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SUBJECT: PRINTING SERVICES FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE

BID #: SC-0371-23 **OPEN DATE:** 5/24/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2026 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: TAX COLLECTOR'S OFFICE

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Cathedral Corporation as the sole responsive, responsible bidder. Period of service will be from the date of award through September 30, 2026 with two (2) one (1) year renewal options. Estimated initial not-to-exceed expenditure amount through September 30, 2024 will be $140,553.52. Total not-to-exceed award amount through September 30, 2026 will be ($140,553.52 x 3) $421,660.56.

Funding for this award will be encumbered from account 00193.730001.534100.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: KEVIN ROCK, CHIEF, BUSINESS SUPPORT, DUVAL COUNTY TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

DUVAL COUNTY TAX COLLECTOR
https://taxcollector.coj.net
taxcollector@coj.net

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

Memorandum

Date: May 25, 2023

To: Dustin Freeman, Chief, Procurement Division

From: Kevin Rock, Chief, Business Support, Duval County Tax Collector
Debra Doran, Chief Financial Officer, Duval County Tax Collector

Subject: Recommendations for Bid SC-0371-23

The Tax Collector's office has reviewed the bids submitted for bid SC-0371-23, Printing Services for Duval County Tax Collector. The Tax Collector's Office recommends the acceptance of the bid provided by the lowest responsive, responsible bidder, Cathedral Corporation. Cathedral provided adequate samples to prove that they meet the minimum requirements in the bid specifications. Additionally, Cathedral's price per thousand documents is the lowest response received.

Expenditure is not exceed $140,553.52

Klages, David

From: Doran, Debra
Sent: Thursday, May 25, 2023 10:36 AM
To: Klages, David; Rock, Kevin
Cc: Adams, Rebecca
Subject: RE: Bid and Bid Tabulation for SC-0371-23 Printing Services for the Duval County Tax Collector's Office

The account number is 00193-730001-534100-000000-00000000-00000-0000000.

From: Klages, David <DKlages@coj.net>
Sent: Thursday, May 25, 2023 10:05 AM
To: Rock, Kevin <KRock@coj.net>; Doran, Debra <DDORAN@coj.net>
Cc: Adams, Rebecca <RAdams@coj.net>
Subject: RE: Bid and Bid Tabulation for SC-0371-23 Printing Services for the Duval County Tax Collector's Office

Thanks. Could you include the not-to-exceed award amount and the account number in the memo?

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: Rock, Kevin <KRock@coj.net>
Sent: Thursday, May 25, 2023 10:03 AM
To: Klages, David <DKlages@coj.net>; Doran, Debra <DDORAN@coj.net>
Cc: Adams, Rebecca <RAdams@coj.net>
Subject: RE: Bid and Bid Tabulation for SC-0371-23 Printing Services for the Duval County Tax Collector's Office

Here is the award memo.

Do I need to include a not to exceed statement or is that handled with PO creation? Thanks

Kevin Rock
Chief, Business Support
Duval County Tax Collector's Office
231 E Forsyth St. Room 300A
Jacksonville, FL 32202
(904)255-5775

From: Klages, David <DKlages@coj.net>
Sent: Thursday, May 25, 2023 9:10 AM
To: Rock, Kevin <KRock@coj.net>; Doran, Debra <DDORAN@coj.net>

