coordinate with the maintenance staff and ensure there are employees available to unload the delivery.

Tax Bills in Envelopes

It is important that the Bidder clearly label the boxes of tax bills and number them to maintain the order in which they were printed. The municipalities need to be able to find individual tax bills so they can organize the bills.

Unused Forms and Envelopes

The Bidder will store unused forms and envelopes at their site at end of process.

COUNTY TAX BILL PAPER SPECIFICATIONS and DATA FILE INFORMATION

Size: 8.5" x 11" flat

Quantity: 310,000

Should be printed on: November 27

Colors: One spot color on each side, use laser compatible ink.

Front (face): PMS 356 U (100%) or standard gray

Backer: Prints 1-over-1: PMS Cool Gray 8U or 9U (100%) or standard gray

Final PMS colors will be specified before job goes to print.

Paper: **Page 1:** 24# offset 1/1, no perforations. Backer is a 60% screen. (Sample provided upon request). Digital print on front only.

Page 2: 24# offset blank with three (3) cross perforations and one (1) vertical perforation. All perforations should be micro perforations so as not to detach during production. Digital Print on front only.

Color: White.

Perforations: Perforations must be FLAT, no ridges on either front or back of the tax bill. Measurements listed below are taken from the front (face) (PMS 356) side.

Bidder may need to make minor changes for proper alignment.

Two full, horizontal perforations at 10 ¾" and 12 3/8" from top edge; one partial, vertical perforation at 4 ¼" from left edge. Bidder may need to make minor changes for proper alignment.

Note: All perforations must be compatible with laser imaging equipment.

Alignment Testing: Prior to producing order, successful Bidder must provide format of form for approval and the form with variable test data so the County can review it. The Bidder is responsible for printing the underlines and minus signs, within the levy portion of the bill for subtotals where required.

Printer: The form will be used by the Bidder to print variable information on the tax bill using the fixed length data files (similar to RPS 160 files) provided by the County.

Other: The Bidder should be able to provide additional forms within two (2) days if, for some reason additional forms are required. The quantity ordered includes an average number of forms needed for this job.

Contact: Contact information will be provided to the awarded Bidder.

Required Approval: Bidder must provide printed proof for County and test data for County approval before Bidder runs job. If Bidder does not provide satisfactory product, Bidder will rerun job within one week of notification from Treasury of the unsatisfactory product.

Data Files for Variable Tax Billing Information to be Printed on Tax Bill Form: The County will provide a record layout describing field references, size, format, etc. Although most of the data is already formatted for printing, some data (i.e. exemption amounts) would need to be formatted prior to printing. In addition, the Bidder is responsible for printing underlines and minus signs, within the levy portion of the bill for subtotals where required.

The County will provide fixed length data files, similar to RPS 160 files. The files will contain the RPS 160 fields required on the bill, in addition to the information obtained from control cards for each municipality processed. The files will be in a sort sequence order specified at run time.

The Bidder will place the fields on the bill along with underlines and minus signs where required.

In production mode, there will be bank, non-bank and optional multi-page bill files for each municipality processed. **Note:** not all municipalities will have multi-page bill files. The files will be sent via FTP.

Bidder must provide testing for review and approval of form format and for the data that will be printed on the form.

ENVELOPES FOR COUNTY TAX BILL SPECIFICATIONS

Merlin compatible windows position. The bottom of the window is 5/8" above the bottom of the envelope, and this post office requirement enables scanning to get a reduced postage rate.

#10 WINDOW - 24# White Window Envelopes

1. There are twenty one (21) return addresses, one for each town and one for the City. Order is based on existing inventory. For some towns, there may be no order because there is sufficient inventory on hand.
2. The return address and quantities for each are indicated on the attached listing. The listing indicates the return addresses which need permit imprints.
3. "TAX BILL ENCLOSED" is to be on each envelope above the window.
4. Bidder must package each set of envelopes in separate, clearly labeled cases or boxes.
5. Bidder to provide a proof of each envelope so Treasury can verify accuracy of return addresses.
6. Suggested format for return addresses is upper case, left aligned as shown on attached listing.
7. Should be printed by: December 2nd, annually.
8. Total Quantity: 175,000.

2. County Tax Receipts

- A. Town/County tax receipts: Program, print, prepare for mailing and sort tax receipts by town, for the Town/County Combined tax bill in March annually. Estimated quantity 30,000.
 1. This process will use raw data feeds from receipts to be imaged, provided in the files sorted by the town SWIS code, a count verification from the file creation process and shipping instructions for each town.
 2. The Town/County combined receipts are printed digitally on 8 1/2" x 11" 24# white paper.
 3. All output is to be sorted in zip code order to support optimal mailing costs using 1st class automation rates.
 4. IMB barcodes are to be applied.
 5. Suburban town tax account receipts, excluding the City, will be delivered to the respective towns or mailed, if requested.
- B. City tax account receipts: Of the 30,000 receipts printed, approximately 26,000 are for the City accounts. Bidder will fold, insert and mail the receipts, using the County postal permit and deliver them to the post office for mailing. Bidder should recommend the most cost effective process for mailing.
 1. Envelopes for mailing receipts for City accounts: Bidder will provide envelopes and ensure the proper return address is added to the receipt and the verbiage "Tax Receipt Enclosed" is above the outgoing address block and the imprint for the County First Class Presort postage permit in upper right of envelope. Number of envelopes: approximately 30,000.

