



Fairbanks North Star Borough
General Services **PURCHASING DIVISION**
PO Box 71267 (809 Pioneer Road)
Fairbanks, Alaska 99707 (99701)
Phone 907.459.1297 Fax 907.459.1100

IFB NO. 15014

COVER SHEET

THIS IS NOT AN ORDER

IMPORTANT DATES:

BID SUBMITTAL:

TIME: **2:00 PM**

DATE: **August 29, 2014**

ISSUE DATE: August 14, 2014

Tele-Conference Pre-Bid Conference Date/Time:

11:00 a.m. Alaska Prevailing Time-Dial (877) 459-1121

August 19, 2014

Borough Administrative Center, Ester Conference
Room, 809 Pioneer Road, Fairbanks, AK 99701

PROJECT: IFB NO. 15014

Printing & Mailing of

Assessment Notices

DELIVER BIDS TO:

FNSB Purchasing Div./General Svcs. Dept.

Physical Address:

2nd Floor

809 Pioneer Road

Fairbanks, AK 99701-2813

Mailing Address:

P. O. Box 71267

Fairbanks, AK 99707-1267

FOR ASSISTANCE, CONTACT:

Marnie Long-Boehl

FNSB Procurement Specialist

(907) 459-1297

Fax: (907) 459-1100

purchasing@fnsb.us

fnsb.us/bidsonline

THE ATTACHED TERMS & CONDITIONS SHALL BECOME PART OF ANY CONTRACT RESULTING FROM THIS
INVITATION FOR BID.

BIDS SHALL BE SUBMITTED ON THE FORMS FURNISHED AND MUST INCLUDE ORIGINAL SIGNATURES.

DATE OF BID: _____

AK BUSINESS LICENSE NUMBER: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHYSICAL LOCATION: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

BY: _____

Print Name

Signature

IN PROVIDING A SIGNATURE ON THIS COVER SHEET, THE BIDDER AGREES TO ALL TERMS
AND CONDITIONS OF THIS IFB.

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A. INSTRUCTIONS TO BIDDERS**1. BID REVIEW**

- 1.1 Bidders shall carefully review this IFB for defects and questionable or objectionable material. Bidders' comments concerning defects and questionable or objectionable material in the IFB must be made in writing and received by the FNSB General Services Purchasing Division (Purchasing) at least five (5) days before the bid opening date. Bidders should send any such comments to Purchasing listed on the front of this IFB. Comments can be sent via fax to (907) 459-1100 or e-mailed to purchasing@co.fairbanks.ak.us. Bidder protests based upon any omissions, or errors, or the content of the Invitation for Bid will be disallowed if not made known prior to the bid opening.

2. INTERPRETATION OR REPRESENTATIONS

- 2.1 The Fairbanks North Star Borough (FNSB) assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated in a written amendment to the IFB.

3. AMENDMENTS

- 3.1 If any amendments are issued to this IFB, the bidder shall acknowledge the receipt of such amendments in the space provided on the bid form. It is the bidder's responsibility to determine if any amendments have been issued to an IFB prior to the opening date and time of the IFB. Bids that fail to acknowledge receipt of amendments shall be considered non-responsive.

4. BID FORMS

- 4.1 Bidders shall use this and attached forms in submitting a bid. Bids must be hand delivered or mailed as pursuant to Section 5 below. A photocopied bid form may be submitted. Bids submitted electronically (email, fax, etc.) will be declared non-responsive and eliminated from further consideration.

5. SUBMITTING BIDS

- 5.1 Envelopes containing bids must be sealed, marked, and addressed as shown in the example below. Do not put the bid number and opening date on an envelope that contains only a request for bid information. Envelopes with bid numbers written on the outside will not be opened until the scheduled date and time.

U.S. Mail Address Format:

Bidder/Company Name
Bidder's Return Address



Fairbanks North Star Borough
Purchasing Div/General Svcs Dept.

