REQUEST FOR PROPOSAL (RFP) FOR PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL

Goods and Services RFP

I. RFP OVERVIEW

RFP Issue Date: April 11, 2016

RFP Close Deadline: May 6, 2016, 4:00 P.M. Pacific Time

For instructions to submit an RFP see Section VI. Instructions and Requirements for Submission of Proposals in this document.

Contact Person Receiving RFP
Jeanne Heard,
Finance Department - Taxation
10 S Oakdale #111
Medford, OR 97501
Phone: 541-774-3844
Fax: 541-774-6738
Jeanne.Heard@jacksoncounty.org

II. GENERAL INFORMATION

Jackson County (County), through the Finance Department/Taxation is accepting proposals for printing and delivery of property tax statements by U.S. Mail (USPS) or email to taxpayers. The Jackson County Taxation Office currently uses The Master’s Touch to print and mail paper statements and is satisfied with their service. Requests for electronic delivery of tax statements are becoming more frequent and Oregon law now permits electronic delivery of tax statements, so this RFP is for both paper and electronic delivery of statements.

The following is intended to be a full explanation of the County’s request and evaluation of competitive sealed proposals. The County reserves the right to reject any proposal not in accordance with the requests and instructions contained herein.

If a Proposer has any questions or concerns with completing the RFP, or comments on any specification that the Proposer believes limits competition, please submit them in writing to the named Contact Person at the address provided above at least ten (10) days prior to the Close Deadline. Written questions will be issued as an addendum to all registered proposers no later than five (5) days prior to close deadline. Any proposer who receives an RFP packet from a source other than the Jackson County Website located at: http://www.co.jackson.or.us is required to register with the Department listed above. This registration must be in writing and shall include the Proposer’s name, address, mailing address, telephone number, facsimile number, and electronic mail address. This registration should be sent to the Contact Name and Title of Contact Person at the above address.
or can be emailed to the above E-Mail address. (This is for packet registration only. Proposals will not be accepted by electronic mail or facsimile.)

Proposer must be aware of Oregon Revised Statutes Chapters 279, 279A - 279C, any other applicable state and federal laws, the Jackson County Contract Review Board Rules (LCRB Rules) (available at http://jacksoncountyor.org), any attached Insurance Requirements, Resident Bidder Statement, Proposer’s Certifications, and attached contract terms and conditions in preparing its response. These documents and the contract reflect language required by statute.

III. CONTRACT

Term of Contract
Contractor’s services will begin once a contract has been signed by all parties. Unless earlier terminated or extended, the contract shall expire one year after the contract is signed by all parties. The County may, prior to this expiration date, extend the contract term for four additional years. The total contract term will not exceed five (5) fiscal years.

Scope of Work
Services shall include, but not be limited to:
- Printing
- Mailing
- Electronic delivery option for tax statement (eStatements) in compliance with ORS 84.072
- Address verification, authentication
- Data analysis to assure most cost effective mailing/postage each cycle
- Non-tax statement printing (return envelopes, inserts, etc.)
- Reporting including statistical information about mailings

The Following Table Details our Historical Activity:

<table>
<thead>
<tr>
<th>TYPE OF MAILING</th>
<th>FORMAT</th>
<th>TIMING</th>
<th>HISTORICAL QUANTITY</th>
<th>CONTAINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>November Tax Statements</td>
<td>On statement forms provided by the State of Oregon (Green and Yellow) Informational insert on 8-1/2” x 14”</td>
<td>Mid October – no later than October 25th</td>
<td>2 Print runs Green Statements – 67,100 Yellow Statements 32,300</td>
<td>Statement #10 Envelope #9 Return Envelope Informational Insert</td>
</tr>
<tr>
<td>February Trimester</td>
<td>On statement forms provided by the State of Oregon (Green)</td>
<td>Mail no later than January 20th</td>
<td>10,000</td>
<td>Statement #10 Envelope Insert #9 Return Envelope</td>
</tr>
<tr>
<td>May Trimester</td>
<td>On statement forms provided by the State of Oregon (Green)</td>
<td>Mail no later than April 20th</td>
<td>10,000</td>
<td>Statement #10 Envelope Insert #9 Return Envelope</td>
</tr>
</tbody>
</table>

