

**Amendment to Agreement for
Lancaster County
Print & Mail - Real Estate and DMV Statements
Bid No. 11-089**

RECEIVED

APR 24 2014

LANCASTER COUNTY
CLERK

This Amendment is hereby entered into on this 16th day of April, 2013, by and between Peregrine Services, Inc. 21451 W. 121 Street, Olathe, KS 66061 (hereinafter "Contractor") and Lancaster County (hereinafter "County"), for the purpose of amending the Agreement dated June 7, 2011 under County Contract No. C-11-0301, (the "Agreement"), for **Print and Mail of Real Estate and DMV Statements** for the Lancaster County Treasurer, Bid No. 11-089, which is made a part hereof by this reference.

WHEREAS, the County is removing the services associated with the DMV Statement Processing, Package 1, from the Vendor's ebid response, effective October 1, 2013; and

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Agreement, under County Contract No. C-11-0301, and stated herein the parties agree as follows:

- 1) The County is removing the services associated with the DMV Statement Processing, Package 1, from the Vendor's ebid response, effective October 1, 2013
- 2) All other terms of the Agreement, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Lancaster County Board of Commissioners Signatures

Executed this 16 day of April, 2013

Approved as to form
this 16 day of April, 2013

Brian Schrens
County Law Department

Deborah
Greg Meyer
Danny Hudson
Janet
Kenna

Supplier, please sign and date. Mail back to our office; a faxed copy is not acceptable.

Dated 4/16/14

Company Name: (PLEASE PRINT)	<u>PEREGRINE SERVICES INC</u>
By: (PLEASE PRINT)	<u>Tom Stith</u>
By: (PLEASE SIGN)	<u>TOM STITH</u>
Title:	<u>SALES MANAGER</u>
Company Address: (PLEASE PRINT)	<u>21451 W 121ST ST Olathe, KS 66061</u>
Company Phone & Fax: (PLEASE PRINT)	<u>Phone (913) 393-0510 Fax (916) 222-0720</u>
E-Mail Address: (PLEASE PRINT)	<u>tstith@peregrinesolutions.com</u>

C-11-0301

RECEIVED

MAY 27 2011

LANCASTER COUNTY
CLERK

CONTRACT DOCUMENTS

**LANCASTER COUNTY
NEBRASKA**

**Print & Mail - Real Estate
and DMV Statements
Bid No. 11-089**

**Peregrine Services Inc.
21451 W. 121 St.
Olathe, KS 66061
913-972-2734**

**LANCASTER COUNTY
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2011, by and between **Peregrine Services Inc., 21451 W. 121 St., Olathe, KS 66061**, hereinafter called "Contractor", and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, hereinafter called the "County".

WHEREAS, the County has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Print & Mail - Real Estate and DMV Statements** and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the County, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the County, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the County have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the County's award of this Contract to the Contractor, such award being based on the acceptance by the County of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal and Attachment A

2. The County agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the County:

The County will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract.

3. **Equal Employment Opportunity.** In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The County may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the County will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the County and employees of the County shall not be deemed to be employees of the Contractor. The Contractor and the County shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the County's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. This Contract shall be effective upon execution by both parties. The term of the Contract shall be a four (4) year term with the option to renew for one (1) additional four (4) year term.
8. The Contract Documents comprise the Contract, and consist of the following:
 1. Instructions to Bidders
 2. Accepted Proposal/Response
 3. Contract Agreement
 4. Attachment A
 5. Specifications
 6. Addendum No. 1
 7. Samples
 8. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract.