USPS Express Mail:
2nd Floor
809 Pioneer Road
Fairbanks, AK 99701-2813

or

1st Class Mail:
P. O. Box 71267
Fairbanks, AK 99707-1267

IFB No: (print the IFB number on your envelope)
Submittal Deadline: (print the date on your envelope)

Courier and Hand Delivery Address Format:

Bidder/Company Name	COURIER,
Bidder's Return Address	
	Hand Delivery
Fairbanks North Star Borough General Services Department Purchasing Division-2nd Floor 809 Pioneer Road Fairbanks, Alaska 99701	
IFB No: (print the IFB number on your envelope) Submittal Deadline: (print the date on your envelope)	

- 5.2 The Fairbanks North Star Borough, its officers or employees shall not be responsible for the premature opening of or failure to open a bid not properly addressed and identified.
- 5.3 The office of the General Services Department/Purchasing Division and Chief Procurement Officer is located at 809 Pioneer Road, Second Floor, Fairbanks, Alaska, 99701; and is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. It shall be the responsibility of the bidder to insure that their bid is delivered to the General Services Department prior to the time set for opening of the bids.
- 6. PRICES**
- 6.1 The bidder shall state prices in the units of issue on this IFB. Prices quoted for commodities or services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided, without further cost. Prices quoted in bids must be exclusive of federal, state and local taxes. If the bidder believes that certain taxes are payable by the Borough, the bidder may list such taxes separately, directly below the bid price for the affected item.
- 7. ALTERNATE BIDS**
- 7.1 Alternate bids will not be considered unless specifically requested.
- 8. WITHDRAWAL, MODIFICATION, OR CORRECTION**
- 8.1 After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing Purchasing receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his bid after the time set for opening bids.
- 9. VENDOR TAX ID NUMBER**
- 9.1 If goods or services procured through this IFB must be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the Fairbanks North Star Borough before payment will be made.

10. FILING A PROTEST

- 10.1 Any actual or prospective bidder or contractor who is aggrieved in connection with the bid or award of a resulting contract may protest to the Chief Procurement Officer. A protest with respect to an invitation for bid shall be submitted in writing prior to the opening of bids, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to the bid opening. The protest shall be submitted within five calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.
- 10.2 The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protestor; (2) the signature of the protestor or the protestor's representative; (3) identification of the bid at issue; (4) a complete statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) a non-refundable filing fee of \$75. Protests will be handled in accordance with FNSB Code of Ordinances 16.65.010.
- 10.3 Notwithstanding any other provision of this section, an interested person is free at any time to contact the Chief Procurement Officer for the purpose of clarifying selection procedures.

11. RESPONSIBILITY TO KEEP INFORMED

- 11.1 Note that it is the potential bidders responsibility to keep informed. Failure to do so may result in their bid being declared non-responsive.

12. COMPLIANCE

- 12.1 In the performance of a contract that results from this IFB, the contractor must comply with all applicable federal, state, borough and other local regulations, codes, and laws; and be responsible for all required insurance, licenses, permits, and bonds.

13. SUITABLE MATERIAL

- 13.1 Unless otherwise specified, all materials, supplies, or equipment offered by a bidder shall be new, unused, of recent manufacture, and suitable for the manufacturer's intended purpose.
- 13.2 The bidder warrants all articles, materials, and equipment supplied under a contract resulting from this bid conform to the specifications of this contract, to be fit and sufficient for the use specified, to be of merchantable quality, and to be free from defect of materials or workmanship. Equipment, articles, and/or materials received which do not conform to the above warranties, may be held at the bidder's risk of loss or damages, or returned at the bidder's expense at the discretion of Purchasing.

