



INVITATION TO BID

ENVELOPES AND CHECK STOCK PRINTING

SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

York Office:
1405 North Duke Street
PO Box 15627
York, PA 17405-0156
Phone (717) 845-1584
Fax (717) 854-6376

Gettysburg Office:
240 West Street
PO Box 4374
Gettysburg, PA 17325
Phone (717) 334-4000
Fax (717) 337-2565

INVITATION TO BID
(BID #14-001)

The York Adams Tax Bureau (YATB) will receive sealed bids until 10:00 AM local time, Monday, September 29, 2014, and will publicly open said bids for providing **ENVELOPES AND CHECK STOCK PRINTING**.

The York Adams Tax Bureau is the designated Act 32 earned income tax collector for 124 member municipalities and school districts in York and Adams Counties, comprising in excess of 300,000 individual taxpayers and more than 15,000 employers. In addition to earned income tax, the Bureau also collects local services tax, delinquent per capita tax, mercantile/business privilege tax, delinquent occupation and fire tax and real estate tax for some of its members.

Bidding documents and specifications may be obtained in person at the York Adams Tax Bureau office, 1405 North Duke Street, York, Pennsylvania 17404, or may be downloaded from the Bureau's website at www.yatb.com/vendors. YATB reserves the right to reject any or all bids, and to waive any informalities arising during the bid process.

K.C. McCleary, Deputy Director
(717) 845-1584, ext. 1148
kcm@yatb.com

SCOPE OF WORK
(BID #14-001)

ENVELOPE AND CHECK STOCK PRINTING
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017
YORK ADAMS TAX BUREAU
YORK, PA

1.0 GENERAL REQUIREMENTS.

- 1.1 Furnish and deliver the following printed envelopes:
 - 1.1.1 #10 White Window Envelope
 - 1.1.2 #10 White Business Envelope (no window)
 - 1.1.3 #9 White Reply Envelope – Orange Stripe
 - 1.1.4 #9 White Reply Envelope – Purple Stripe
 - 1.1.5 #9 White Reply Envelope – Pale Green Stripe
 - 1.1.6 9.5” x 12.5” White Catalog Envelopes
 - 1.1.7 Address Labels, Individual Quarterly Return – Yellow Stripe
- 1.2 Furnish and deliver the following printed pressure seal check stock:
 - 1.2.1 Tax Revenue Fund Checks (TaxRev)
 - 1.2.2 Tax Collection Services Fund Checks (TCS)

2.0 CONTRACT PERIOD.

- 2.1 The contract shall commence immediately upon issuance of a YATB purchase order and shall continue uninterrupted until September 30, 2017 or as extended as described herein.
- 2.2 YATB reserves the right to extend the contract period for two (2) additional one (1) year terms, if the vendor agrees to hold the prevailing prices. Said renewal(s) shall be agreed to by the parties and shall be in writing.

3.0 TERMINATION OF CONTRACT.

- 3.1 YATB reserves the right to cancel this contract at any time for unsatisfactory service or noncompliance with any part of these specifications.

4.0 PRICING AND DELIVERY.

- 4.1 Using the enclosed Bid Form, bidders must provide firm fixed price offers for completion of the project. All prices quoted shall be guaranteed for one (1) year and must include all delivery, freight and fuel charges. All bid items must be bid in order to be considered a responsive bid.
- 4.2 Prices for each bid item shall be listed as price PER THOUSAND, and shall include all freight or delivery charges.

- 4.3 Only new products received in good condition correctly printed will be accepted. Packing slips shall be provided with each delivery.
- 4.4 **Ship to Address:** Items with a York office delivery or reply address shall be shipped to the York, PA office at 1405 N. Duke Street, York PA 17404. Items with a Gettysburg office delivery or reply address shall be shipped to the Gettysburg, PA office at 240 West Street, Gettysburg PA 17325.

5.0 PAYMENTS AND INVOICING.

- 5.1 All invoices shall be mailed to:

ACCOUNTS PAYABLE
YORK ADAMS TAX BUREAU
PO BOX 15627
YORK PA 17405

- 5.2 Payments shall be made to the vendor within 30 days after receipt of both the invoice and the delivery receipt (packing slip).