EXECUTION BY LANCASTER COUNTY, NEBRASKA

Contract Approved as to Form:

The Board of County Commissioners of
Lancaster, Nebraska

for Bullay Schen
Lancaster County Attorney

Jane W. Gould
Bessie New
John Schmitt
Larry Sullivan
[Signature]
dated 6/11/11

EXECUTION BY CONTRACTOR

IF A CORPORATION:

Perogin Service, Inc
Name of Corporation

ATTEST:

Willie Harley (SEAL)
Secretary

21451 W 121st St Olathe KS 66061
(Address)

By: Tom Stath
Duly Authorized Official

Sales Manager
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

Signature

Debbie Winkler

Subject: FW: questions

ATTACHMENT A

From: Robert L. Walla [<mailto:rwalla@lincoln.ne.gov>]
Sent: Wednesday, May 11, 2011 9:07 AM
To: 'tstith@peregrinesolutions.com'
Subject: questions

Tom,

Can you please answer the following questions by May 13 regarding your bid for the printing and mailing of the DMV and Real Estate taxes for Lancaster County, Nebraska:

What is your cost per thousand for the printing of the RE inserts? There are approximately 100,000 of them, 1/3 page, 20# white paper, black ink.

\$5.00 per thousand. I believe that I line itemed this in the general notes section of the bid, but didn't see an actual place to enter it into the bid calculation.

Is there any way to use a Nebraska postmark on each envelope? If so, how do you accomplish that?

Yes, you are able to have a NE postmark on each envelope. We provide a local postal account for you to use---it is in your name and the indicia (preprinted box on top right of outgoing #10) can state that it is mailed from Lincoln/Lancaster or anything else you would like it to say. We do a lot of out of state mailings for utilities and treasurers. This is a common concern, particularly for elected officials.

Is there an additional cost if we decide to use 2 colors on the statements? How can you offer 2 colors at the same price as one?

No additional cost for 2 color vs 1 color. All of our in house presses and printers are set-up to run one or two colors at the same cost as 2 color. We use this as a competitive advantage. Most of our customers like second color to highlight areas of their bills or for logos. Most vendors do charge additional for 2nd color.

You indicate that you will provide the County with a USPS 3600 report following all mailings to verify the actual postage cost for all letters sent. Are there any other reports you can provide which give us information on the cost of that mailing?

The county will receive a postal manifest that lists the inserting and postage required for each piece. This will be signed off on by the USPS. This gives you complete auditable data to insure that each piece was mailed and that the lowest postage was applied to each piece.

What is IMB barcoding? Do you use it? If yes, how does it benefit the County? If no, why don't you use it?

IMB barcoding is the new postal barcode that is accepted by USPS. We went live with IMB barcoding earlier this month. Initially USPS was going to require all presort mailers to use this standard as the replacement for PostNet barcode starting May 1, 2011 but they have since rescinded that deadline indefinitely. We decided to go ahead and implement the conversion with all of our accounts on May 1. This required about \$30k worth of equipment upgrades as well as substantial programming hours. The biggest advantage I see for our customers at this point is that we have already successfully made the conversion; they don't have to worry about possible conversion issues which non upgraded mailers may face upon conversion in the future. The technical advantages (better efficiency, more tracking capabilities) seem to apply more to internal post office workings than benefits the mailing customer. Our postal representative said we can expect a small postal rate decrease in the vicinity of .003 per piece due to the conversion.

You did not list a price for NCOA, sort/deliver. Is this figured into another Line Item?

I believe I listed 0.00 for these two parts as well as for initial art composition and set up. We do not charge for any of these services. They are all complimentary.

The County has the option to split this award if it is in the best interest of the County. Are you willing to reduce your price if awarded both portions of the bid? If yes, by how much?

We bid this price firm for a period of 4 years. We can not make any further discounts. We will honor our quote by application (DMV or Tax Project) so would take one and not the other if required.