14. BRAND NAME OR EQUAL:

- 14.1 The use of a "brand name only" specification is for the purpose of describing the sole item that will satisfy the borough's requirements. Bids offering alternate products will be declared non-responsive.
- 14.2 The use of a "brand name or equal" specification is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. An item shall be considered to be substantially equivalent, or "equal" to the specified brand in the opinion of the Chief Procurement Officer, the Borough can reasonably anticipate sufficiently similar quality, capacity, durability, performance, utility and productivity as provided by the specified brand.
- 14.3 The use of a "brand name or pre-approved equal" specification with a reference to a brand name or model number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Bidder shall submit a Substitution Request form for a proposed equal to Purchasing at least seven (7) days prior to the bid opening date and time to allow the Fairbanks North Star Borough to make a determination of equality to the brand specified. If the borough approves the proposed equal, an amendment to the bid will be issued specifically identifying the item as a pre-approved equivalent. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

15. SPECIFICATIONS

- 15.1 If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern.

16. FIRM OFFER

16.1 Offers made in accordance with this IFB must be valid and firm for a period of ninety (90) days from the date of bid opening.

17. EXTENSION OF PRICES

17.1 In the case of error in the extension of prices in the bid, the unit price will govern; in a lot bid, the lot price will govern.

18. BID PREPARATION COSTS

18.1 The Borough is not liable for any costs incurred by the bidder in bid preparation.

19. CONTRACT FUNDING

19.1 Borough funds are available for the initial purchase and/or the first term of the contract resulting from this IFB. Payment and performance obligations for future purchases and/or contract renewals are subject to the availability and appropriation of funds.

20. ETHICS

Bidder acknowledges that Section 16.70.030 of the Fairbanks North Star Borough Code provides as follows:

20.1 "It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

20.2 It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order."

20.3 Bidder agrees to follow the terms of this ordinance.

21. LATE BIDS

21.1 Late bids are bids received after the time and date established for opening of the IFB. Bids will be received only at the place stated on the IFB Cover Sheet. It is the sole responsibility of the bidder to see that his bid is submitted in time. Any bid received after the scheduled opening time will not be considered, but will be held unopened in the bid file, unless other disposition is requested or agreed to by the bidder. Other disposition will not take place until after award.

22. MANUFACTURER'S AUTHORIZATION:

22.1 The low bidder must be the manufacturer of the product offered or shall provide, if requested, within ten (10) days from the publish date of the Notice Of Award, evidence from an official of the manufacturer, stating that the bidder is qualified AS AN AUTHORIZED DEALER OR RESELLER and has the authority to sell the product being offered and pass the manufacturer's warranty through to the borough with all first holder benefits of the warranty. Failure to provide the required document within ten (10) days after issue of the Notice of Award may, at the borough's discretion, result in the termination of the award.

23. LOCAL BIDDER PREFERENCE

23.1 Bidder acknowledges that Section 16.35.050 of the Fairbanks North Star Borough Code provides as follows:

"In the award of contracts for goods or services, if otherwise in full conformity with the invitation for bids, a local bidder who has a valid business license to provide such goods or services shall be considered as low bidder if its bid is the lesser of five percent or forty thousand dollars in excess of the lowest bid received from a nonlocal bidder located elsewhere in Alaska, or the lesser of ten percent or eighty thousand dollars in excess of the lowest bid received from non-Alaska bidders. *This local bidder preference shall be applied to all invitation for bids unless:*

- (1) *Prohibited by federal or state law or a grant requirement or*
- (2) *The purchased good or service will be included in the cost allocation pool from which the administrative fee is determined.*

FNSB Code of Ordinances 16.21.020,X, defines a "local bidder" as a person who has a place of business located in the Fairbanks North Star Borough; which is staffed by an employee or employees as their permanent employment year round in the normal course of business.

24. ACCEPTANCE OR REJECTION OF BIDS

- 24.1 The Fairbanks North Star Borough may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the Fairbanks North Star Borough. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- 24.2 The Fairbanks North Star Borough may cancel the IFB if such cancellation is in the best interest of the Borough.
- 24.3 A bid may be rejected when (1) bidder is not in a position to perform the contract; (2) the bid is not signed by hand; (3) the bidder fails to furnish bid bonds or surety deposits, plans, specifications, samples, and so forth, when any were specifically called for in the IFB; (4) the bidder has failed to use this bid form; (5) the bidder fails to provide, with the bid, descriptive literature necessary to determine the responsiveness of the bid; (6) the bidder otherwise fails to qualify as a responsible and responsive bidder under FNSB 16.21.020 and 16.21.020; or (7) the Borough Assembly does not approve the award.

