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

BID #: XF-0378-22

OPEN DATE: 5/25/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE-TIME PURCHASE

AGENCY: TAX COLLECTOR'S OFFICE

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

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 3 **OTHER:** 2

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject D3 Logic, Inc. for being non-responsive; specifically, for not bidding on all line items (Line Item 8) as was required in the Terms and Conditions and for not providing sample notices as was required in the Minimum Requirements section of the Terms and Conditions.

Recommend approval of award to Cathedral Corporation as the lowest responsive, responsible bidder. Period of service will be a one-time purchase. Estimated expenditure amount not-to-exceed $125,000.00.

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, Rejection Letter, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, 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: June 3, 2022

To: Greg Pease, 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 XF-0378-22

The Tax Collector's office has reviewed the bids submitted for bid XF-0378-22, 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 to exceed $125,000.00.

Klages, David

From: Doran, Debra
Sent: Friday, June 3, 2022 9:28 AM
To: Klages, David; Rock, Kevin
Subject: RE: Bids and Bid Tabulation for XF-0378-22 Printing Services for the Duval County Tax Collector's Office

00193-730001-534100-000000-00000000-00000-0000000

From: Klages, David <DKlages@coj.net>
Sent: Friday, June 3, 2022 9:23 AM
To: Rock, Kevin <KRock@coj.net>
Cc: Doran, Debra <DDORAN@coj.net>
Subject: RE: Bids and Bid Tabulation for XF-0378-22 Printing Services for the Duval County Tax Collector's Office

Thanks, Kevin. Is there a specific account number that will be used?

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: Friday, June 3, 2022 9:21 AM
To: Klages, David <DKlages@coj.net>
Cc: Doran, Debra <DDORAN@coj.net>
Subject: RE: Bids and Bid Tabulation for XF-0378-22 Printing Services for the Duval County Tax Collector's Office

David,

Please see the attached memo recommending award to Cathedral Corporation. Please let me know if you have any questions.

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

From: Rock, Kevin
Sent: Wednesday, June 1, 2022 4:59 PM
To: Klages, David <DKlages@coj.net>

BID TABULATION

Title:	Printing Services for the Duval County Tax Collector's Office
Bid No.:	XF-0378-22
Close Date:	May 25, 2022
Analyst:	Dvaid Klages
No. Invited:	(8) **No. Received:** (3) **Other:** (2)
Announced By:	Renata Barnett
Recorded By:	Melissa Pierce

Item #	Description	Est. Annual Quantity	Cathedral Corporation		Northeast II dba TC Delivers		D3 Logic, Inc.	
			Unit Price per 1,000	Extended Price	Unit Price per 1,000	Extended Price	Unit Price per 1,000	Extended Price
1	Cost to produce **Automobile Tag Renewal Notices**, including two (2) color printing and two (2) stuffed inserts.	782,000	$0.07190	$56,225.80	$0.11992	$93,777.44	N/A	Rejected
2	Cost to produce **Handicap Parking Placard Renewal Notices**, including two (2) color printing and two (2) stuffed inserts.	12,000	$0.07190	$862.80	$0.11992	$1,439.04	N/A	Rejected
3	Cost to produce **Mobile Home Renewal Notices**, including two (2) color printing and two (2) stuffed inserts.	11,000	$0.07190	$790.90	$0.11992	$1,319.12	N/A	Rejected
4	Cost to produce **Local Business Tax Renewal Notices**, including two (2) color printing and two (2) stuffed inserts.	75,000	$0.11860	$8,895.00	$0.13699	$10,274.25	N/A	Rejected
5	Cost to produce **Property Tax Billing Notices**, including two (2) color printing and two (2) stuffed inserts.	374,000	$0.09450	$35,343.00	$0.12096	$45,239.04	N/A	Rejected
6	Cost to produce **Property Tax Reminder Notices**, including two (2) color printing and two (2) stuffed inserts.	44,000	$0.10100	$4,444.00	$0.12096	$5,322.24	N/A	Rejected
7	Cost to produce **Property Tax Installment Notices**, including two (2) color printing and two (2) stuffed inserts.	36,000	$0.10100	$3,636.00	$0.12096	$4,354.56	N/A	Rejected
8	Cost to print and insert two (2) additional full-page inserts.	374,000	$0.09600	$35,904.00	$0.03594	$13,441.56	N/A	Rejected
	Total Bid (Items 1 - 8):		**$146,101.50**		**$175,167.25**		**REJECTED**	

Terms:	No Discount	No Discount	N/A
Delivery:	Not Stated	Not Stated	N/A
Signed Bid Form:	Yes	Yes	N/A
Bid Proposal Form:	Yes	Yes	N/A
Conflict of Interest Certificate:	Yes	Yes	N/A
Addenda 1 - 3:	Yes	Yes	N/A

Klages, David

From:	Klages, David
Sent:	Friday, May 27, 2022 1:57 PM
To:	ralph.delmonico@d3-inc.com
Subject:	Bid Reject ion for XF-0378-22 Printing Services for the Duval County Tax Collector's Office
Attachments:	Bid Rejection - D3 Logic Inc.pdf; D3 Logic.pdf

Mr. DelMonico,
Please see attached...