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At the time of submission of the qualifications, the supplier must certify that it can perform all tasks and activities associated with the requirements of this RFP. The following minimum tasks must be performed throughout the term of the contract:

**Annual and Trimester Tax Printing, Warrants, Delinquent Notices and Foreclosure Notices:**
- Receive pdf print files (FTP site) from Jackson County
- Process address changes through National Change of Address ("NCOA")
- Presort for best automation discount postage
- Print property tax statements according to standard formats (Example shown in Exhibit F)
- Produce envelopes and other related materials to order that conform to specific and evolving County needs (additional inserts, adding messages to statements, etc.)
- Identify addressees that receive multiple tax statements and provide reporting on these statistics to the County
- Make suggestions about formats, mail pieces, etc. that would facilitate more cost effective distribution of property tax statements
- Update print format or information to conform to changes in Oregon Revised Statutes or Department of Revenue Administrative Rules

**Certified Mailing:**
- Ability to track certified mailing electronically
- Provide the County with images of signed return receipt and history proof of mailing

**eStatements**
- Online presentment of PDF statement electronically
- Notification to owner that statement is ready for viewing
- Must have ‘opt in’ functionality for the taxpayers

All work will be required to be performed in the manner and methods prescribed by the Jackson County Local Contract Review Board Rules and applicable Oregon Revised Statutes Chapters 279, 279A - 279C in a timely manner.

**IV. PROPOSAL CONTENT**

RFP - PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL
A. Mandatory Items of Proposal

Proposer shall be responsible for obtaining RFP documents and any addendum and to carefully examine the specifications and requirements of the proposed project. County may publish from time to time addenda or additional requirements on any RFP. Any proposer who receives an RFP packet from a source other than the Jackson County Website located at http://www.co.jackson.or.us is required to register with the County as provided in Section II above.

Copies of RFP materials and other documents are on file and may be examined by contacting the above listed contact person.

In response to this RFP, the Proposer shall include, in addition to the Exhibits identified in Section XII below, all of the following items in the order that they appear below.

1.2 Qualifications:
Detail how the Proposer will meet or exceed each of the minimum requirements listed in Section III, “Scope of Work.” One word responses such as “meets” or “exceeds” are not sufficient.

1.3 E-statements:
Describe your process for eStatements from advertising, to opt in, to handling of rejected items. Confirm that you will be able to comply with the conditions under which a public body may send notice by email that are set forth in Oregon Revised Statute (“ORS”) 84.072. Also include information about how the County interface of this program would function.

1.4 References:
Provide three references for similar services provided to government organizations in the past five years. Include reference name, title, organization, address, telephone number, and email address.

1.5 Fees:
Provide a fee schedule for services identified in Section III, See “Exhibit E – Fee Proposal” for template.

Where relevant (if relevant) to performance of the contract:

• Contractor shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document, including ORS 279B.225.

The proposal must be typed, using a typeface no smaller than twelve (12) point.

B. Desirable Items
Proposer may be encouraged to propose additional tasks, services and/or deliverables if they will substantially improve the results of the project. These items should be separated from the mandatory items on the cost proposal.

C. Alternative Proposals

Proposers are also encouraged to present alternative proposals that may not coincide completely with the request but which the Proposer believes the Department should consider. Alternative proposals must be clearly specified as such and provided separately from proposals that do meet the specifications of the RFP.