25. PRE-BID CONFERENCE

- 25.1 A pre-bid conference, if required, will be held at the time and place specified on the face of this IFB. The purpose of this conference is to allow for detailed discussion and clarification. All prospective bidders are encouraged to attend.
- 25.2 If the pre-bid conference is mandatory, this will be noted on the cover sheet of this IFB. Bidders who fail to attend the mandatory pre-bid conference shall be declared non-responsive and eliminated from consideration.

26. UNBALANCED AND BUY-IN BIDS

- 26.1 Bids that, in the sole opinion of the FNSB, are determined to be "unbalanced" or "buy-in" bids may be declared non-responsive and eliminated from further consideration.

B. TERMS AND CONDITIONS

The following conditions shall be part of any contract resulting from this bid:

1. GENERAL TERMS AND CONDITIONS

- 1.1 No modifications of any of the terms or conditions of this order, including, but not limited to, delivery, price, quality, quantities, and specifications, will be effective without the prior written consent of Purchasing.
- 1.2 Time of delivery is of the essence of this contract and the order is subject to cancellation for failure to deliver on time. Any exception to the delivery date specified in the Purchase Order must be approved in writing by Purchasing prior to the specified delivery date.
- 1.3 No charges will be allowed for delivery preparation, packing, containers, etc., unless such allowance is specifically stated.
- 1.4 Unless otherwise specified, shipments will be prepaid, via most economical common carrier, FOB destination. The Fairbanks North Star Borough is exempt from federal excise and transportation taxes. A federal tax identification number will be furnished upon request. Fairbanks North Star Borough cannot accept COD shipments.
- 1.5 Vendor warrants the equipment, articles and/or materials furnished under the terms of this contract are unencumbered and not subject to any lien or claim.
- 1.6 A purchase order number MUST appear on all invoices, packing lists, packages, shipping notices, instruction manuals, and any correspondence.
- 1.7 A Memorandum of Contents shall be enclosed in each box or package.
- 1.8 The waiver of any breach of the terms of this contract by Fairbanks North Star Borough shall not constitute a waiver of any subsequent breach, nor shall any payment for goods delivered constitute such waiver.
- 1.9 Cash discount period on all invoices shall begin on the date shipment is received by the Borough. In the event of adjustment or damage to a shipment subject to cash discount, the discount period will begin on the date the shipment is finally accepted.

2. IMPOSSIBILITY TO PERFORM

- 2.1 The contractor is not liable for any failure to perform its obligations under this agreement, if that failure is caused by any unforeseeable force beyond the control of, and without the fault or negligence of, the contractor. For the purposes of this agreement, such forces shall mean any emergency under the Alaska Disaster Act (AS 26.23); war (whether declared or not); revolution; invasion; insurrection; riot; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment, or labor because of priority, allocation, or other regulations of any governmental authorities.

3. CONTRACT EXTENSION

- 3.1 The Borough and the successful bidder agree: (1) that any holding over of a contract resulting from this IFB, excluding any exercised renewal options, will be a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

4. TERMINATION

- 4.1 Both parties may agree in writing to terminate this agreement at any time; either party may terminate the contract if the other party fails to perform in the manner called for in the contract; the Borough may terminate the contract for its own convenience on thirty (30) days written notice; and the agreement will terminate if the Borough Assembly fails to appropriate necessary funds or repeals all or substantially all of the appropriations which fund this agreement.
- 4.2 In case of default by the contractor, for any reason whatsoever, the Borough may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost or other remedies under law or equity.