Bob Walla CPPB
City/County Purchasing
Lincoln, Nebraska
rwalla@lincoln.ne.gov
(402) 441-8309 - Phone
(402) 441-6513 - Fax

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information	Contact Information	Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address
Email	rwalla@lincoln.ne.gov	Address
Phone	1 (402) 441-8309	Contact
Fax	1 (402) 441-6513	Contact
Bid Number	11-089 Addendum 1	Department
Title	Print & Mail - Real Estate and DMV Statements	Building
Bid Type	Bid	Floor/Room
Issue Date	04/13/2011	Telephone
Close Date	4/29/2011 12:00:00 PM CST	Fax
Need by Date		Email
	Address Purchasing 440 S. 8th St. Lincoln, NE 68516	
	Contact Robert Walla Asst. Purchasing Agent	
	Department Purchasing	
	Building Suite 200	
	Floor/Room	
	Telephone 1 (402) 441-8309	
	Fax 1 (402) 441-6513	
	Email rwalla@lincoln.ne.gov	

Supplier Information

Company Peregrine Services Inc
 Address 21451 W 121
 Olathe, KS 66061
 Contact Tom Stith
 Department
 Building
 Floor/Room
 Telephone 1 (913) 9722734
 Fax 1 (816) 2220720
 Email tstith@peregrinesolutions.com
 Submitted 4/28/2011 5:13:13 PM CST
 Total \$91,482.00

Signature _____

Supplier Notes

I do not believe that you asked for pricing of the 2 sided, 1/3 page, insert. If you are wanting that included, total price would be \$5.00 per thousand. That includes printing, cutting and inserting.

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
2	Specifications	I acknowledge reading and understanding the specifications.	Yes
3	Electronic Signature	Please check here for your electronic signature.	Yes
4	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
5	Renewal is an Option	Contract Extension Renewal is an option.	Yes
6	Contact	Name of person submitting this bid:	Tom Stith
7	References	I have attached my References to the Response Attachment section of this bid.	Yes
8	Sample Documents	I acknowledge viewing and understanding the printing, folding and perforations required for this bid according to the Sample Documents attached to the Bid Attachment section. I further acknowledge that adjustments may be made to the version of the documents if deemed necessary by the County Treasurer.	Yes
9	Additional Costs	Will there be any additional cost to the County that exceeds the Line Item pricing listed in this bid? YES or NO? If YES, list the item costs and a complete description of the items on your company letterhead and attach to the Response Attachment section of your ebid response.	no
10	Agreement to Addendum No. 1	Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information.	Yes

Line Items

#	Qty	UOM	Description	Response
1	1	PKG	DMV Statement Processing	\$51,960.00

Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
1.1	240	Per Thousand	Printing Blank Form - Labor and Materials Including Perforated Paper ONLY BID PER THOUSAND!	16.00

Supplier
Notes:

1.2	240	Per Thousand	#10 Mailing Envelope - Includes Envelope and Printing ONLY BID PER THOUSAND	20.00
-----	-----	-----------------	--	-------

Supplier
Notes:

1.3	240	Per Thousand	#9 Return Envelope - Includes Envelope and Printing ONLY BID PER THOUSAND	18.00
-----	-----	-----------------	--	-------

Supplier
Notes:

1.4	240	Per Thousand	Import Tax Data onto Blank Form - Labor and Materials ONLY BID PER THOUSAND	17.50
-----	-----	-----------------	--	-------

Supplier
Notes:

1.5	90,000	EA	Estimated Postage ONLY BID PER PIECE	0.34
-----	--------	----	--	------

Item Notes: 90,000 is the estimated amount based on multiple statements in one envelope.

The County realizes this amount will vary based on USPS rates.