6.0 QUANTITIES.

- 6.1 All quantities listed are estimates only, and may be increased or decreased in accordance with actual requirements. **There are no guaranteed minimums. Bids listing required minimum orders will be rejected.**

7.0 BID SECURITY.

- 7.1 Bid must be accompanied by a Bank Cashier's Check, Certified Check, Irrevocable Letter of Credit or Performance Bid Bond in the amount equal to 10% of the total amount of the bid for all items. Any Bid Bond or surety submitted must be an original, contain all required signatures and be issued by a company authorized to do business in the Commonwealth of Pennsylvania. Such bid security shall be made payable to "York Adams Tax Bureau" as a guarantee of good faith and shall secure YATB from any loss by failure of the bidder to comply with the terms of the bid, and shall become property of YATB as just and liquidated damages in the event the successful bidder fails to enter into a contract with YATB within ten (10) days after the award has been made.
- 7.2 Any and all costs associated with providing this Bid Security are the responsibility of the bidder.

BID SPECIFICATIONS

(BID #14-001)

ENVELOPE AND CHECK STOCK PRINTING

SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

YORK ADAMS TAX BUREAU

YORK, PA

8.0 BUSINESS ENVELOPES

8.1 #10 White Window Envelope

Size: standard #10 window with inside security tint

Stock: 24# white wove

Ink: black

Envelope marked “FORWARDING SERVICE REQUESTED”

(2) Separate versions - York reply address and Gettysburg reply address

Quantities: 100,000 (York Reply)

50,000 (Gettysburg Reply)

8.2 #10 White Business Envelope (No Window)

Size: standard #10 business envelope with inside security tint

Stock: 24# white wove

Ink: black

Envelope marked “FORWARDING SERVICE REQUESTED”

(2) Separate versions - York reply address and Gettysburg reply address

Quantities: 25,000 (York Reply)

10,000 (Gettysburg Reply)

8.3 #9 White Reply Envelope – Orange Stripe

Size: standard #9 business envelope with inside security tint

Stock: 24# white wove

Ink: black and 804 FL Orange

Envelope marked with ORANGE STRIPE above reply address

(2) Separate versions - York delivery address and Gettysburg delivery address

Intelligent Mail Barcode

Quantities: 100,000 (York Reply)

50,000 (Gettysburg Reply)

8.4 #9 White Reply Envelope – Purple Stripe

Size: standard #9 business envelope with inside security tint

Stock: 24# white wove

Ink: black and 266 Purple

Envelope marked with PURPLE STRIPE above reply address

York delivery address

Intelligent Mail Barcode

Quantity: 25,000

8.5 #9 White Reply Envelope – Pale Green Stripe

Size: standard #9 business envelope with inside security tint
Stock: 24# white wove
Ink: black and 802 FL Green
Envelope marked with PALE GREEN STRIPE above reply address
York delivery address
Intelligent Mail Barcode
Quantity: 100,000

8.6 White Catalog Envelope

Size: 9.5” x 12.5” catalog envelope
Stock: 28# white wove
Ink: black
Envelope Marked “FORWARDING SERVICE REQUESTED”
(2) Separate versions - York delivery address and Gettysburg delivery address
Quantities: 10,000 (York Reply)
5,000 (Gettysburg Reply)

9.0 ADDRESS LABELS

9.1 Address Labels, Individual Quarterly Return – Yellow Stripe

Size: 8.5” x 2.125” self-adhesive label, cut and scored (face only) to create four labels per sheet, 2.125” x 2.125”
Stock: white laser label
Ink: black and process yellow
Labels marked with YELLOW STRIPE above and below address
(2) Separate versions - York delivery address and Gettysburg delivery address
Quantities: 30,000 (York delivery)
10,000 (Gettysburg delivery)