BID TABULATION

Title:	Printing Services for the Duval County Tax Collector's Office			**Cathedral Corporation**	
Bid No.:	SC-0371-23				
Close Date:	May 24, 2023				
Analyst:	Dvaid Klages				
No. Invited:	(10) **No. Received:** (1) **Other:** (0)				
Announced By:	Marilyn Laidler				
Recorded By:	Melissa Pierce				
Item #	**Description**	**Unit**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**
1	Cost to produce **Tag Renewals**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	782,000	$0.09295	$72,686.90
2	Cost to produce **Handicap Parking Placard Renewals**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	12,000	$0.09295	$1,115.40
3	Cost to produce **Mobile Home Renewals**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	11,000	$0.09295	$1,022.45
4	Cost to produce **Local Business Tax Renewals**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	75,000	$0.13152	$9,864.00
5	Cost to produce **Property Tax Billing**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	385,000	$0.11821	$45,510.85
6	Cost to produce **Property Tax Reminder Notices**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	44,000	$0.13090	$5,759.60
7	Cost to produce **Property Tax Installment Notices**, including two (2) color printing and two (2) stuffed inserts, excluding postage. Mailing intervals per Specifications.	Each	36,000	$0.12762	$4,594.32
8	Cost to print and stuff **Up To Two (2) Additional Full-Page Inserts**.	Each	385,000	$0.06950	$26,757.50
			Total Bid (Items 1 - 8):	**$167,311.02**	

Terms:	No Discount
Delivery:	Not Stated
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Sample Notices:	Yes
Addendum 1:	Yes

TERMS AND CONDITIONS

PRINTING SERVICES FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for **Printing Services for the Duval County Tax Collector's Office** as listed in the bid documents.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
The term of this agreement will be from the date of award through September 30, 2026 with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

   a. Bidder must provide proof that they have successfully produced mailings, including automobile tag renewals, property tax notices, and local business tax renewals, for another Florida county for at least one year within the last three years. The reference counties must have at least 20,000 automobile tag renewals per month and a minimum of 200,000 combined Real Estate and Tangible Personal Property Tax accounts. Proof must be in the form of sample notices included with the bid response that demonstrate the ability to produce the various types of notices. The mailings must have been produced from files sent from the Florida DHSMV and tax notices from a county within the state of Florida. Mailing of notices not printed using a print file does not qualify as sufficient proof of experience. Printing of postcard style renewal notices does not qualify as proof of competency in printing DMV renewal notices.

5. **PRE-BID CONFERENCE**
N/A.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. **The City reserves the right to add or delete items during the contract period.** The City will order on an as needed basis.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. **INVOICING**
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. **INSURANCE/INDEMNIFICATION**
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. **REPORTING**
The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. **SUPPLIER ACCESSIBILITY**
The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

PRINTING SERVICES FOR THE DUVAL COUNTY TAX COLLECTOR'S OFFICE

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

Pricing must be based on the Description, the Unit of Measure, and the Estimated Quantity on the Bid Proposal Form. Orders will be placed in quantities of one thousand (1,000).

1. GENERAL INFORMATION

The Duval County Tax Collector (Tax Collector, including the Tax Collector's designee) is charged with the printing of several billing documents throughout the year. These documents cover many different payment types as outlined below. The estimated total number of documents to be printed under this solicitation is 1.5 million per year. The Tax Collector's office outsources the printing of these documents to a single supplier to ensure consistency and quality of the final print product. Any individual billing type listed below may be eliminated at any time due to legislative or procedural changes. Other billing types may be added at any time.

2. TAX COLLECTOR'S RESPONSIBILITIES

A. The Tax Collector will provide the awarded supplier with a print file or a link to where the print file is located and can be downloaded.

B. The Tax Collector may request up to two (2) additional inserts to be included with the mailings. The Tax Collector will supply the additional inserts to the supplier prior to the mailings with instructions detailing which bill type requires which inserts. The Tax Collector will supply the inserts in a format that meets the supplier's specifications and machine requirements for automated inserting. The Tax Collector may also request that the successful bidder print the inserts. Pricing for printing and stuffing the additional inserts must be quoted in Item 8 of the Bid Proposal Form.

C. The Tax Collector will proofread documents to be printed via file transfer (ftp), email, or another reasonable method. There may be an unlimited number of email correspondences during the proofing processes.

D. The Tax Collector will provide the supplier with a signed approval sheet once printed documents have been sent to the Tax Collector for final proof. **The supplier shall not proceed with the full production print run until the Tax Collector has signed and returned the proof document.** The signed proof may be mailed or transmitted as a PDF document via ftp, facsimile, or attached in an email.