V. EVALUATION PROCESS AND SELECTION

The County Administrator, and/or his designee, will select a committee to review all proposals and select qualified candidates for personal interviews. There are no minimum eligibility requirements. The selection of a contractor shall be made on the "best value" basis considering such factors as experience, accreditation and costs. Other factors to be considered may include, but are not limited to, quality, quantity, service, compatibility, product reliability, operating efficiency, expansion potential, time and performance. A point scale fashioned from such factors is provided below to create the final evaluation recommendation. Award will be made and negotiations conducted with the Proposer that scores the highest number of points within this evaluation process. Should these negotiations fail, than the Proposer with the second highest number of points within this evaluation process will be contacted for negotiation purposes. For this RFP, factors and their respective weights for consideration are as follows:

The Supplier will be evaluated based on the criteria outlined in Section IV as it specifically applies to Section III with the following point values and relative weight:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Relative Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications (see 1.2)</td>
<td>0-25 Points</td>
</tr>
<tr>
<td>eStatement process (see 1.3)</td>
<td>0-25 Points</td>
</tr>
<tr>
<td>References (see 1.4)</td>
<td>0-10 Points</td>
</tr>
<tr>
<td>Fees (see 1.5)</td>
<td>0-40 Points</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>0-100 Points</strong></td>
</tr>
</tbody>
</table>

VI. INSTRUCTIONS AND REQUIREMENTS FOR SUBMISSION OF PROPOSALS

All proposals are firm, binding, and irrevocable for sixty (60) days after the opening of the proposal.

No proposals will be considered that fail to contain fully completed documents or any other documentation required by the instructions and materials herein.
The successful Proposer will be required to submit:

1. A cover letter, signed in ink by the Proposer, or his/her representative with signatory authority, stating that the Proposer has read this RFP, understands its terms and conditions, and agrees to abide by those terms and conditions. The failure to so state shall cause a proposal to be deemed unresponsive and may result in the rejection of that proposal.

2. One (1) original (unbound) and one (1) bound copies of the proposal shall be received and date and time stamped by Finance - Taxation prior to bid closing. No proposal received after Close Deadline shall be considered.

3. A fully executed Reference Release Form (Exhibit A).

4. A fully executed Resident Bidder Statement (Exhibit B).

5. A fully executed Proposer’s Certifications (Exhibit C).

6. A fully executed Proposer’s Offer Form (Exhibit D).

7. Completed Fee Proposal (Exhibit E)

The proposal shall be in a sealed envelope or box and must be labeled with the following information:

JACKSON COUNTY FINANCE – TAXATION
10 S OAKDALE #111
MEDFORD, OR 97501

ATTN: JEANNE HEARD

PROPOSER'S NAME
ADDRESS
PROJECT NAME
RFP CLOSE DATE & TIME: 4:00 PM, May 6th, 2016 Pacific Time

Failure to submit any of the above required information and materials will render the proposal non-responsive, and the proposal will not be considered for approval.

Proposals submitted by facsimile transmission or email will not be accepted. Proposals received after the close date and time stated in this RFP will not be accepted or opened.

Modification or Withdrawal of Proposals Prior to RFP Close Deadline
A Proposer may modify its proposal prior to the RFP Close Deadline. A Proposer shall prepare and deliver any modification to its proposal in a sealed envelope or box addressed to Jeanne Heard at Jackson County Finance – Taxation; 10 S Oakdale #111, Medford, OR 97501, and this modification must be received by Jackson County Finance - Taxation prior to the RFP Close Deadline. Any modification must include the Proposer’s statement that the modification amends and supersedes the prior proposal. The Proposer shall mark the submitted modification as follows: “Modification to Proposal to Printing and Delivery of Tax Statements by U.S. Postal Mail or Electronic Mail.”

A Proposer may withdraw its proposal prior to the RFP Close Deadline by submitting a written request, signed by the Proposer or an authorized representative of the Proposer, on the Proposer’s letterhead. The Proposer shall mark the submitted request to withdraw a proposal as follows: “Request to Withdraw Proposal to Proposal to Printing and Delivery of Tax Statements by U.S. Postal Mail or Electronic Mail.” This request to withdraw a proposal shall be delivered in a sealed envelope addressed to Jeanne Heard, Jackson County Finance – Taxation, 10 S Oakdale #111, Medford, OR 97501 and received by Jackson County Finance - Taxation prior to the RFP Close Deadline. County may release an unopened proposal withdrawn in the manner described above to the Proposer or its authorized representative, after voiding any date and time stamp mark.