Supplier
Notes:

1.6	240	Per Thousand	Folding and Inserting Forms and #9 Envelope - Labor and Materials ONLY BID PER THOUSAND	17.50
-----	-----	-----------------	--	-------

Supplier
Notes:

1.7	240	Per Thousand	NCOA - Labor and Materials ONLY BID PER THOUSAND	0.00
-----	-----	-----------------	---	------

Supplier
Notes:

1.8	240	Per Thousand	Sorting and Delivery of Mail to USPS - Labor and Materials ONLY BID PER THOUSAND	0.00
-----	-----	-----------------	---	------

Supplier
Notes:

2	1	Lump Sum	ONE TIME COMPUTER SET-UP FEE - DMV STATEMENTS IF NO COST FOR THIS SERVICE, ENTER A 0 IN THE UNIT PRICE BOX!	\$0.00
---	---	----------	--	--------

Item Notes:

Supplier Notes:

3	1	PKG	Real Estate Tax Statement Processing DO NOT ENTER A PRICE IN THIS SECTION All pricing is in the Pkg Line Items Below.	\$39,522.00
---	---	-----	---	-------------

Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
3.1	113	Per Thousand	Printing Blank Form - Labor and Materials Including Perforated Paper ONLY BID PER THOUSAND!	18.00

Supplier
Notes:

3.2	113	Per Thousand	#10 Mailing Envelope - Includes Envelope and Printing ONLY BID PER THOUSAND	19.00
-----	-----	-----------------	--	-------

Supplier
Notes:

3.3	113	Per Thousand	#9 Return Envelope - Includes Envelope and Printing ONLY BID PER THOUSAND	19.00
-----	-----	-----------------	--	-------

Supplier
Notes:

3.4	113	Per Thousand	Import Tax Data onto Blank Form - Labor and Materials ONLY BID PER THOUSAND	19.00
-----	-----	-----------------	--	-------

Supplier
Notes:

3.5	85,000	EA	Estimated Postage ONLY BID PER PIECE	0.34
-----	--------	----	--	------

Item Notes: 90,000 is the estimated amount based on multiple statements in one envelope.

The County realizes this amount will vary based on USPS rates.

Supplier
Notes:

3.6	113	Per Thousand	Folding and Inserting Forms and #9 Envelope - Labor and Materials ONLY BID PER THOUSAND	19.00
-----	-----	-----------------	--	-------

Supplier
Notes:

3.7	113	Per Thousand	NCOA - Labor and Materials ONLY BID PER THOUSAND	0.00
-----	-----	-----------------	---	------

Supplier
Notes:

3.8	113	Per Thousand	Sorting and Delivery of Mail to USPS - Labor and Materials ONLY BID PER THOUSAND	0.00
-----	-----	-----------------	---	------

Supplier
Notes:

4	1	Lump Sum	ONE TIME COMPUTER SET-UP FEE - REAL ESTATE STATEMENTS IF NO COST FOR THIS SERVICE, ENTER A 0 IN THE UNIT PRICE BOX!	\$0.00
---	---	----------	--	--------

Item Notes:

Supplier Notes:

Response Total:	\$91,482.00
-----------------	-------------

**SPECIFICATIONS
PRINTING & MAILING OF
REAL ESTATE TAX STATEMENTS
AND
MOTOR VEHICLE RENEWAL STATEMENTS
LANCASTER COUNTY TREASURER**

1. SCOPE OF SERVICES

- 1.1 Lancaster County (County) invites Vendors to submit sealed bids for Computer Integrated Printing and Mailing of Real Estate Tax Statements and Motor Vehicle Renewal Statements for the Lancaster County Treasurer.
 - 1.1.1 Vendors may bid on one or both of the Line Item Packages.
- 1.2 The average monthly number of DMV Renewal Statements is approximately 20,000.
- 1.3 The yearly number of Real Estate Tax Statements sent out in December is approximately 113,000.
- 1.4 The term of the contract for these services will be four (4) years with the option to renew for one (1) additional four (4) year term.
 - 1.4.1 Contract term will begin upon execution by all parties with the first DMV Statement mailing going out on June 30, 2011.
 - 1.4.2 Contract execution is scheduled to be completed by May 24, 2011 in order for Vendor to prepare for first mailing.
 - 1.4.3 The prices submitted in this proposal shall be firm for at a minimum of the first year of the contract.
 - 1.4.4 Any increase in pricing following the first year must be made in writing and submitted to the Purchasing Department 30 days prior to proposed increase date.
 - 1.4.4.1 The County reserves the right to reject price increases and rebid.
- 1.5 Vendors shall submit an electronic response via the City/County Ebid system.
 - 1.5.1 All written information will be attached to the Response Attachment section of the ebid response.
- 1.6 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Bob Walla, Asst. Purchasing Agent (rwalla@lincoln.ne.gov) or Fax: (402) 441-6513.
 - 1.6.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.
 - 1.6.2 The City/County Purchasing Office shall only reply to written inquiries received within 5 days of bid opening.