Return address to be printed: Monroe County Treasury
39 W. Main St., Room B-2
Rochester, NY 14614

3. School Tax Bill

Start-Up

1. Bidder will have 8 ½" x 11" school tax bill forms and #10 envelopes available per orders placed by Monroe County School Board. Process to start around August 9th annually.
2. The County will receive the rate and levy information from each school district over a three (3) week period. It is estimated that the process (printing and delivery) will start on August 9th and be completed by August 23rd
3. As the County receives the information from the school districts, the totals reports for the tax bills and rolls will be run and information verified to ensure it agrees with the levy information provided by the school districts.
4. The County sends the print files to the Bidder's FTP address for regular bills and bank bills for each district and any necessary reports the Bidder requires to ensure the file is accurate.
5. The County will provide the Bidder a mutually agreed upon form that has the detailed information for each district for printing and distributing the tax bills. Currently, this form is an online portal capable of capturing all of the information from year to year. The information will include, but not be limited to: County contact information; delivery address information; envelope return address information; counts for bank bills and regular bills; requests for blank bills; the suppression of specific bank codes and requests for duplicate set of bills (which will be on white paper) and whether the district is including an insert with the tax bill.
6. The Bidder will load the file and notify the County when the test bills are available on the Bidder FTP. The County will retrieve the test bills and view for accuracy.
7. If the test bills are correct, the County will give the approval to print the bills. The bills should be printed and delivered within three (3) days of the approval to print.
8. The County will advise Bidder of any district that requests a duplicate set of tax bills printed on white paper and requested for blank bills.

Printing

1. The Bidder prints the regular and bank bills. The Bidder will print duplicate set of tax bills on white paper and blank bills if requested by a district.
2. The regular bills are folded and inserted into envelopes for the appropriate district. They are kept in the same order as printed unless the Bidder is asked to mail them. There are 21 districts of varying sizes. Note: There can be up to six (6) lines including the tax account number in the mailing window along with the variable return address and the verbiage '20-- SCHOOL TAX BILL, TAX BILL ENCLOSED'. The top edge of the return address should be just below the top edge of the window. Upon request from the Bidder, the County will provide a sample of the proper folder and may request the Bidder provide a sample.
3. Regular bills inserted into window envelopes and bank bills will be printed on 8 ½" x 11" forms.
4. The bills that go to the banks will remain flat and be returned to the specific school districts. Each SWIS code will need to be clearly separated and audit list provided for ease of distribution by the school district. Communications are required to be sent to the school districts and any tax collection entities when the bank codes are sent in order to ensure prompt processing. The regular bills will be folded and inserted into window envelopes for the appropriate school district.

Folding and Inserting Regular Bills to be Mailed

1. The Bidder will fold and insert the regular tax bills into generic #10 window envelopes and seal the envelopes.
2. After inserting the bills into the envelopes, the Bidder will put the bills into covered mail trays or boxes and keep them in bill print order or mailed if requested.
3. The Bidder will clearly label the boxes as regular bills. The boxes will be labeled with the district name and sequentially numbered in ascending order. Example: # of #.

Banks

1. The Bidder leaves the bank bills flat in the boxes. The Bidder clearly labels the bank bill boxes with the district name and numbers the boxes in ascending order. The labels should read # of #. Each unique SWIS code within each district should be banded and labeled with the cartons. The Bidder will also create and send an audit list of the bank codes sorted by SWIS code for the district records and to assist with unpacking and forwarding onto the tax collectors.

Duplicate Tax Bills

1. The Bidder will leave the duplicate tax bills flat. The Bidder will clearly label the sides of the duplicate tax bill boxes with the district name and number the boxes in ascending order. Example: # of #.

Return of Tax Bills to Each School District

1. The Bidder will deliver the tax bills directly to the appropriate school district or to the address the school district provides. The delivery address will be provided by the Monroe County School Boards Association.
2. Tax bills should be delivered to the school districts within three (3) days of approval to print. The projected printing and delivery completion date is August 23rd.
3. Bidder will use covered mail trays or boxes to package the bills. The boxes will be clearly labeled with district name and numbered sequentially so the district can easily identify the number of boxes for each district. The bank bills, regular bills (bills inserted into the envelopes) and duplicate bills will be clearly labeled on the boxes.
4. Bidder will provide a separate count of number of tax bills for regular bills and bank bills for each district and the number of mail trays and boxes included with each delivery. The Bidder will further sort and box bills by municipality within school district so the district can easily separate the bills and deliver the bills to the towns within the district.
5. The Bidder will advise the County which districts will be completed on dates certain Treasury will provide this information to the districts, so they have staff on hand to sort and distribute the bills to the towns within the district. The Bidder will also provide email communication to the district and tax collection entities to ensure everyone is prepared to distribute the bills.
6. Bidder to store unused envelopes and stock at site at end of process and provide inventory of envelopes on hand to Treasury at no cost.

