

# **BID FORM**

**BOARD OF COMMISSIONERS  
DELAWARE COUNTY, OHIO  
AND  
DELAWARE COUNTY TREASURER**

**UP TO THREE (3) YEAR CONTRACT FOR REAL ESTATE  
PROPERTY TAX BILL PRINTING, PROCESSING, HANDLING,  
AND MAILING SERVICES**

## **INSTRUCTIONS**

1. Complete **ALL** blanks and sign in ink.
2. Bid should be for a Contract satisfying all RFB/Contract specifications.
3. Bid should be in compliance with all requirements of the RFB/Contract.

## **DEFINITIONS**

Unless otherwise defined in this Bid Form, capitalized words and phrases shall have the same meanings assigned to them by the RFB.

## **BID AMOUNTS**

Bidders shall submit a single Bid for up to a three (3) year Contract for real estate property tax bill printing, processing, handling, and mailing services. Bids shall include an amount for each individual year of the Contract (2023, 2024, and 2025) and a combined total amount for all three (3) years of the Contract (2023+2024+2025). The award of the Contract may be made on the basis of Bid amount for Services for 2023 or Services for combined years (2023+2024 OR 2023+2024+2025), which ever term is determined, solely by the Board, to be the term of the Contract.

In addition, Bidders are encouraged to also submit a per piece alternate Bid to provide similar printing, processing, handling, and mailing services for an Alternate Project consisting of additional or other billings/mailings for the Treasurer's Office and/or Sewer District, if needed, during the term of the Contract. Details of any such alternate project shall be decided between the Parties at the time any such Services are needed.

## **RESERVATION OF RIGHTS**

The Board reserves the following rights in relation to any submitted Bid and/or the Contract:

- A. The right to disqualify any Bid that takes Exception to or limits the rights of the Board.
- B. To refuse any Bid not properly submitted in accordance with the requirements of the RFB.
- C. To reject Bids submitted with incomplete Bid documents or forms.
- D. To determine the term of the Contract. Award may, in the sole discretion of the Board, be for Services in only 2023 or Services in 2023 plus Services in any combination of years 2024 and 2025.
- E. To award for any Alternate Project. The Board, in its sole discretion, reserves the right to award to the winning Bidder any alternate Bid.

- F. To reject the selected Bid and/or other Bids at any time prior to the Board’s execution of the Contract.
- G. The right to cancel this RFB at any time.
- H. To reduce the scope of Services required and to negotiate the price to reflect such change after award of the Contract.

**AWARD**

The Bid amount for Services for 2023 or Services for combined years (2023+2024 OR 2023+2024+2025), which ever term is determined, solely by the Board, to be the term of the Contract is the amount that shall be considered in awarding the Contract. The Board shall award the Contract to the Bidder deemed to have submitted the lowest and best Bid, as determined solely by the Board and/or its representative(s).

The Board, in its sole discretion, may or may not award any alternate Bid. The Board, in its sole discretion, reserves the right to award to the winning Bidder any alternate Bid.

The Board reserves the right to reject any and/or all bids, or any portion of any and/or all bids; to waive informalities or irregularities that do not affect the substance of the specifications and contents of the Legal Notice, RFB, and the Contract and to award the Contract in the manner deemed to be in the best interest of the Board, Treasurer, and the County.

**BID**

**A. BIDDER INFORMATION**

- 1. Name of Bidder/Company:  
\_\_\_\_\_
- 2. Bidder/Company Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Trade/Brand Name of Bidder/Company (if incorporated and applicable):  
\_\_\_\_\_
- 4. Type of Business (i.e. corporation, partnership, etc. . .):  
\_\_\_\_\_
- 5. State of Incorporation (if incorporated and applicable):  
\_\_\_\_\_

**B. PERSON SUBMITTING BID**

- 1. Name of Person Submitting Bid:  
\_\_\_\_\_
- 2. Title:  
\_\_\_\_\_

**C. BIDDER CONTACT INFORMATION**

- 1. Name of Contact for Bidder/Company:  
\_\_\_\_\_
  
- 2. Contact Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3. Contact Telephone Number (Including Area Code):  
\_\_\_\_\_
  
- 4. Contact Email:  
\_\_\_\_\_

**D. HISTORY OF BIDDER**

In the space below, provide a history of the Bidder. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “History of Bidder.”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check if additional pages are attached containing “History of Bidder.”