E. After the print job is complete, the Tax Collector will decide which materials should be returned. The cost to return any items will be paid by the Tax Collector at actual shipping costs.

3. AWARDED BIDDER'S RESPONSIBILITIES

A. The awarded bidder (supplier) will receive data from the Tax Collector, State of Florida, or other City of Jacksonville agencies as defined by the Tax Collector.

B. The supplier shall accept and be able to receive the data via ftp or another mutually agreed upon method.

C. Initial Programming:

1. The supplier will perform any initial programming on the data to create the bills as required. Some of the initial programming required will include:

a) Form creation to fit data records' format as acceptable and approved by the Tax Collector.

b) Provide for areas with variable messages. There may be several such messages per document.

c) The supplier will produce a scan line on the billing document as described by the Tax Collector in an OCR B, 10-point font, placed on the document in a location acceptable to the Tax Collector's high speed processing equipment.

2. The supplier shall provide additional programming as mandated by legislative and procedural changes. All programming costs must be included as part of the overall charge in the Bid Proposal Form (no separate additive fee).

D. The supplier shall supply paper printed 2/1 and simplex laser print on 8 ½" x 11", 60# offset for bill stock or 24# white paper for those printed on plain paper. The paper will have one, and may have up to two (2), horizontal perforations along the top and bottom 1/3 of each page. The pre-printed (white) paper will have up to two colors. The color combination will vary depending upon the printing process below.

E. The supplier shall fold and insert the bills into #10 single, 24# white weave window envelope, with a #9 window, business reply envelope. The #10 window envelopes will be pre-printed on the front and back in 1/1 ink, one color. The #9 window envelopes will need to be pre-printed on the front and back in 2/2 ink. The #9 return window envelopes have a colored bar that bleeds to the back of the envelope. The position of the bar varies by payment type. Both the #10 and #9 window envelopes will be supplied by the supplier. The colors of the envelopes will vary by printing process as described below. The location of the window on the #9 return envelopes must meet the specifications of the Tax Collector's mail opening supplier.

F. The supplier shall be capable of inserting stub sized 8½" x 11" or 8½" x 14" inserts into the mailing. The supplier shall provide specifications regarding the size and weight of the inserts to the Tax Collector to meet machine requirements for automated inserting.

G. The supplier shall seal, sort, bundle, and meter renewals at the lowest qualifying First Class rate for postal discounts. A postage report shall be provided to the Tax Collector for each run.

H. The completed mailing must be delivered to the postal facility by the supplier. The supplier and the Tax Collector shall work together to determine a schedule.

I. Any "no-mail" notices, accounts with "bad" addresses, or unused inserts will be delivered back to the Tax Collector. "No mail" notices may be delivered to the Tax Collector as an electronic file to save printing.

J. The supplier shall write programs to combine all bills that have an identical customer name and mailing address. The supplier shall combine multiple forms to insert into one #10 or larger bulk envelope for mailing. The combination of bills should be such that it maximizes postal savings.

K. If applicable, the supplier shall maintain no more than a 90-day supply of pre-printed paper stock on hand for any monthly mailing. Changes in business operations and legislation may require the City to update pre-printed information at least quarterly.

L. The supplier shall provide monthly invoices detailing all printing by project. The report must clearly define major printing groups by payment type or message group as defined by the Tax Collector.

M. Bidders shall **not** include the cost of postage on the Bid Proposal Form. Postage will be paid separately by the Tax Collector. The supplier must provide a monthly accounting of all postal funds on hand and estimates for upcoming mailings.

N. The supplier shall CASS certify the addresses and zip codes to maximize postal discounts.

O. The supplier shall provide "Move Update" service for the Local Business Tax file using the NCOA database.

P. The supplier must be able to demonstrate their quality control measures regarding the following:

1) Track the number of documents printed vs. records sent.
2) Produce a scan line in the correct location that is capable of being read by the Tax Collector's remittance processing equipment.
3) Overall print quality, consistency of fonts, lack of streaking, and quality and placement of the scan line.
4) Alignment of perforations on pre-printed stock.
5) Quality of envelope construction and printing.
6) Ability to meet postal requirements regarding addressing.