2. PRINTING INFORMATION

- 2.1 In the event of equipment failure or power failure, Vendor must have backup capability with no impact on time schedule.
- 2.2 Data provided by the County shall be manipulated by the Vendor and developed in to a high quality laser image.
- 2.3 Vendor must be able to provide multiple printing and processing platforms, providing the flexibility to handle both small and large jobs.

- 2.4 The initial printing format of the samples provided in the Bid Attachment section is provided as a basis for bidding, the County reserves the right to change the format at anytime if necessary.

3. COMPUTERIZED INFORMATION FOR REAL ESTATE TAX STATEMENTS

- 3.1 The County intends to furnish the Vendor with raw data including mailing addresses and tax information saved to disk, tape, etc., via our computer system which is to be interfaced with Vendors system to produce the mailing.
- 3.2 It will be the responsibility of the Vendor to manipulate the raw data and insert the required bar coding.
- 3.3 The County wishes to flag certain pieces of the Real Estate Tax mailing to receive a special message (to be printed in the red ink screened box labeled "Special Messages" - see sample form).
- 3.3.1 We estimate no more than six (6) separate special messages will be used for the first mailing.
- 3.3.2 The County will provide the Contractor with each special message's "flag"criteria.
- 3.3.3 It will be the Contractor's responsibility to insert the appropriate special message based on the criteria provided by the County.

4. COMPUTERIZED INFORMATION FOR DMV STATEMENTS

- 4.1 The County intends to furnish the Vendor with raw data in a CSV or similar format.
- 4.1.1 Data shall include name, mailing address, vehicle data and tax information.
- 4.1.2 One bar code will be required.
- 4.2 It will be the responsibility of the Vendor to manipulate the raw data and insert the required bar coding.
- 4.3 The County wishes to flag certain pieces of the Real Estate Tax mailing to receive a special message (to be printed in the red ink screened box labeled "Special Messages" - see sample form).
- 4.3.1 We estimate no more than six (6) separate special messages will be used for the first mailing.
- 4.3.2 The County will provide the Contractor with each special message's "flag"criteria.
- 4.3.3 It will be the Contractor's responsibility to insert the appropriate special message based on the criteria provided by the County.
- 4.4 This is a new process for Lancaster County and may involve process change during the term of the contract.
- 4.4.1 There is discussion that data may be split into two groups; one group for printing of individual renewal notices and one group of mass/multiple renewals to be printed into ledger format, producing one document for all renewals.
- 4.4.2 In the event the County decides to split the groups, the Vendor shall consider a lower fee for second group of mailings.
- 4.4.3 The Vendor and County will communicate any changes as needed with ample time given in order to remove any chance of service disruption.

5. MAILING REQUIREMENTS

- 5.1 The prices offered by the Vendor shall be for the cost of all labor, materials and equipment necessary to provide a complete mailing from start to finish.
- 5.1 Vendor will pre-sort all outgoing mail to take full advantage of postal discounts.
- 5.2 Vendor shall apply bar code information on each piece of mail using the zip(3/5) code to determine the required pre-sorting for carrier routes.
- 5.3 Vendor shall be capable of merging multiple household/address records together by address and last name (we estimate 18% of the mailing will have multiple statements).
 - 5.3.1 Vendor shall sort and qualify multiple merged records for maximum postal discounts.
 - 5.3.2 Multiple statements shall be printed out together and mailed in one envelope.
- 5.4 Vendor shall provide all postal reports with counts required by the U.S. Postal Service and tray tags necessary for postal containers.
- 5.5 The County will reimburse the Vendor for actual mailing costs incurred.
 - 5.5.1 All discounts, rebates, processing and/or volume incentives received by the Vendor shall be passed on to the County.
- 5.6 Successful Vendor shall provide the County with a written estimate of postal charges prior to each mailing request for each type of statements.

