



INVITATION TO BID

TAX FORM PRINTING AND MAILING

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 #14-002)

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 **TAX FORM PRINTING AND MAILING SERVICE**.

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 #14-002)

TAX FORM PRINTING AND MAILING
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017
YORK ADAMS TAX BUREAU
YORK, PA

1.0 GENERAL REQUIREMENTS.

1.1 Furnish and deliver the following printed tax forms:

- 1.1.1 Individual Annual Earned Income Tax Return (TO-32) and Instructions
- 1.1.2 Individual Quarterly Estimated Payment Return (ES-77) and Instructions
- 1.1.3 Individual Online Filer Postcard Reminder
- 1.1.4 Mercantile/Business Privilege Tax Return (MBP) and Instructions
- 1.1.5 Employer EIT Quarterly Return and Instructions Booklet
- 1.1.6 Employer LST Quarterly Return and Instructions Booklet

1.2 Mail Service:

- 1.2.1 Fold, insert and mail tax forms per YATB specifications by First Class Mail, taking advantage of presort and other postal discounts, if available.

1.3 Secure File Transfer Protocol (FTP) Site:

- 1.3.1 Bidder will provide a secure FTP site for data upload of variable image data for tax form mailing projects.

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 Postage for each project item shall be listed separately, showing the First Class Mail rate less any presort or other postal discount per mail piece, plus a total postage cost per project quantity.
- 4.3 Price to be broken out as follows:
Per thousand price - \$
Cost to provide proofs and sign-off samples - \$
Cost for design, layout and up to five (5) AA's - \$
Cost per additional AA - \$
Delivery cost to YATB office - \$
- 4.4 Only new products received in good condition correctly printed will be accepted. Packing slips shall be provided with each delivery.

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 #14-002)

TAX FORM PRINTING AND MAILING
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017
YORK ADAMS TAX BUREAU
YORK, PA

8.0 INDIVIDUAL ANNUAL EARNED INCOME TAX RETURN (TO-32) AND INSTRUCTIONS MAILING

8.1 Laser Form:

8.5" x 11" laser cut sheet
Stock: 24# white laser bond
Ink: black and OCR red front, black back

8.2 Instruction Sheet:

11" x 17" cut sheet
Stock: 24# white bond
Ink: black (2 sides)
(1) Partial vertical perforation and (1) partial horizontal perforation
Fold in half and then letter fold

8.3 Return Label Sheet:

7.5" x 1.5" self-adhesive label stock - cut and scored (face only) to create 3 labels per sheet -2.5" x 1.5"
Stock: white laser label
Ink: black, 355 green, 185 red
(2) Separate versions - York delivery address and Gettysburg delivery address

8.4 Outgoing Envelope:

Size: standard #10 window with inside tint
Stock: 24# white wove
Ink: black
(2) Separate versions - York reply address and Gettysburg reply address

8.5 Variable Image:

Variable data** applied to front of Laser Form in various areas. Data must include recipient's mail address along with appropriate post net bar codes, a bar code* referencing the taxpayer's account number, all taxpayer information, PSD code, tax rates, plus penalty and interest information.

Programming, formatting, and processing for the above

* Bar code must be printed on a field of OCR red ink screened at 55%

** Vendor must provide a secure FTP site for data upload

8.6 Mailing and Fulfillment:

Fold and insert Laser Form, Instruction sheet and label sheet into #10 window envelope
CASS certification required on data file
NCOA required on data file
Mail First Class Pre-Sort

8.7 Quantity:

Approximately 255,000 pieces mailed; 2,500 blank forms, instructions and labels delivered to York, PA office; 1,000 delivered to Gettysburg, PA office.