Please feel free to call if you have any questions.

Thank you,

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

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: May 27, 2022

Via Email: ralph.delmonico@d3-inc.com

Bidder's Name: D3 Logic Inc.

Address: 89 Commercial Way

Contact Name: East Providence, RI 02914

Bid No: XF-0378-22

Title: Printing Services for the Duval County Tax Collector's Office

Date Opened: May 25, 2022

REASON FOR RECOMMENDED BID REJECTION: For being non-responsive; specifically, for not bidding on all line items (Line Item 8) as was required in the Terms and Conditions and for not providing sample notices as was required in the Minimum Requirements section of the Terms and Conditions.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, June 2, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____
David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

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 a one-time purchase.

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. Bidders must submit proof of at least one (1) year of experience (within the last three (3) years) producing mailings, including auto tag renewals, Real Estate and Tangible Personal Property tax notices, and local business tax renewals for another Florida county. The county must have at least twenty thousand (20,000) auto tag renewals per month and a minimum of two-hundred thousand (200,000) combined Real Estate and Tangible Personal Property Tax accounts. Proof must be submitted in the form of sample notices 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**
All samples or approval forms must be sent to the project manager, Kevin Rock, via hard copy mail, and/or other approved methods, at the following address:

   Duval County Tax Collector
   Attn: Kevin Rock
   231 E, Forsyth Street
   Jacksonville, FL 32202

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 initial term period. Upon renewal (if applicable), 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 reject the print output of any job if it does not match the signed proof or is not in compliance with the bid specifications. Proofs will be sent in two stages. Once a sample set of records has been produced, actual printed copies from the same software and hardware that will be used during the production run must be submitted for approval. These proofs must be mailed to the address listed in Item 8 above for testing on the Duval County Tax Collector's high speed processing equipment. The approval sheet must be signed by a representative of the Duval County Tax Collector's Office to be considered approved. Once the production data has been sent, electronic or hard copy samples (as determined by the Tax Collector) of the final product must be sent to the Duval County Tax Collector's Office for final approval. Again, a signed approval will be faxed or emailed to the supplier before production printing begins. The City or its agencies will determine compliance with bid specifications. Print jobs that do not match the specifications must be re-run within forty-eight (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.

1. GENERAL INFORMATION

The Duval County Tax Collector's Office (Tax Collector) 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 to be printed under this bid is 1.5 million documents. The Tax Collector's Office outsources the printing of these documents to a single supplier so as to ensure consistency and quality of the final print product. Any individual billing process listed below may be eliminated at any time due to legislative or procedural changes. Other billings may be added as well at a mutually agreed upon price.

2. MINIMUM REQUIREMENTS

Bidders must meet the minimum requirements detailed in the Terms and Conditions section of this solicitation to be considered for award.

3. TAX COLLECTOR RESPONSIBILITIES

A. The Tax Collector will provide a print file or a link to where the print file is located. The Tax Collector will supply the awarded bidder the data via file transfer.

B. Tax Collector may request up to two (2) additional inserts to be included with the mailings. The price to insert these two inserts must be included in the bid submittal (Item #8 on the Bid Proposal Form). The Tax Collector will supply the inserts to the awarded bidder 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 awarded bidder's specifications and machine requirements for automated inserting. The Tax Collector may also request that the awarded bidder print the inserts. Pricing for the printing of inserts must be quoted on the attached Bid Proposal Form (Item #8).

C. The Tax Collector will proof documents to be printed via file transfer (FTP), electronic 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 awarded supplier a signed approval sheet once printed documents have been sent to the Tax Collector or designee for final proof. The supplier is not to proceed with the full production print run until the Tax Collector has signed and returned the proof document in either PDF or original format. The signed proof may be mailed or transmitted as a PDF document via FTP, facsimile, or attached to an email.

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

4. AWARDED BIDDER'S RESPONSIBILITIES

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

B. The awarded bidder 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 Duval County Tax Collector's Office.

   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 will provide additional programming as mandated by legislative and procedural changes. All programming costs must be included as part of the overall per item cost on the Bid Proposal Form (no separate additive fee).