- 4.3 If this contract is terminated, the contractor has no further duty to perform other than that work reasonably necessary to stop work in a safe and workmanlike manner. Likewise, if this contract is terminated, the Borough has no further duty to pay the contractor except for the work satisfactorily completed or goods delivered and accepted, as of the date of termination, and the additional work completed as being reasonably necessary to stop work in a safe and workmanlike manner.
- 5. DISPUTES**
- 5.1 Any dispute arising out of a contract resulting from this IFB shall be resolved under the laws of Alaska. Any appeal of an administrative order and any original action to enforce any provision of a contract resulting from this IFB or to obtain any relief from remedy in connection with said contract may be brought only in the Superior Court for the Fourth Judicial District of Alaska.
- 6. CONTINUING OBLIGATION OF CONTRACTOR**
- 6.1 Notwithstanding the expiration date of a contract resulting from this IFB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.
- 7. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**
- 7.1 The Fairbanks North Star Borough is an Affirmative Action/Equal Opportunity Employer.
- 7.2 The Fairbanks North Star Borough, and all contractors, vendors, and suppliers, agree and certify that they shall comply with the requirement of all pertinent federal and state laws relating to equal opportunity in contracting and procurement activities.
- 8. CONTRACT DOCUMENT**
- 8.1 A procurement of goods valued in excess of \$50,000 or greater will require a written contract between the successful bidder and the Fairbanks North Star Borough.
- 9. INDEMNIFICATION, DEFENSE AND HOLD HARMLESS PROVISION**
- 9.1 The Bidder shall defend, hold harmless and indemnify the Borough, its officers, agents, and employees, against any claims, loss, and/or damages directly or indirectly arising from or claiming to arise from any injury to any person(s), damage to any property, or any economic loss, arising out of, in whole or in part, (1) the Bidder's performance or non-performance of its duties under this contract; and/or (2) any defect in any services provided by the Bidder. This duty to defend, indemnify, and hold harmless shall include the Bidder's responsibility for any and all foregoing claims, even if such claims are groundless, false, and/or fraudulent and any and all equitable relief, damages, costs and attorney fees except those caused by either the Borough's sole negligence or its willful misconduct.
- 9.2 This obligation shall be continuing in nature and extend beyond the term of this agreement. The doctrine of equitable tolling extends the time within which an action for breach of this provision may be filed.
- 9.3 "Bidder" and "Borough" as used in this section, include the employees, agents, sub-contractors, and any other persons who are directly employed by or otherwise legally responsible, respectively to each party.
- 10. ASSIGNMENT**
- 10.1 Assignment of rights and duties under a contract resulting from this IFB is not permitted unless authorized in writing by the Chief Procurement Officer.
- 11. INSURANCE**
- 11.1 Prior to commencing any work under a purchase order/contract resulting from this IFB, the successful bidder will provide a certificate of insurance in a form acceptable to the Borough showing that they have the required insurance coverage. The required coverage must be obtained and maintained with an insurance company rated "Excellent" or "Superior" by A.M. Best Company, or specifically approved by the Borough risk manager.

If a bidder has a question as to their ability to provide the required coverage they should consult with their agent or broker prior to submitting a response to the bid.