**E. QUALIFICATIONS OF BIDDER**

In the space below, provide a complete description of the Bidder’s qualifications to provide the Services, including the Bidder’s capabilities and experience in printing, processing, handling, and mailing services. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Qualifications of Bidder.”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check if additional pages are attached containing “Qualifications of Bidder.”

**F. EXPERIENCE PROVIDING SIMILAR SERVICES TO GOVERNMENT ENTITIES**

In the space below, provide a complete description of the Bidder’s experience providing similar services (printing, processing, handling, and mailing services) to government entities. Include entity names and addresses, along with the name and contact information for a contact with each entity that the County may contact. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Experience Providing Similar Services to Government Entities.”

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- Check if additional pages are attached containing “Experience Providing Similar Services to Government Entities.”

**G. COMPLETE DESCRIPTION OF SERVICES TO BE PROVIDED**

In the space below, provide a complete description of the Services to be provided. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Complete Description of Services to be Provided.”

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- Check if additional pages are attached containing “Complete Description of Services to be Provided.”

**H. PROPOSED WORK PLAN AND SCHEDULE**

In the space below, provide a complete description of Bidder’s proposed work plan and schedule. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Proposed Work Plan and Schedule.”

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- Check if additional pages are attached containing “Proposed Work Plan and Schedule.”

**I. PLAN FOR QUALITY CONTROL**

In the space below, provide a complete description of Bidder’s plan for quality control. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Plan for Quality Control.”

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- Check if additional pages are attached containing “Plan for Quality Control.”

**J. LOCATION WHERE SERVICES FOR THE COUNTY WILL BE PERFORMED**

In the space below, list the full address(es) of the place or places where the Services for the County will be performed.

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**K. BID**

The Bidder agrees that he/she has fully read and understands all the Contract Documents, including, but not limited to, the Legal Notice; RFB, Contract, and related documents and, being familiar with all of these and all of the specifications and terms and conditions surrounding the Contract, submits the following Bid to provide the Services:

**(Postage shall NOT be included in the amount of any Bid. Postage shall be charged separately to the Board at actual cost. Separate invoices for Postage shall be sent to the Board.)**

**YEAR 2023**

\_\_\_\_\_  
NUMERICAL BID AMOUNT                      WRITTEN BID AMOUNT

**YEAR 2024**

\_\_\_\_\_  
NUMERICAL BID AMOUNT                      WRITTEN BID AMOUNT

**YEAR 2025**

\_\_\_\_\_  
NUMERICAL BID AMOUNT                      WRITTEN BID AMOUNT

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**TOTAL BID AMOUNT (COMBINED YEARS 2023 + 2024 + 2025)**

\_\_\_\_\_  
NUMERICAL BID AMOUNT                      WRITTEN BID AMOUNT

The Total Bid Amount (Combined Years 2023 + 2024 + 2025) written above shall be the sum of the Bid Amounts written above for individual years 2023, 2024, and 2025 and is the Bid amount for performing all of the Services over the course of all three (3) years of the Contract combined.

The Bid amount for Services for 2023 or Services for combined years (2023+2024 OR 2023+2024+2025), which ever term is determined, solely by the Board, to be the term of the Contract is the amount that shall

be considered in awarding the Contract. The Board shall award the Contract to the Bidder deemed to have submitted the lowest and best Bid, as determined solely by the Board and/or its representative(s).

