

Legal Notice

Request for Bids (RFB) for Up to Three (3) Year Contract for Real Estate Property Tax Bill Printing, Processing, Handling, and Mailing Services

The Board of Commissioners, Delaware County, Ohio (“Board”) on behalf of the Delaware County Treasurer, Delaware County, Ohio (“Treasurer”) (Board and Treasurer collectively “County”) hereby requests bids for up to a three (3) year (2023, 2024, and 2025) contract for real estate property tax bill printing, processing, handling, and mailing services (collectively “Services”).

Delaware County, Ohio has approximately 98,000 real estate property tax parcels. Real estate property taxes are billed in two (2) installments annually. Approximately 42,000 tax bills are sent to property owners for each installment. Taxes are due on February 10th and July 10th of each calendar year. The Treasurer is responsible for mailing the bills for real estate property taxes at least twenty (20) days prior to these semi-annual due dates. For purposes of this Contract, all Services shall be complete and tax bills for each installment shall be mailed respectively no later than the first Friday of January and the first Friday of June ahead of each due date.

The County seeks a single contractor to enter into up to a three (3) year (2023, 2024, and 2025) contract to provide quality Services. All Services must meet the requirements of R.C. § 323.13 *et seq.*, all other applicable federal, state, and local laws, rules, and regulations, and the detailed specifications contained in the Request for Bids (“RFB”).

Bids shall be provided individually for all three (3) years (2023, 2024, and 2025). 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. 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 Delaware County Regional 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. The alternate Bid is optional. The Board, in its sole discretion, may or may not award any alternate bid.

An RFB, including instructions, specifications, terms and conditions, bid documents, and the contract, can be obtained beginning November 12, 2022 as follows:

- During standard business hours (8:30 a.m. to 4:30 p.m. local time, Monday through Friday) at the Delaware County Treasurer’s Office, 145 N. Union St., 1st Floor, Delaware, Ohio 43015; or,
- By emailing the Delaware County Treasurer’s Chief Investment Officer, Rick Karr, at rkarr@co.delaware.oh.us and requesting a copy; or,
- Anytime online on either the Delaware County, Ohio (<https://co.delaware.oh.us/media-room/bids/>) or Treasurer’s Internet websites (<https://treasurer.co.delaware.oh.us/>). The RFB may be accessed on both websites by clicking on “RFB for Real Estate Property Tax Bill Printing, Processing, Handling, and Mail Services.”

All persons who take or receive the RFB, regardless of how they receive it, are encouraged to contact Deputy Treasurer, Jessica Bendle, in person, by phone at (740) 833-2481, or email at jbendle@co.delaware.oh.us and provide their email and contact information so that they may receive any notices, supplements, amendments, and/or updates related to this RFB.

Bids will be received by Treasurer during standard business hours (8:30 a.m. to 4:30 p.m. local time, Monday through Friday) beginning December 7, 2022 until 10:00 a.m. local time on December 12, 2022 at the Delaware County Treasurer's Office, 145 N. Union St., 1st Floor, Delaware, Ohio 43015. Bids received after the above deadline will not be considered and will be returned unopened. Bidders are responsible for submitting their bids prior to the deadline. The County will not be responsible for any internal or external delivery delays which may cause a bid to arrive beyond the deadline.

At 10:00 a.m. on December 13, 2022, bids will be publicly opened and read aloud at the Delaware County Treasurer's Office, 145 N. Union St., 1st Floor, Delaware, Ohio 43015. The time, date, and place of bid opening may be changed by the Treasurer. Notice of any change shall be emailed not later than ninety-six (96) hours prior to the original time and date fixed for opening to all persons who have previously received or requested an RFB and provided an email address to Deputy Treasurer, Jessica Bendle. All bids shall be considered valid until sixty (60) days after the bid opening date although not accepted or rejected.

Bids shall be submitted on the forms contained in the RFB. Bids shall contain the full name of each entity, person, party, and/or parties submitting the bid and all persons interested therein, as well as the address, telephone number, email address, and other contact information for the entity, person, party, and/or parties submitting the Bid. Forms shall be fully completed in accordance with the RFB.

Bidders must submit one complete signed original hard copy, plus three (3) additional hard copies, of their Bid. Additionally, one complete electronic copy of the Bid in .pdf format must also be submitted on a USB drive. Bids shall be submitted to the Delaware County Treasurer's Office, 145 N. Union St. 1st Floor, Delaware, Ohio 43015 by the above stated deadline. Bids shall be enclosed in a sealed opaque envelope bearing on the outside the bidder's name and address and be clearly marked: "Bid for Real Estate Property Tax Bill Printing, Processing, Handling, and Mailing Services." If submitted by mail, the sealed envelope containing the Bid shall be enclosed inside another outer envelope for purposes of mailing, so that the Bid inside is not opened when opening the outer mailing envelope. Failure to do so may result in the Bid being opened prematurely and, if so, will result in the disqualification of the Bid.

Each bidder shall furnish, at the time of its bid, security in accordance with R.C. §§ 307.88 and 153.54 *et seq.* Security shall be either a bond or certified check, cashier's check, or money order on a solvent bank or savings and loan association in the amount of five per cent (5%) of the total amount of the bid for a contract for year 2023. Security shall be conditioned on the bidder, if the bidder's bid is accepted, executing a contract in conformity with the invitation (RFB) and the bid within ten (10) days after notice of award. Security shall be in the name of the Board ("Board of Commissioners, Delaware County, Ohio").

Security furnished in bond form shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety. Any surety company providing a bond, shall have a minimum A.M. Best Company Policyholder's Rating of A-, have or exceed the Best Financial Size Category of Class VI, and in all other respects be acceptable to the Board. Attorneys-in-fact who sign a bond must file a certified and effectively dated copy of their power of attorney, together with a copy of the Certificate of Authority issued by the Ohio Department of Insurance authorizing the surety company to engage in such business in the State of Ohio and issue the bond.

No performance bond is required. However, as a condition to entering a contract, the successful bidder shall be required to faithfully performance of all things to be done under 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 reserves the right to reject any and/or all bids, or any portion of any and/or all bids; to waive any informalities or irregularities that do not affect the substance of this notice, the specifications, the RFB, or the contract; and to award the contract in the manner deemed to be in the best interest of the Board, Treasurer, and Delaware County, Ohio. Neither this notice nor the submission of a bid shall commit the Board to award a contract, to pay any costs incurred in preparation of a response to this RFB, or to procure or contract any services. The Board reserves the right to modify or cancel, in whole or in part, the scope of the contract reflected in this RFB.

This notice is also posted on the Delaware County, Ohio (<https://co.delaware.oh.us/media-room/bids/>) and Treasurer's internet websites (<https://treasurer.co.delaware.oh.us/>). The notice may be accessed on both websites by clicking on "RFB for Real Estate Property Tax Bill Printing, Processing, Handling, and Mail Services."

By resolution of: Board of Commissioners, Delaware County, Ohio, 91 N. Sandusky St., Delaware, Ohio 43015; Donald E. Rankey, Jr., Delaware County Treasurer.