- 11.2 Limits: The successful bidder shall obtain insurance for not less than the following limits:
- Commercial general liability, occurrence basis: \$1,000,000 limit per occurrence;
 - Comprehensive automobile liability: \$1,000,000 combined single limit;
 - Workers' Compensation coverage including Employer's Liability with limits of: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.
- 11.3 Automobile Liability Insurance: All autos or all owned, non-owned, and hired automobiles must be insured when the successful bidder is using them to do work resulting from this bid.
- 11.4 Workers' Compensation: Any employee of the successful bidder must be covered by workers' compensation insurance during the term of work resulting from this bid. Sole Proprietors - The successful bidder must sign a workers' compensation release on a form provided by the borough; Partnerships - Every partner must sign a workers' compensation release on a form provided by the borough. Bidder's workers' compensation policy shall be endorsed to include a waiver of subrogation in favor of the Borough.
- 11.5 Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.
- 11.6 Additional Insured: During the term of work, the bidder shall add and maintain the Borough as an additional insured in the Bidder's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- 11.7 Cancellation: The insurer shall send the Borough thirty (30) days written notice before it cancels, refuses to renew, or materially alters coverage required by this contract. The successful bidder shall assure that the insurance policies include a provision requiring this prior notice.
- 12. COOPERATIVE PURCHASING**
- 12.1 All State of Alaska governmental entities may, at their option, purchase from the contract resulting from this IFB process. State of Alaska governmental agencies include the Legislative branch, the Alaska Court System, the University of Alaska, Boards and Commissions and all State of Alaska political subdivisions-cities, boroughs and school districts, at all of their operation locations. In no event shall the Fairbanks North Star Borough have any financial liability to the bidder for any goods or services purchased by any State of Alaska governmental entity.
- 13. RECYCLED CONTENT INFORMATION**
- 13.1 In support of the State of Alaska Law, (AS.29.71.050) bidders are encouraged to supply with their bid, and information available regarding recycled material content in the products bid.
- 14. ENVIRONMENTAL REQUIREMENTS**
- 14.1 The Contractor recognizes that many federal and state laws imposing environmental and resource conservation requirements may apply to projects being financed in whole or in part with FEDERAL funds. The Contractor and any of its sub-contractors agree to comply with any such requirements as the federal or state government may now or in the future promulgate.

C. SCOPE OF SERVICES/SPECIFICATIONS

The Fairbanks North Star Borough (Borough) is soliciting bids for the development, printing, packaging and mailing of yearly assessment notices. For the first contract period assessment notices shall be mailed on January 28, 2015.

1. FORMS – Assessment Notice (Exhibit 1 – Blank Sample Preprinted Form. Changes may be made by the Borough to the assessment notice each contract year.)

- a. Size: 8½" x 14".
- b. Paper weight and color: 24# white bond.
- c. Ink face: two colors.
- d. Perforation: one full horizontal perforation at seven inches (7") down from the top.
- e. Laser image on face.
- f. Document: printing on both sides.
- g. Quantity: Approximately 47,000 Assessment Notices.
- h. Quantity: 4,000 blank preprinted forms.

2. FORMS – Assessment Notice Outgoing Envelope (Exhibit 2)

- a. Size: Standard #10 glassine window.
- b. Printed one color face and one version.
- c. Quantity: Approximately 47,000.

3. PRINTING REQUIREMENTS

- a. Bidder shall have the capability to read one (1) raw text data format, fixed record, provided by electronic data. Assessment notice layout format and phrasing may change each year.
- b. The successful bidder shall provide two (2) sets of proofs before final production. First proof provided shall be sent by electronic format, such as PDF. Second proof shall be a data proof-Borough data produced from electronically mailed data.
- c. Input file shall be processed through Coding Accuracy Support System (CASS) certified software to secure lowest postal rates. Assessment notices shall be CASS certified. The forms shall contain up to four (4) different fonts as shown on Exhibit 1.
- d. The successful bidder shall be required to print all notices with the exact data that is provided to them by the FNSB's delimited text file. Should the raw data text differ from that of the CASS software the successful bidder shall override the CASS software address data with the FNSB's raw data text. In no way should the data provided by the FNSB be altered in any way.
- e. Each assessment notice shall be folded and inserted into the outgoing envelopes ensuring the name and mailing address is shown in window of envelope.
- f. The outgoing envelopes shall be sealed, trayed, tagged, and delivered to the USPS on the scheduled mail date (see production schedule).
- g. Blank forms shall be pre-printed and compatible with Xerox 5500 laser jet printer. Blank forms will be shipped flat to Fairbanks North Star Borough, 809 Pioneer Road, Fairbanks, Alaska 99701.