**L. OPTIONAL ALTERNATE BID**

The Bidder agrees that he/she has fully read and understands all the Contract Documents, including, but not limited to, the Legal Notice; RFB, Contract, and related documents and, being familiar with all of these and all of the specifications and terms and conditions surrounding the Contract, submits the following Alternate Bid to provide Services for any Alternate Project:

**(Postage shall NOT be included in the amount of any Bid or Alternate Bid. Postage shall be charged separately to the Board at actual cost. Separate invoices for Postage shall be sent to the Board.)**

**THE ALTERNATE BID IS OPTIONAL.**

**ALTERNATE BID (PER PIECE)**

TO PROVIDE SIMILAR SERVICES (PRINTING, PROCESSING, HANDLING, AND MAILING) FOR ADDITIONAL OR OTHER BILLINGS/MAILINGS FOR THE TREASURER’S OFFICE AND/OR SEWER DISTRICT, IF NEEDED DURING THE TERM OF THE CONTRACT.

\_\_\_\_\_

NUMERICAL BID AMOUNT

\_\_\_\_\_

WRITTEN BID AMOUNT

**M. SUBCONTRACTORS.**

In the spaces below, please provide a complete listing of all subcontractors, if any, that are to be used for any part of the work under the Contract. If additional space is required, please attach and continue on another 8½” x 11” white piece of paper. Label as “Subcontractors.”

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if additional pages are attached containing “Subcontractors.”

**N. REFERENCES**

In the spaces below, please list three (3) non-Bidder/Contractor-owned or non-business partner customer references where the Bidder has provided similar Services.

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**O. ALL SPECIFICATIONS MET:** \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain which specifications not met:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**P. ANY EXCEPTIONS TO SPECIFICATIONS:** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain Exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Q. ADDENDA/SUPPLEMENTS:** \_\_\_\_\_ Yes \_\_\_\_\_ No

Bidder acknowledges receipt of the following addenda and/or supplements to the RFP:

No.	Title	Date Issued
1		
2		
3		

The Bidder agrees that neither the Contract Documents nor the submission of a Bid commit the Board to award a contract, to pay any costs incurred in preparation of a response to the RFB, or to procure or contract for any Services. The Bidder understands that the Board reserves the right to modify or cancel, in whole or in part, the scope of this RFB.

The Bidder understands and acknowledges that, in the sole discretion of the Board, the award of the Contract may be made on the basis of Bid amount for Services for 2023 or Services for combined years (2023+2024 OR 2023+2024+2025), which ever term is determined, solely by the Board, to be the term of the Contract. The Board shall award the Contract to the Bidder deemed to have submitted the lowest and

best Bid, as determined solely by the Board and/or its representative(s).

The Board, in its sole discretion, may or may not award any alternate Bid. The Board, in its sole discretion, reserves the right to award to the winning Bidder any alternate Bid.

The Board reserves the right to reject any and/or all bids, or any portion of any and/or all bids; to waive informalities or irregularities that do not affect the substance of the specifications and contents of the Contract Documents and to award the Contract in the manner deemed to be in the best interest of the Board, Treasurer, and the County.

This Bid shall be valid until sixty (60) days after the bid opening date although not accepted or rejected. No Bidder shall withdraw his/her bid except as provided in the RFB.

The Bidder certifies that he/she has fully read, understands, and, if his/her bid is accepted, agrees to be bound by **ALL** the terms and conditions of Contract Documents, including, but not limited to, the Legal Notice, the RFB, the Bid, the Bidder's submittal, the Contract, and all forms, attachments, and/or exhibits to these documents and any addendums to these documents.

If awarded the Contract, the Bidder, within ten (10) days from the date of the award, agrees to and shall tender to the Board the Contract, without modification and signed by the Bidder. The Bidder also agrees to timely tender to the Board any other documents required to be tendered to the Board by the Contract Documents.

The below signed Bidder does hereby agree to be bound by the above and to perform the Services in accordance with the contents and terms and conditions of the Contract Documents and at the bid prices stated in this Bid.

Respectfully Submitted,

\_\_\_\_\_  
Signature (must be in ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Company Name