9.0 INDIVIDUAL QUARTERLY ESTIMATED PAYMENT RETURN (ES-77) AND INSTRUCTIONS MAILING

- 9.1 Laser Form:
8.5" x 14" Laser cut sheet with 3 full horizontal perforations
Stock: 24# white laser bond
Ink: 201 burgundy (2 sides) and OCR red (1 side)
- 9.2 Instruction Sheet:
8.5" x 14" cut sheet
Stock: 24# white bond
Ink: black (2 sides)
Fold down to 8.5"x3.5"
- 9.3 Return Label Sheet:
8.5" x 2.125" self-adhesive label stock - cut and scored (face only) to create 4 labels per sheet - 2.125" x 2.125"
Stock: white laser label
Ink: black and process yellow
(2) Separate versions - York delivery address and Gettysburg address
- 9.4 Outgoing Envelope:
Size: standard #10 window with inside tint
Stock: 24# white wove
Ink: black
(2) Separate versions - York reply address and Gettysburg reply address
- 9.5 Variable Image:
Variable data** applied to front and back of Laser Form in various areas. Data must include recipient's mail address along with appropriate post net bar codes, a bar code* referencing the taxpayers account number, all taxpayer information, PSD code, tax rates, plus penalty and interest information.
Programming, formatting, and processing for the above
* Bar code must be printed on a field of OCR red ink screened at 55%
** Vendor must provide a secure FTP site for data upload
- 9.6 Mailing and Fulfillment:
Fold and insert Laser Form, Instruction sheet and label sheet into #10 window envelope
CASS certification required on data file
NCOA required on data file
Mail First Class Pre-Sort
- 9.7 Quantity:
Approximately 40,000 pieces mailed; 1,000 blank forms, instructions and labels delivered to York, PA office; 500 delivered to Gettysburg, PA office.

10.0 INDIVIDUAL ONLINE FILER POSTCARD REMINDER MAILING

- 10.1 Post Card:
4"x6" post card
Stock: 16pt matte stock
Ink: 4 over 4 process color
- 10.2 Variable Image:
Variable data** applied to both sides of post card. Data must include recipient's mail address along with appropriate post net bar codes and account number.
Programming, formatting, and processing for the above.

**Vendor must provide a secure FTP site for data upload

- 10.3 Mailing and Fulfillment:
CASS certification required on data file
NCOA required on data file
Mail First Class Pre-Sort

- 10.4 Quantity:
Approximately 50,000 pieces

11.0 MERCANTILE/BUSINESS PRIVILEGE TAX RETURN (MBP) AND INSTRUCTIONS MAILING

- 11.1 Laser Form:
8.5"x 11" Laser cut sheet with a 2.5"x 1" Integrated Label placed at .625" from left and .375" from bottom.
Stock: 24# white laser bond
Ink: black, OCR red and PMS513 purple (1 side - form and label)

- 11.2 Instruction Sheet:
8.5" x 11" cut sheet
Stock: 24# white bond
Ink: black (1 side)

- 11.3 Outgoing Envelope:
Size: standard #10 window with inside tint
Stock: 24# white wove
Ink: black

- 11.4 Variable Image:
Variable data** applied to front of Laser Form in various areas. Data must include recipient's mail address along with appropriate post net bar codes, a bar code* referencing the MBP account number, alternate business address, 3 separate tax rates plus penalty and interest information.
Programming for the above.

* Bar code must be printed on a field of OCR red ink screened at 55%

** Vendor must provide a secure FTP site for data upload

- 11.5 Mailing and Fulfillment:
Fold and insert Laser Form and Instruction sheet in #10 window envelope
CASS certification required on data file
NCOA required on data file
Mail First Class Pre-Sort

- 11.6 Quantity:
Approximately 8,000 pieces

12.0 EMPLOYER EIT QUARTERLY RETURN AND INSTRUCTIONS BOOKLET MAILING

- 12.1 Booklet - 13 pages (stapled and taped on left)
8.5" x 11" Laser cut sheets
Stock: 24# white laser bond
Ink: cover - 4 over 0
Page 1 - pms pantone violet (page has 4 removable integrated labels)
Pages 2, 3, 5, 6, 7, 8, 9, 10 - 1 over 1
Pages 4, 11, 12, 13 - 1 over 0
Pages 4, 6, 8, 9, 10, 11 (full vertical perf 3/8" from left)