**Modification or Withdrawal of Proposals After RFP Close Deadline**

A Proposer is not permitted to correct or withdraw a proposal for an error in judgment. If County discovers certain mistakes in a proposal after opening proposals, but before award of the contract, County may take the following action:

1. County may waive, or permit the Proposer to correct, a minor informality. A minor informality is a matter of form rather than substance that is evident on the face of the proposal, or an insignificant mistake that can be waived or corrected without prejudice to other proposers. Examples of minor informalities include a Proposer’s failure to:
   - Return the correct number of proposals or the correct number of other documents required by the RFP;
   - Sign the offer in the designated block, provided a signature appears elsewhere in the proposal, evidencing an intent to be bound; and
   - Acknowledge receipt of an addendum to the RFP, provided that it is clear on the face of the offer or certifications that the Proposer received the addendum and intended to be bound by its terms; or the addendum involved did not affect price, quality or delivery.

2. County may correct a clerical error if the error is evident on the face of the proposal or other documents submitted with the proposal, and the Proposer confirms County’s correction in writing. A clerical error is a Proposer’s error in transcribing its proposal. Examples include typographical mistakes, errors in extending unit prices, transposition errors, arithmetical errors, and instances in which the intended correct unit or amount is evident by simple arithmetic calculations. Unit prices shall prevail over extended prices in the event of a discrepancy between extended prices and unit prices.

3. County may permit a Proposer to withdraw a proposal based on one or more clerical errors in the proposal only if the Proposer shows with objective proof and by clear and convincing evidence:
   - The nature of the error;
(b) That the error is not a minor informality under this section or an error in judgment;
(c) That the error cannot be corrected or waived under subsection (2) of this section;
(d) That the Proposer acted in good faith in submitting a proposal that contained the alleged error and in claiming that the alleged error in the proposal exists;
(e) That the Proposer acted without gross negligence in submitting a proposal that contained a claimed error;
(f) That the Proposer will suffer substantial detriment if County does not grant the Proposer permission to withdraw the proposal;
(g) That County or the public’s status has not changed so significantly that relief from the forfeiture will work a substantial hardship on County or the public it represents; and
(h) That the Proposer promptly gave notice of the claimed error to County.

**Rejection for Mistakes**

County shall reject any proposal in which a mistake is evident on the face of the proposal and the intended correct proposal is not evident or cannot be substantiated from documents submitted with the proposal.

**Identification of Mistakes after Award**

The procedures and criteria set forth above are a Proposer’s only opportunity to correct mistakes or withdraw proposals because of a mistake. Following award, a Proposer is bound by its proposal, and may withdraw its proposal or rescind a contract entered only to the extent permitted by applicable law.

**VII. RESERVATION OF RIGHTS**

This RFP does not obligate Jackson County or its departments to award a contract or complete the RFP project, and the County reserves the right to cancel, delay or suspend the RFP solicitation if County considers it to be in its best interest. ORS 279B.100. County is not liable for any loss or expense caused by or resulting from the cancellation or rejection of a solicitation, bid, or award.

Jackson County further reserves the right to:

- Amend the Request for Proposal (RFP);
- Allow revision of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.
- Extend the deadline for submitted proposals; and waive minor irregularities, informalities, or failure to conform to the RFP;
- Investigate the references in the past performances of any Proposer with respect to successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers and any other employment related claims;
• To reject any proposal response or to reject all proposer responses at any time prior to execution of contract, upon good cause and upon Jackson County's finding that it is in the public interest;
• Negotiate contractual terms or conditions with proposers.

The terms and conditions of the final agreement must be approved by the Jackson County Local Contract Review Board.