D. The awarded bidder 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 at least one (1) horizontal perforation, and may have up to two (2) horizontal perforations along the top 1/3 and bottom 1/3 of each page. The pre-printed paper will be two color (white paper, and up to two colors). The color combination will vary depending upon the printing process below.

E. The awarded bidder will fold and insert the bills into #10 single, 24# white weave window envelopes, 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 awarded bidder. 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 vendor.

F. The awarded bidder shall be capable of inserting stub sized, 8 ½" x 11", or 8 ½" x 14" inserts into the mailing. The awarded bidder shall provide specifications regarding the size and weight of the inserts to the Tax Collector so as to meet machine requirements for automated inserting.

G. The awarded bidder will 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 will work together to determine a schedule.

I. Any "no-mail" notices, accounts with "undeliverable" 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 so as to save printing.

J. The awarded bidder shall write programs to combine all bills that have an identical customer name and mailing address. The awarded bidder 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 awarded bidder will 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 Tax Collector to update pre-printed information at least quarterly.

L. The awarded bidder will provide monthly invoices detailing all printing by project. The report should clearly define major printing groups by payment type or message group as defined by the Tax Collector.

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

N. The awarded bidder will CASS certify the addresses and zip codes to maximize postal discounts.

O. The awarded bidder will provide move update service for the local business tax file using the NCOA database.

P. The awarded bidder must be able to demonstrate their quality controls in regard to 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 scanline.
4) Alignment of perforations on pre-printed stock.
5) Quality of envelope construction and printing.
6) Ability to meet postal requirements in regards to addressing.

5. PRINTING SPECIFICATIONS BY PROJECT

A. Automobile Tag Renewal Notice

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 will produce renewals based on business logic provided by the DMV and Duval County Tax Collector's Office. 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 Renewal Notice

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 Renewal Notice

The Tax Collector provides renewal notices to individuals with mobile homes. The file is generated by the DMV. The file is produced in two (2) segments, one for current renewals and another for delinquent accounts. The notices are produced in September or October (as directed by the Tax Collector) for 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 in December only.

D. Local Business Tax (LBT) Renewal Notice

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, etc.). 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 Notices

The Tax Collector provides payment notices to property tax customers annually. These bills are subdivided into three (3) 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); and ***Personal Property Tax Bills*** (green logo and accents with light green shading, one perforation – approximately 14,000, contained in the personal property tax file, personal property envelope, one return envelope, printed in black ink). The back of the bill is printed in blue or green on the stock and the message is the same for Real Estate and Personal Property. The back of the Information Notices is printed in blue. The supplier shall supply bill stock, mailing envelopes, and return envelopes. The real estate bill (blue stripe) and personal property 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 notice uses the same outgoing envelope as real estate bill. As with all printing projects, the Duval County Tax Collector's Office will pay postage separately and it should <u>not</u> be included in the bid pricing. There may be up to two (2) inserts per envelope. The cost to insert must be included in Item #8 of the Bid Proposal Form. The inserts may vary based on the bill type above. The data will be sent from our tax collection system in an electronic format (flat file). There will be three (3) 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 374,000 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 payment notice mailing but with specific changes mandated by the Tax Collector's office. There will be two (2) mailings: one for ***Real Estate Taxes*** (approximately 42, 000) and the other for ***Personal Property Taxes*** (approximately 2,000). The form will be the same as used in the November mailing. A #10 outgoing window envelope and #9 return window envelope of the same specifications as the November Personal Property Tax mailing. As with all printing projects, the Duval County Tax Collector's Office will pay postage separately and it should **not** be included in the bid pricing. There may be up to two (2) inserts in the mailings. The cost to insert must be included in Item #8 of the Bid Proposal Form. The inserts may vary 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. 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 (mid-May for June, etc.) and transfer the file to the supplier. Notices should be mailed by the last day of the month in which the file is received. 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 (2) mailings: one for ***Real Estate Taxes*** (approximately 9,000 per quarter) and the other for ***Personal Property Taxes*** (approximately 40 per quarter). The form will be the same as used in the November mailing. A #10 outgoing window envelope and #9 return window envelope of the same specifications as the November personal property mailing. As with all printing projects, the Duval County Tax Collector's Office will pay postage separately and it should **not** be included in the bid pricing. There may be up to two (2) inserts in the mailings. The cost to insert must be included in Item #8 of the Bid Proposal Form. 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 quarterly (June, September, December and March) for a total of approximately 36,000 annually.