- 12.2 Outgoing Envelope:
Size: 9" x 11.5" special window catalog envelope
Stock: 28# white wove
Ink: black and reflex blue
Window specs: size - 4" x 1.375" located 7.75" from bottom and 4.375" from left
- 12.3 Variable Image:
Variable data** applied to front and back of 10 pages (Laser Forms) in various areas. Back of booklet must include recipient's mail address along with appropriate post net bar codes. Also to include taxpayer information, PSD code, tax rates, plus penalty and interest information.
Programming, formatting, and processing for the above.
**Vendor must provide a secure FTP site for data upload
- 12.4 Mailing and Fulfillment:
Collate and tape/stitch into finished booklets
Insert finished booklet into catalog window envelope with address showing in window
CASS certification required on data file
NCOA required on data file
Mail First Class Pre-Sort
- 12.5 Quantity:
Approximately 7,000 pieces

13.0 EMPLOYER LST QUARTERLY RETURN AND INSTRUCTIONS BOOKLET MAILING

- 13.1 Booklet: - 10 pages (stapled and taped on left)
8.5" x 11" Laser cut sheets
Stock: 24# white laser bond
Ink: cover - 4 over 0
Page 1 - pms pantone yellow and black (page has 4 removable integrated labels)
Pages 4, 5, 6, 7, 8 - 1 over 1
Pages 2, 3, 9, 10 - 1 over 0
Pages 3, 4, 5, 6, 7, 8 (full vertical perf 3/8" from left)
- 13.2 Outgoing Envelope:
Size: 9" x 11.5" special window catalog envelope
Stock: 28# white wove
Ink: black and reflex blue
Window specs: size - 4" x 1.375" located 7.75" from bottom and 4.375" from left
- 13.3 Variable Image:
Variable data** applied to front and back of 7 pages (Laser Forms) in various areas. Back of booklet must include recipient's mail address along with appropriate post net bar codes. Also to include taxpayer information, PSD code, tax rates, plus penalty and interest information.
Programming, formatting, and processing for the above.
**Vendor must provide a secure FTP site for data upload
- 13.4 Mailing and Fulfillment:
Collate and tape/stitch into finished booklets
Insert finished booklet into catalog window envelope with address showing in window
CASS certification required on data file
NCOA required on data file

Mail First Class Pre-Sort

13.5 Quantity:

Approximately 12,000 pieces

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

BID FORM #14-002
TAX FORM PRINTING AND MAILING BID
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

GENERAL SPECIFICATIONS: The York Adams Tax Bureau is requesting bids for Tax Form Printing and Mailing 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

1) **INDIVIDUAL ANNUAL EARNED INCOME TAX RETURN (TO-32) AND INSTRUCTIONS MAILING**

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

2) **INDIVIDUAL QUARTERLY ESTIMATED PAYMENT RETURN (ES-77) AND INSTRUCTIONS MAILING**

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

3) **INDIVIDUAL ONLINE FILER POSTCARD REMINDER MAILING**

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

4) **MERCANTILE/BUSINESS PRIVILEGE TAX RETURN (MBP) AND INSTRUCTIONS MAILING**

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

5) **EMPLOYER EIT QUARTERLY RETURN AND INSTRUCTIONS BOOKLET MAILING**

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

6) **EMPLOYER LST QUARTERLY RETURN AND INSTRUCTIONS BOOKLET MAILING**

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

BID FORM #14-002
TAX FORM PRINTING AND MAILING BID
SEPTEMBER 30, 2014 – SEPTEMBER 30, 2017

COMPANY NAME:

TOTAL BID: The sum of all bid items (each per thousand price multiplied by the total bid quantity for each item, items 1 through 6.)

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.