

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**JUNE 11, 2014**  
**REQUEST FOR PROPOSAL**  
**RFP # 14-06233-A141**  
**HENRY COUNTY PURCHASING DEPARTMENT**

**The Henry County Treasurer and Commissioner of Revenue's Offices solicits firms to submit proposals for "Processing and Printing Forms." The original and three (3) submittals (FOR A TOTAL OF FOUR (4) PROPOSALS), marked "Processing and Printing Forms" RFP #14-06233-A141 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, June 23, 2014, in the:**

**Purchasing Department, Room 210  
Attn: Carole Jones, Chief Purchasing Agent  
Henry County Administration Building  
P.O. Box 7 (Postal Service)  
3300 Kings Mountain Road (UPS or FedEx)  
Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

**RFP #14-06233-A141**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 1-year beginning around July 1, 2014 until June 30, 2015. However, the County reserves the right to extend this contract up to four 1-year contracts upon mutual agreement and will be determined prior to each fiscal year. The entire length of this contract shall not exceed past June 30, 2019. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

**This contract shall be available for piggy backing for any other state and local agency or government agency.**

**ILLEGAL ALIENS**

**Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.**

**CONTACT FOR THIS RFP:**

Please contact Scott Grindstaff at sgrindstaff@co.henry.va.us or call at 276-634-4677 for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 14-06233-A141**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-06233-A141** for **Processing and Printing of forms for Henry County Treasurer and Commissioner of Revenue's offices.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Bidders Company Name** \_\_\_\_\_

**Bidders Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bidders Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

**A. PURPOSE:**

The Henry County Treasurer and Commissioner of the Revenue's Offices' seek written proposals from qualified vendors to offer their services in the processing, printing, folding, inserting, metering, sorting, and handling of real estate, personal property, decal bills and personal property tangible forms. Vendor shall be responsible for and agree to furnish all labor, materials, equipment, quality control procedures and supervision required for the completion in a good and workman-like manner. There will be two tangible forms from the COR: one for business and one for individual personal property. There will be four mailings throughout the fiscal year. They are as follows: 1) real estate, 2) personal property, 3) decal and tangible forms and 4) business tangible forms.

**B. AWARDS:**

The Treasurer and Commissioner of the Revenue plan to award the contract as soon as practicable after receipt of vendors' proposals.

The award of the contract shall be at the sole discretion of the Henry County Treasurer and Commissioner of the Revenue. Award will be made to the vendor whose proposal is determined to be most advantageous to the two offices. The County reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities in the process.

**C. EVALUATION CRITERIA:**

- Time to turn around product
- Quality, experience and responsiveness to change
- Price

**D. FORM AND PROCESSING SPECIFICATIONS**

- 8½" x 11" 24# white laser with 1 horizontal perf.
- Design custom form layout and set up imprinting of variable data.
- Print 2/1 - color, other than black, must be clean and crisp, no pixels.
- Fold and insert into a #10 double window envelope with #9 return.
- Vendor must be able to accept and have past experience with current Legacy Software.
- Vendor must receive and convert print file to a specified print application.

- Vendor must design and set up custom application for variable imprinting based on guidelines from the Treasurer.
- Vendor must be able to merge and format variable printing onto (1) form from multiple data files.
- Vendor must be able to merge multiple files to be imprinted on separate notices into (1) common envelope based on guidelines provided by the county offices.
- Vendor will be required to process a test file and provide actual printed samples of notice back to the Treasurer's office for approval.
- Vendor must be able to receive print file by FTP.
- Vendor will be required to print variable imaging landscape and portrait upon request.
- Vendor must have the ability to print variable messages, all notices, as well as selective accounts, when requested.
- Vendor will be required to combine multiple notices with same name and address into (1) master envelope.
- Vendor must have the ability to do selective inserts upon request.
- Vendor must have the ability to CASS Certify each address, print Delivery Point Barcode, process address with Fast Forward and provide results of errors or changes back to the Treasurer's office.
- Vendor must have the ability to print OCR, Barcodes, or MICR in line on notices per request.
- Vendor must be able to provide actual printed copy of each notice on a CD with (3) search options.
- Vendor will be required to provide USPS software reports listing number of pieces and weights with postage amount prior to printing and processing.
- Vendor must be able to provide electronic information regarding status of processing and mailing.

- Vendor will be required to complete production and deliver to the USPS within **48 hours** from receipt of live file.

E. VENDOR REQUIREMENTS/SUBMISSIONS:

- Vendor shall provide written methodology of how they will prepare and accomplish this specified process.
- Vendor shall provide at least three references.
- Vendor shall provide in detail what the cost will be for products and services indicated, for the quantity of 10,000 to 25,000 and for 25,000 to 50,000.