6. MAILING LIST RECONCILIATION

- 6.1 Once annually, preferably in August, a magnetic tape file supplied by the County must be processed against the USPS National Change of Address File (NCOA) file to obtain and correct address changes.
 - 6.1.1 All records with changes should be separated into two groups:
 - 6.1.1.1 All records with new addresses that remained in the county.
 - 6.1.1.2 All address changes which have moved out of the county.
 - 6.1.2 An electronic copy of all address changes, by group, will be forwarded to the County.

7. DEADLINES

- 7.1 Vendor MUST meet the County's Real Estate Tax and DMV statement required delivery dates.
- 7.2 Any deviation by the Vendor from the dates indicated below or agreed upon in the contract may result in the implementation of termination provisions listed in the contract.
- 7.3 Real Estate Statement Schedule is as follows:

Bid Opening	April 29, 2011
Contract Execution	May 24, 2011
Form Proof	Sept. 15, 2011
Form Final Approval	Oct. 1, 2011
Raw Data Supplied by Co.	Nov. 5, 2011
Sample Imprinted Mailer	Nov. 10, 2011
Final Mailing Completed	Dec. 01, 2011

7.4 DMV Statement Schedule is as follows:

Bid Opening	April 29, 2011
Contract Execution	May 24, 2011
Begin technical coordination	May 25, 2011
Form Proof & Approval	June 1, 2011
Raw Data Supplied by Co.	June 7, 2011
Sample Imprinted Mailer	June 17, 2011
Month One Mailing Completed	June 30, 2011

7.4.1 Dates for data supplied by the County and proofing of documents for each month will be determined following contract execution.

8. **REFERENCES**

8.1 Bidder shall furnish the names, addresses, and telephone numbers of a minimum of three (3) firms or government organizations for which the Vendor is currently furnishing or has furnished printing and mailing of official statements or other documents in a volume similar to those listed in this specification.

9. **REAL ESTATE STATEMENT SPECIFICATIONS**

9.1 Vendor must provide statements with the following characteristics:

9.1.1 Form Size

9.1.1.1 8-1/2" x 14" (standard legal size)

9.1.2 Stock:

9.1.2.1 Standard 20# white bond paper

9.1.3 Printed

9.1.3.1 Two (2) sided

9.1.4 Ink

9.1.4.1 Front: All black printed type with a "Special Message" area, which is to be a red screen (actual message to be printed with black)

9.1.4.2 Back: Black screen (suitable for form instructions)

9.1.5 Quantity

9.1.5.1.1 113,000 pieces (to be printed and mailed)

9.1.6 Bar Codes

9.1.6.1 Three (3) identical bar codes of parcel ID

9.1.7 Perforation

9.1.7.1 Two (2) tear-away perforation lines (bottom half of form)

9.1.8 Processing

9.1.8.1 Reformat raw data provided by the County, to conform to USPS standards for maximum postal discounts

9.1.9 Envelopes

9.1.9.1 Mailing: #10 white envelope with window to align above form address with return address in black ink on left hand corner.

9.1.9.2 Return: #9 white envelope with return address in black ink on left hand corner.

9.1.10 Fold and Insert

All forms will be tri-folded and inserted into #10 envelope with #9 envelope and sealed.