4. PRINTING SPECIFICATIONS BY PROJECT

A. Tag Renewals

The Tax Collector produces automobile tag renewals based on data provided by the Florida Department of Highway Safety and Motor Vehicles (DMV). The file is sent via ftp to the supplier on a monthly basis. The file is produced sixty (60) days in advance, generally the first week of the month. The supplier will have until the 20th of the month to produce the renewals (forty (40) days prior to the first day of the month due). The supplier shall produce renewals based on business logic provided by the DMV and the Tax Collector. The renewals are printed two-up (two to a page) on the first page, and three-up (three to a page) on subsequent pages, combining renewals belonging to a single owner. There are places on the front of the document for variable messages based on a hierarchy of business rules. The back of the bill contains extensive information which is subject to change on a quarterly basis. If applicable, the supplier should maintain no more than a 90-day supply of pre-printed paper stock on hand so that changes may be made to the stock. Envelopes may be printed in larger quantities as approved by the Tax Collector.

Volume: Ten (10) months at approximately 60,000 each month (600,000); approximately 102,000 in December; and approximately 80,000 in June for a total of approximately 782,000 annually.

B. Handicap Parking Placard Renewals

The Tax Collector provides renewal notices to individuals with handicap parking placards. This file is sent monthly from the DMV on the same schedule as tag renewals. The supplier must produce messages on the bills based on logic supplied by the Tax Collector. These renewals are combined with the tag renewal file so that both renewals are intermingled into the same envelope with the corresponding tag renewal notice. These placard renewals are printed on the same bill stock as tag renewals. These renewals use the same envelopes as tag renewals. These renewals must be processed by the 20th of the month (forty (40) days in advance of the first day of the month due).

Volume: Approximately 1,000 per month for a total of approximately 12,000 annually.

C. Mobile Home Renewals

The Tax Collector provides renewal notices to individuals with mobile homes. The file is generated by the DMV. The file is produced in two segments, one for current renewals and another for delinquent accounts. The notices are produced in September or October (as directed by the Tax Collector) as December renewals. These notices are not intermingled with other registration renewals. The supplier must produce messages on the bills based on logic supplied by the Tax Collector. These bills use the same bill stock and envelopes as other tag renewals. These notices must be mailed by the 20th of October each year.

Volume: Approximately 11,000 renewals in December only.

D. Local Business Tax Renewals

The Tax Collector provides notices for local business tax customers. The data is generated by the Tax Collector's data processing systems and sent via ftp to the supplier by the 15th of the previous month (June 15th for July renewals). The notice provides a payment calculation chart on the back of the document based on variable data contained in the record. These bills have their own paper stock and corresponding envelopes. The renewals must be mailed by June 30th each year. The supplier must produce messages on the bills based on logic supplied by the Tax Collector. The supplier must sort the data for multiples based on owner name and mailing address, combining multiple bills into a

single envelope (number to be determined by postage costs) so as to maximize the postal discount. The supplier must provide "Move Update" service on the file to ensure the most accurate current address. Large multiples must be combined into a single flat envelope. The Tax Collector is considering the mailing of one-time per year, LBT Reminder Notices which would mail in mid-September. The data is generated in the same manner as the renewal notice. Reminder notices will be billed to the Tax Collector at the same rate as the Local Business Tax Renewals.

Volume: Approximately 75,000, one time per year in early-July.