Note: Start date for process should be around August 9th. It will continue until delivery and printing is completed for all districts, which should be by August 23rd.

Contacts:

Monroe County Treasury and Monroe County School Boards Association contacts will be provided upon contract award.

Production Reminder: The tax receivers need time to organize the bills for mailing. The bills will be mailed on August 30th. Therefore, they need the bills in their office by August 23rd.

The bills are delivered to the school districts and then distributed to the tax receivers, which can take up to an extra day. They need to be in their office by August 23rd.

Alternatively, if the Bidder has bulk mailing capacity and districts contract with the Bidder to mail the regular bills, only the tax bills as well as any blank bills and duplicates will be delivered to the districts for distribution to the Tax Receivers within the school district.

MONROE COUNTY SCHOOL TAX BILL PAPER SPECIFICATIONS AND DATA FILE INFORMATION

Paper Specifications

SIZE: 8 ½" x 11" laser printer paper

COLOR: White

WEIGHT: 24 lb.

INK: Laser compatible ink

INK COLOR: Gray

Perforations:

The perforations must be **FLAT**, no ridges.

All perforations must be made from the front of the tax bill to the back. All measurements are calculated from the front of the tax bill (the blank side).

One (1) horizontal perforation 7 ½" from top of front tax bill.

Three (3) vertical perforations measuring from left edge of front of tax bill at 1 11/16", 4 6 ¼". The Bidder can adjust these measurements if necessary based on the form setup.

Note: Bidder can make necessary adjustments to measurements for perforations when setting up the form.

Front of tax bill is blank: All perforations **MUST** be made from the front (Blank Side) of paper to back.

Back of tax bill: Is to be printed in gray ink with instructions provided. Please provide a dark shade of gray so that the instructions are easily read but do not bleed through to front of bill. It must be a dark charcoal gray.

Sample form: Bidder will provide sample instructions, perforations and print color on back of bill before printing.

ESTIMATED SCHOOL TAX PRODUCTION START UP: August 9th - August 23rd.

SUGGESTED QUANTITY TO ORDER:

The number of bills ordered will vary depending on how many the Bidder has left over from the previous year. Approximately 193,000 bills were printed in a year. Order was placed with 15% overrun. Add 10% to the order so the result is a working inventory of approximately 214,000.

Envelope Specifications:

1. Outer envelope: 24# white #10 envelope with security tint. The current bills are formatted to use a larger custom window versus a traditional #10 window envelope.
2. Return address: There are twenty one (21) different return addresses, one for each district. Addresses are supplied and should be printed variably on the tax bill based on each district. Suggested format for return address is left aligned, upper case.
3. "SCHOOL TAX BILL ENCLOSED" is to be on each envelope above the window.
4. Bidder must package each district in separate, clearly labeled cases or boxes.
5. The quantity for each district is listed on the attached form.
6. Monroe County School Boards Association representative to provide accurate return addresses for each district to the Bidder. The Bidder should carefully proofread the return addresses and first class mail imprints to ensure they agree with attached list.
7. Monroe County School Boards representative to proofread addresses for accuracy before placing final order. Suggested order is based on prior year number of pieces mailed less inventory on hand, plus 20% overrun.

8. Estimated school production of school tax bill is August 9th.

4. School Tax Receipts

A. School Tax Receipts - Program, print, prepare for mailing and sort receipts by town, for the school tax bills annually in October. Estimated quantity: 30,000.

1. This process will use raw data feeds from receipts to be imaged, provided in the files sorted by town SWIS code, a count verification from the file creation process and shipping instruction for each town.
2. The Town/County combined receipts are printed on 8 ½" x 11" white paper.
3. All output is to be sorted in zip code order to support optimal mailing costs.
4. Postnet barcodes are to be applied.

School Tax Receipts, Paper and Envelope Specifications:

Paper: Page 1: 24# offset blank, no perforations. Digital printing on front only.

Envelope: Outer envelope: 24# white #10 envelope with security tint. The current bills are formatted to use a larger custom window versus a traditional #10 window envelope. Sample provided upon request.

UNIT PRICE SHEET

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1. County Tax Bills	263,000	\$ 250.83 /1000	\$ 65,968.29
2. County Tax Receipts	60,000	\$ 151.07 /1000	\$ 9,064.20
3. School Tax Bills	200,000	\$ 248.58 /1000	\$ 49,716.00
4. School Tax Receipts	25,000	\$ 151.07 /1000	\$ 3,776.75
TOTAL			\$ 128,525.24

PLEASE TRANSFER TOTAL TO FRONT PROPOSAL PAGE.

NOTE: Pricing Includes Design and IT Processing.

Printer creates PDF Files of all bills and sends the files to HAMER ENTERPRISE to upload to the tax system.