- 9.1.11 Insert Info.
8.5"x3 5/8", printed on 2 sides using black ink, white paper

10. DMV STATEMENT SPECIFICATIONS

- 10.1 Vendor must provide statements with the following characteristics:
 - 10.1.1 Form Size
 - 10.1.1.1 8-1/2" x 11" (standard letter size)
 - 10.1.2 Stock
 - 10.1.2.1 Standard 20# white bond paper
 - 10.1.3 Printed
 - 10.1.3.1 Single Sided

 - 10.1.4 Ink
 - 10.1.4.1 Front: All black printed type with a "Special Message" area.
 - 10.1.5 Quantity:
 - 10.1.5.1 120,000 pieces (to be printed and mailed)
 - 10.1.6 Bar Codes
 - 10.1.6.1 One (1) bar code
 - 10.1.7 Perforation
 - 10.1.7.1 One (1) tear away perforation line (one third of form)
 - 10.1.8 Processing
 - 10.1.8.1 Reformat raw data provided by the County, to conform to USPS standards for maximum postal discounts
 - 10.1.9 Envelopes
 - 10.1.9.1 Mailing: #10 white envelope with window to align above form address with return address in black ink on left hand corner.
 - 10.1.9.2 Return: #9 white envelope with return address in black ink on left hand corner.
 - 10.1.10 Fold and Insert
 - 10.1.10.1 All forms will be tri-folded and inserted into #10 envelope with #9 envelope and sealed.

11. PAYMENT TERMS AND QUALITY ASSURANCE

- 11.1 The County's usual and customary payment terms are net 30 days.
- 11.2 Invoices submitted for payment shall be sent to the County Treasurer upon completion and mailing of the printed material and any report verification required by the County.
- 11.3 All work performed must be done in a satisfactory manner and completed during the billing period.
- 11.4 Invoices and statements shall be prepared in an itemized format which shall provide the County with information required for verification.
- 11.5 In the event the Vendor fails to meet the deadline for printing and mailing of the statements, the County will deduct \$100.00 per day from the Vendors statement for that month.
 - 11.5.1 This deduction will only be made if the County did not provide the required data on the schedule listed in this document.

- 11.6 In the event the Vendor mails out documents that have inadequate printing or bar codes, the Vendor may be required to reprint and resend all documents within 5 days of the County's discovery of such inadequacy.
 - 11.6.1 The County shall make the determination of inadequate printing or bar coding.
 - 11.6.2 The cost for reprinting and mailing of inadequate documents will be that of the Vendor.

12. PROPOSAL EVALUATION

- 12.1 Award of this contract shall be made to the "lowest, most responsive, responsible Bidder"; determined by the County after evaluation of the offers, using the following criteria:
- 12.2 The Vendor's ability to satisfactorily handle the type and volume of work being offered by the County.
- 12.3 Equipment available (including computer integration), variety of capacity, range of capability, and quality of past jobs performed.
- 12.4 Vendor's internal management and ability to provide confidentiality, back up for emergency jobs; and accurate reporting, record keeping and billing as reported in references.

LANCASTER COUNTY

COUNTY-CITY BUILDING Telephone: (402) 441-7410
LINCOLN, NEBRASKA 68508 FAX: (402) 441-6513
BOARD OF COMMISSIONERS

ADDENDUM #1

Issue Date: 04/21/11

Quote 11-089

FOR

PRINT & MAIL DMV AND REAL ESTATE TAX STATEMENTS

Addenda are instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the County's specification and bidding documents:

1. **Document Revision - Section 10.1.5.1 Should read a quantity of 240,000, not 120,000.**
2. **Line Items 1.1, 1.2, 1.3, 1.4, 1.6, 1.7 and 1.8 have changed to reflect an annual quantity of 240, 000 pieces.**

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L Walla
Assistant Purchasing Agent

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * BRENT SMOYER * BERNIE HEIER * JANE RAYBOULD
KERRY EAGAN, Chief Administrative Officer