VIII. PUBLIC RECORDS, TRADE SECRET AND CONFIDENTIAL MATERIALS

All Proposals are considered public records subject to disclosure to the extent that any particular information contained within the proposal is not exempt under Oregon’s Public Records Law. The Proposer must specifically identify in the proposal documentation what information, if any, is considered exempt and Proposer shall assume all responsibilities for such defense. Jackson County is not responsible for recognizing or asserting any defense against any disclosure of materials or information within the proposals submitted.

The Proposer must defend any action seeking release of the materials it believes to be trade secret or confidential, and indemnify and hold harmless the County, its elected officials, agents and employees, from any judgments or damages awarded against the County in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the County's award of a contract. In submitting a response to this RFP, the Proposer agrees that this indemnification survives as long as the trade secret or confidential materials are in possession of the County.

The County will not consider the prices submitted by the Proposer to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the County decides to pursue a contract and that contract is awarded.

Please review ORS 279B.060 and LCRB Rules for further information.

IX. MISCELLANEOUS PROVISIONS

Collusion. A proposer submitting a proposal hereby certifies that no officer, agent, or employee of Jackson County has a pecuniary interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

Cost of Preparation of Response. Costs incurred by any proposer in the preparation of their response to this RFP are the responsibility of the proposer and will not be reimbursed by the County.
Lobbying. Commencing with the issuance of this RFP, proposers or others acting on their behalf are cautioned not to undertake any activities or actions to promote their proposals. Proposers or others acting on their behalf shall not make direct or indirect (through others) contact with members of the Jackson County Board of Commissioners, County Staff, or others to promote their proposals. Violation of this requirement may, at the County’s discretion, be grounds for disqualifying the proposer from further consideration.

Consequences for Failure to Perform. If Contractor fails to perform the scope of work identified in this RFP or fails to perform in the manner required by the contract, the consequences may include, but are not limited to: (1) reducing or withholding payment; (2) requiring Contractor to perform, at Contractor’s expense, additional work necessary to perform the identified scope of work or perform in the manner required by the contract; or (3) declaring a default, terminating the contract and seeking damages and other relief available under the terms of the contract or other applicable law.

X. PROPOSAL REVIEW SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Issue Date</td>
<td>April 11, 2016</td>
</tr>
<tr>
<td>Request for Proposals Publication Date</td>
<td>April 11, 2016</td>
</tr>
<tr>
<td>Last Day to Submit Questions for Clarification</td>
<td>4:00 PM April 25, 2016 Pacific Time</td>
</tr>
<tr>
<td>Request for Proposals Close Day</td>
<td>May 6, 2016</td>
</tr>
<tr>
<td>Evaluation Committee Meets Week of</td>
<td>May 9, 2016</td>
</tr>
<tr>
<td>Evaluation Committee Interview top Three Proposers Week of</td>
<td>May 16, 2016</td>
</tr>
<tr>
<td>Notice of Intent to Award Issue Date</td>
<td>Not later than May 30, 2016</td>
</tr>
<tr>
<td>Contract Finalized Not later than</td>
<td>June 8, 2016</td>
</tr>
</tbody>
</table>

The County reserves the right to deviate from this schedule.

XI. PROTESTS OF RFP PROCESS AND AWARD

Protest of the RFP process and award is subject to the requirements set forth in LCRB Rules.

XII. ATTACHMENTS AND EXHIBITS:

- Exhibit A  Reference Release Form
- Exhibit B  Resident Bidder Statement
- Exhibit C  Proposer’s Certifications
- Exhibit D  Proposer’s Offer Form
- Exhibit E  Fee Proposal Template
- Exhibit F  Property Tax Statement Example
EXHIBIT A

REFERENCE RELEASE FORM

I, the undersigned, authorize the following reference:

Name: ______________________________________________________

Address: ____________________________________________________

City, State, Zip: ______________________________________________

Telephone Number: ___________________________________________

to release the following information to Jackson County, its officers, agents and employees:

Information concerning Proposer’s qualifications to describe RFP services including but not limited to: quality of services provided; facilities and equipment available to perform services; working relationship with other entities; qualifications; quality of services; complaints received; and any other information necessary to demonstrate my ability to perform the requirements listed above.