10.0 PRESSURE SEAL CHECK STOCK

10.1 Tax Revenue Fund Checks (TaxRev):

8.5”x11” Laser Check/Zfold pressure seal
Stock: 24# “Check Protect” stock
Ink: 185 red face and black back
Consecutive and MICR numbering
Paper and check must contain; chemical reactive paper, fluorescent fibers, void pantograph, heat sensitive ink and micro print signature line. Form must also be compatible to run in a FORMAX pressure seal machine.
Quantity: 30,000 forms

10.2 Tax Collection Services Fund Checks (TCS):

8.5”x11” Laser Check/Zfold pressure seal
Stock: 24# “Check Protect” stock
Ink: 347 green face and black back
Consecutive and MICR numbering
Paper and check must contain; chemical reactive paper, fluorescent fibers, void pantograph, heat sensitive ink and micro print signature line. Form must also be compatible to run in a FORMAX pressure seal machine.
Quantity: 5,000 forms

YORK ADAMS TAX BUREAU
1405 N. DUKE STREET, PO BOX 15627
YORK, PA 17405
(717) 845-1584, ext. 1148

BID FORM #14-001
ENVELOPE AND CHECK STOCK PRINTING BID
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

GENERAL SPECIFICATIONS: The York Adams Tax Bureau is requesting bids for printing of business envelopes and check stock for tax years 2014-2015, 2015-2016 and 2016-2017. Proposals must include all costs and fees associated with providing the services as outlined in the attached Invitation to Bid. If awarded, the contract will be awarded to the contractor who proposes the lowest total bid for all printing services. All items must be bid to be considered a responsive bid.

Proposals must be submitted to K.C. McCleary, Deputy Director, York Adams Tax Bureau, 1405 North Duke Street, PO Box 15627, York, PA 17408 no later than 10:00 AM, Monday, September 29, 2014, at which time bids will be publicly opened and read. Faxed proposals will not be accepted. This Bid Form must be submitted along with the required bid security. Your response must also include a minimum of three (3) governmental entities and/or other commercial customers for which you currently provide printing and mailing service with similar printing contracts, including name and telephone number of a contact for each customer. You are also welcome to submit any additional information concerning your company that may be of assistance in the review of bids. The York Adams Tax Bureau reserves the right to reject any or all proposals and to waive any informality in the bids or specifications. Questions should be directed to the Deputy Director of the York Office, Mr. K.C. McCleary, at the above address or by calling (717) 845-1584, extension 1148.

COMPANY NAME:

NAME OF COMPANY REPRESENTATIVE:

ADDRESS:

PHONE: _____ FAX: _____

EMAIL: _____

(Signature of Authorized Individual)

(Title)

(Printed Name)

(Date)

ANNUAL PRICE

Report All Prices Per Thousand

1) **#10 White Window Envelopes:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

2) **#10 White Business Envelope (No Window):**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

3) **#9 White Reply Envelopes – Orange Stripe:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

4) **#9 White Reply Envelopes – Purple Stripe:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

5) **#9 White Reply Envelopes – Pale Green Stripe:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

6) **White Catalog Envelopes:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

7) **Address Labels, Individual Quarterly Return – Yellow Stripe:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

8) **Tax Revenue Fund Checks:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

9) **Tax Collection Services Checks:**

Cost Item:	Year 2014-2015	Year 2015-2016	Year 2016-2017
Per thousand price:	\$	\$	\$
Cost for Proofs:	\$	\$	\$
Cost for design, layout and up to five (5) AA's:	\$	\$	\$
Cost per additional AA:	\$	\$	\$
Delivery Cost:	\$	\$	\$
TOTAL COST:	\$	\$	\$

BID FORM #14-001
ENVELOPE AND CHECK STOCK PRINTING BID
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

COMPANY NAME:

TOTAL BID: The sum of all bid items (each per thousand price multiplied by bid the total bid quantity for each item, items 1 through 9.)

Year 2014-2015: \$_____ (Use 10% of this figure to calculate your bid bond.)

Year 2015-2016: \$_____

Year 2016-2017: \$_____

* In the event of an error in the calculation of the average annual price, the correct mathematical calculation shall control.