E. Property Tax Billing

The Tax Collector provides payment notices to property tax customers annually. These bills are subdivided into three main groups:

- **Real Estate Tax Bills**
  Blue logo and accents with light blue shading, one perforation – approximately 165,000 contained in the real estate file, real estate specific envelope, black ink.
- **Information Notices**
  Plain white, no perforation – approximately 195,000 contained in the real estate file, uses the same envelope as real estate tax bills, no return envelope, printed blue and black ink.
- **Personal Property Tax Bills**
  Green logo and accents with light green shading, one perforation – approximately 14,000 bills contained in the personal property tax file, personal property envelope, one return envelope, printed in black ink.

The back of the Personal Property Tax Bill is printed in blue or green on the stock and the message is the same for Real Estate and Personal Property. The backs of the Information Notices are printed in blue. The supplier shall supply the bill stock, mailing envelopes, and return envelopes.

The Real Estate Tax Bill (blue stripe) and Personal Property Tax Bill (green stripe) have their own bill stock and their own #10 outgoing window envelope with different messages. Both use the same return envelope.

The Information Notices use the same outgoing envelope as the Real Estate Tax Bills.

As with all printing projects the Tax Collector will pay postage separately and it should **not** be included in the Bid Proposal Form.

There may be up to two inserts per envelope. The cost to insert must be included in the bid price. The inserts may vary based on the bill type above. The data will be sent from the tax collection system in an electronic format (flat file). There will be three files – Real Estate, Centrally Assessed, and Personal Property. The supplier must produce messages on the bills based on logic supplied by the Tax Collector. The supplier must sort the data for multiples, combining multiple bills into a single envelope (number to be determined by postage costs) to maximize postal discount. Large multiples must be combined into a single flat envelope. The bill file is produced in mid-October (usually by the 20th) and must be mailed by October 31st.

Volume: Approximately 385,000 bills in mid-October only, mailed by October 31st.

F. Property Tax Reminder Notices

The Tax Collector's office produces reminder notices in March or April of each year. The Tax Collector will produce a file in mid-March or April and transfer the file to the supplier. The supplier will produce notices in a format similar to the November mailing but with specific changes mandated by the Tax Collector's office. There will be two mailings: one for Real Estate Taxes (approximately 42,000) and the other for Personal Property Taxes (approximately 1,500). The form will be the same as used in the November mailing – a #10 outgoing window envelope and a #9 return window envelope of the same specifications as the November Personal Property mailing.

As with all printing projects, the Tax Collector will pay postage separately and it should **not** be included in the Bid Proposal Form.

There may be up to two inserts in the mailings. The cost to insert must be included in the bid price. The inserts may vary based on the bill type above. The supplier must sort the data for multiples, combining multiple bills into a single envelope (number to be determined by postage costs) to maximize postal discount. Large multiples must be combined into a single flat envelope. The reminder file is produced in mid-March or Mid-April and must be mailed no later than the third week of the month in which the file is received.

Volume: Approximately 44,000 in March or April, mailed by the middle of the month in which the file is received.

G. Property Tax Installment Notices

The Tax Collector's office produces installment notices quarterly (June, September, December, and March). The Tax Collector will produce a file in the middle of the month preceding the installment notice date and transfer the file to the supplier. The supplier will produce notices in a format similar to the reminder notice but with specific changes mandated by the Tax Collector's office. There will be two mailings: one for Real Estate Taxes (approximately 9,000 per mailing) and the other for Personal Property Taxes (approximately 40 accounts per mailing).

The form will be the same as used in the November mailing – a #10 outgoing window envelope and a #9 return window envelope of the same specifications as the November Personal Property mailing.

As with all printing projects the City will pay postage separately and it should **not** be included in the bid pricing.

There may be up to two inserts in the mailings. The cost to insert must be included in the bid price. The inserts may vary based on the based on the bill type above. The supplier must sort the data for multiples, combining multiple bills into a single envelope (number to be determined by postage costs) to maximize postal discount. Large multiples must be combined into a single flat envelope.

Volume: Approximately 9,000 bills quarterly (June, September, December, and March) for a total of approximately 36,000 annually. The file will be received in the middle of the month preceding the notice month above. Notices should be mailed by the last day of the month in which the file is received.