I voluntarily and knowingly give my consent for full complete release of any and all information or opinions my reference may have concerning the services I have provided and the work I have performed.

In consideration of the cooperation of my reference, I agree to hold harmless, release and discharge the person or entity to whom this release form is presented and its elected officials, officers, employees, successors and agents from and against any and all claims, damages, losses and expenses, including attorney’s fees, present or future, whether known or unknown, arising out of, incidental to or by reason of complying with this release of information. This release and discharge includes, but is not limited to claims of defamation, libel, slander, negligence or interference with contract or profession.

I agree to hold Jackson County, its elected officials, officers, agents, volunteers, and employees, harmless from and against any and all claims, damages, losses and expenses, including attorney’s fees, arising out of the use or disclosure of any information obtained as a result of this release.

I consent to allow a photocopy of this release form, when presented by a duly authorized agent of Jackson County, to serve as a valid release even though the photocopy does not contain an original writing of my signature.

Signature: _____________________________________________

Printed Name: ___________________________________________

Date Signed: ___________________________________________
RESIDENT BIDDER STATEMENT
PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL

THIS STATEMENT MUST BE COMPLETED, SIGNED, AND RETURNED. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION. FOR PURPOSES OF THIS STATEMENT, "BIDDER" INCLUDES ANY PERSON OR CORPORATE ENTITY WHO SUBMITS A PROPOSAL IN RESPONSE TO A REQUEST FOR PROPOSAL.

"A Resident bidder" is a bidder that has 1) Paid Oregon unemployment taxes or income taxes during the previous year; 2) Has a business address in this state; and 3) Has stated in the bid whether the bidder is a "resident bidder" (ORS 279A.120).

CHECK ONE: Bidder is a [ ] Resident Bidder [ ] Non-resident Bidder.

1) If Resident Bidder, enter Oregon business address:

____________________________________________________________________________
(Street Address)

____________________________________________________________________________
(Mailing Address)

____________________________________________________________________________
(City, State, and Zip)

2) If a Non-Resident Bidder, enter State of Residency:_________________________. If a Non-Resident Bidder, does Bidder receive, or is Bidder eligible for, any preference in award of Contracts with Bidder’s state government or with Bidder’s state government or with other governmental agencies of Bidder’s State:

CHECK ONE: [ ] YES [ ] NO

If yes, 1) State the preference percentage: __________ %

2) Identify the law or regulation that allows the preference:________________________ ____________________________________________________________________________

____________________________________________________________________________

Note: When a public contract is awarded to a Non-Resident Bidder and the contract price exceeds ten thousand dollars ($10,000), the Bidder shall promptly report to the Oregon Department of Revenue on forms to be provided by the Department the total contract price, terms of payment, length of contract and such other information as the Department may require before the Bidder may receive

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final payment on the public contract. The County must satisfy itself that this requirement has been met before the County issues final payment. (ORS 279A.120(3)).

Bidder certifies that the information provided above is true and accurate.

Signature: ________________________________

Printed Name: ______________________________

Title: ______________________________
EXHIBIT C

PROPOSER’S CERTIFICATE
PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL

By submitting this Proposal, the Proposer represents and certifies that:

1. The undersigned is a duly authorized representative of the Proposer, and has been authorized to make all representations, attestations, and certifications contained in this Proposal;
2. All information contained in this Proposal is true, accurate, and complete to the best of Proposer’s knowledge and belief;
3. The Proposer has carefully examined and understands the Request for Proposal and has identified any conflicts or discrepancies within the documents and has either raised the issue as a request for clarification or included the most stringent or expensive solution within the Proposal;
4. The Proposer has determined that the Proposer has available or can cause to be available the equipment, facilities, supplies, systems, materials, staff, and other items that are needed for the completion of the Project;
5. The Proposer is familiar with the requirements of applicable laws that affect the Scope of Work;
6. The Proposer has submitted its Proposal on the basis of its own examination, investigation and evaluation of factors and conditions, and is not acting in reliance upon any opinions or representations of the County except as stated in this Request for Proposal;
7. No officer, agent, or employee of Jackson County has any pecuniary interest in the Proposal in the Proposer’s entity, firm, business or affairs;
8. The Proposer will comply with all terms and conditions contained in this Request for Proposal, including Objectives and Scope of Work, and will comply with the terms of any resulting contract upon award;
9. The Proposer will comply with all applicable laws in the submission of the Proposal and the performance of the contract if awarded the contract;
10. The Proposer has not discriminated, and will not discriminate, against a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract, and the Proposer is not in violation of any discrimination laws;
11. The County shall not be liable for any expenses incurred by Proposer in preparing and submitting Proposal;
12. The proposer is not in violation of any tax laws of Oregon or a political subdivision of Oregon, including those programs listed in ORS 305.380(4);
13. The Bidder has received the following Addenda in formulating this Bid Response:

Addendum No:________________ Date:________________

Addendum No:________________ Date:________________

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PROPOSAL

The undersigned, hereinafter called the Proposer, declares and certifies that:

1. The undersigned is the authorized representative of the Proposer, that the information provided in this offer is true and accurate, and that providing incorrect or incomplete information may be cause for offer rejection or contract termination;

2. The Proposer has read and understands all RFP instructions, specifications, and terms and conditions contained herein (including the attachments listed in this document) for the work described as PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL and that this offer is made according to the provisions and under the terms of the documents included in the RFP.

3. The Proposer or its designee have made diligent inquiry and become fully acquainted with conditions relating to the performance of the work described in the RFP; that Proposer is satisfied as to the general nature and scope of the work.

4. This offer has been:
   a) Arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to (i) those fees, (ii) the intention to submit a proposal or (iii) the methods or factors used to calculate the fees offered;
   b) The fees in this proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before the proposal is opened and a notice of intent to award a contract is issued.
   c) No attempt has been made or will be made by the Proposer to induce any other concern to submit or not to submit a proposal for the purpose of restricting competition. (If the Proposer deletes or modifies subparagraph 4 above, the
5. If this proposal is accepted, Proposer will contract with Jackson County for the public contract on June 1, 2016 PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL and will:
   a) Be bound to and will comply with all Contract requirements, specifications, and terms and conditions contained herein; and
   b) Provide all the necessary equipment, materials, tools, apparatus and labor to perform the work in accordance with the Proposer's proposal;
   c) Agree to complete the work in all respects in a timely manner;
   d) Agree to comply with the all applicable sections of ORS Chapter 279, 279A-279C and other Oregon and Federal law.

THE UNDERSIGNED hereby agrees to perform the work under the terms of this Proposer's offer as encompassed in the Request for Proposal, Proposer's proposal, and all of the above.

_____________________________________________
Proposer's duly authorized representative (signature)

_____________________________________________
Proposer's duly authorized representative (printed name)

____________
Date

THIS SECTION TO BE COMPLETED BY JACKSON COUNTY

JACKSON COUNTY'S ACCEPTANCE OF PROPOSER'S OFFER

   Jackson County hereby awards a contract to the above Proposer and accepts the Proposer’s proposal for services:

   Project: PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL

_________________________________________                _____________
Danny Jordan                                      Date
Jackson County Administrator
Public Contracting Officer

Approved as to Legal Sufficiency

__________________________
Senior Assistant County Counsel

RFP - PRINTING AND DELIVERY OF TAX STATEMENTS BY U.S. POSTAL MAIL OR ELECTRONIC MAIL
<table>
<thead>
<tr>
<th>Item</th>
<th>Approx. Qty</th>
<th>Cost Per Piece</th>
<th>Fixed Cost</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Tax Statements – on State of Oregon Provided Forms – Green Run</td>
<td>67,100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Tax Statements – on State of Oregon Provided Forms – Yellow Run</td>
<td>32,300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Insert 8-1/2 x 14” double sided tri-fold – Color</td>
<td>81,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Insert 8-1/2 x 14” double sided tri-fold – B&amp;W</td>
<td>81,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 Envelopes for mailing – Return Address Printed</td>
<td>118,100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#9 Return Envelopes – for remittance with Mailing Address Printed</td>
<td>76,700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing February Trimester – on State of Oregon Provided Forms</td>
<td>8,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing May Trimester – on State of Oregon Provided Forms</td>
<td>9,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Delinquent Notices – 8-1/2” x 11” colored paper with perforation for coupon</td>
<td>6,700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Certified Warrants – 8-1/2” x 11” white paper</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Certified Foreclosure Notices – 8-1/2” x 11” white paper</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Foreclosure Notices – 8-1/2” x 11” white paper</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Certified Foreclosure Notices to other parties - 8-1/2” x 11” white paper</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Foreclosure Notices to other parties - 8-1/2” x 11” white paper</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Exhibit F  PROPERTY TAX STATEMENT EXAMPLE

## REAL PROPERTY TAX STATEMENT

**JULY 1, 2014 TO JUNE 30, 2015**

**JACKSON COUNTY, OREGON**

P.O. Box 1569
MEDFORD, OR 97501

<table>
<thead>
<tr>
<th>PROPERTY DESCRIPTION</th>
<th>ACCOUNT NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE: 0502</td>
<td>10976026</td>
</tr>
<tr>
<td>MAP: 372W17AD00827</td>
<td></td>
</tr>
<tr>
<td>ACRES: 0.27</td>
<td></td>
</tr>
<tr>
<td>SITUS: 933 NORTH WOLF RD, CENTRAL POINT, OR</td>
<td></td>
</tr>
<tr>
<td>LEGAL: WOLF VILLAGE, PHASES 35</td>
<td></td>
</tr>
</tbody>
</table>

**LAST NAME, FIRST NAME**

933 NORTH WOLF RD
CENTRAL POINT, OR 97502

**VALUES:**  
**REAL MARKET (RMV)**  
LAND 13,950 14,100  
STRUCTURES 84,610 85,460  
TOTAL RMV 98,560 99,560

**TOTAL ASSESSED VALUE**  
98,560 99,560

**EXEMPTIONS**  
NET TAXABLE: 98,560 99,560

**TOTAL PROPERTY TAX:** 1,617.22 1,627.75

### VALUE QUESTIONS  
(541) 774-6659

### PAYMENT QUESTIONS  
(541) 774-6541

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## ALL TAX PAYMENTS ARE NOW PROCESSED LOCALLY - PLEASE DO NOT SEND TO PREVIOUS PORTLAND ADDRESS.

### 2014-15 TAX (Before Discount)  
**DELINQUENT TAXES:**

**2013-14 TAX AND INTEREST DUE**

**TOTAL DUE (After Discount and Pre-payments)**

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**2014-2015 PROPERTY TAXES**

### PAYMENT OPTIONS  
**JACKSON COUNTY REAL**

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Amount</th>
<th>Date Due</th>
<th>Amount</th>
<th>Date Due</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/17/14</td>
<td>2,342.78</td>
<td>11/17/14</td>
<td>2,342.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/16/15</td>
<td>542.58</td>
<td>02/16/15</td>
<td>542.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/15/15</td>
<td>542.58</td>
<td>05/15/15</td>
<td>542.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,342.78</td>
<td>Total</td>
<td>2,342.78</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MAKE PAYMENT TO:

**LAST NAME, FIRST NAME**

933 NORTH WOLF RD
CENTRAL POINT, OR 97502

**JACKSON COUNTY TAXATION OFFICE**

P.O. BOX 1569
MEDFORD, OR 97501

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