4. POSTAL REQUIREMENTS

- a. All forms shall be reviewed by a USPS Mailpiece Design Analyst to guarantee processing on postal service automated equipment.
- b. All postal regulations for printing and mailing to assure best possible postage rates for FNSB shall be met.
- c. Mailers shall be bar-coded to meet zip+4 requirements. The successful bidder shall be responsible for additional postage if bar coding cannot be read by the USPS.
- d. The successful bidder shall mail only to the name and address provided by the Fairbanks North Star Borough as State Statutes require. All files with an address that does not match the CASS file shall be separated and mailed by first class mail, Address Service Requested (as indicated on the Assessing Notice Outgoing Envelope (Exhibit 2), to the address provided. All those matching the CASS file shall be processed at the bulk mail rate, Address Service Requested. Historic estimates of first class mailings are on the order of 1,500 accounts.
- e. The successful bidder shall provide to the Borough a zip code listing with the number of pieces mailed and the postage charge for each zip code area as part of the postage reconciliation.
- f. The successful bidder shall be required to data print and mail within a 10-day time frame (See Production Schedule).
- g. Notices with foreign addresses shall be mailed with the appropriate postage.

5. MINIMUM REQUIREMENTS

Bidders shall meet the following requirements:

- a. Shall have at least three (3) years experienced in printing and processing high volume (47,000 or more pieces) bulk mailings.
- b. Shall be able to send and receive data electronically via-email attachment and provide an FTP site for file transfer of data.
- c. Shall have technical staff available to work with the Borough during the Borough's normal hours of operation, 8 am to 5 pm, Alaska Standard Time, Monday thru Friday, during the proposed production schedule. For the purpose of this IFB, a technical staff person is a staff member who will be able to assist the FNSB with issues of receiving and reading electronic data, making corrections on proofs, and able to answer other questions that may arise.
- d. Shall be able to data print and process assessment notices within a 10-day window in accordance with scope of work.

6. *PROPOSED PRODUCTION SCHEDULE FOR 2015

PDF e-mailed Information for Assessment Notice to Bidder Prior to	10/24/14
First Litho Proof sent to FNSB by PDF e-mail	10/31/14
Proof returned to Bidder	11/07/14
Second Proof sent to FNSB via e-mail attachment	11/12/14
Provide Invoice with Estimated Postage Cost for Mailing of Assessment Notices	12/19/14
Data Record Layout provided by FNSB	12/19/14
Test Data Received from FNSB to Bidder via e-mail	12/30/14
Blank Forms (4,000) shipped to FNSB	01/02/15
Test Data Proof via PDF file e-mail attachment to FNSB	01/06/15
Proofs returned to Bidder with changes by PDF attachment via e-mail	01/09/15
Second Test Data Proof PDF attachment via e-mail to FNSB	01/13/15
Final Data Proof approved by FNSB	01/14/15

Live Data Received from FNSB via e-mail	01/16/15
Check for Estimated Postage Costs received by Bidder	01/19/15
Final Live Data Proofs PDF attachment via e-mail to FNSB	01/20/15
Final Data Proofs approved by FNSB	01/23/15
Assessment Notices Mailed by Bidder (<i>This is not a proposed date, notices shall be mailed out on January 28, 2015.</i>)	01/28/15
Postage Reconciliation with any additional postage charges or reimbursements sent to FNSB	02/06/15
*These dates may vary each year.	

7. CONTRACT PERIOD

- a. The initial contract period will commence on September 2, 2014 or when both parties have signed the contract agreement and shall continue through September 30, 2015.

8. CONTRACT RENEWAL

- a. The Borough reserves the option to renew this contract upon written agreement of both parties for four (4) additional one-year periods. All renewals are to be for a period of one year at the same terms, conditions, and price set forth herein.
- b. However the Contractor, at least 120 days prior to the contract anniversary date, may request in writing, changes to the terms, conditions and pricing. Approved changes cannot constitute substantial changes to the contract and must be supported with appropriate written documentation.
- c. The approval of any change(s) is at the sole determination of the Borough.

9. INVOICES

Invoices should define the actual cost based on the actual quantities. Terms should be net 30 days from billing date.

End of Scope of Services Section

D. SAMPLE SERVICES CONTRACT

(This is a sample of the agreement that the successful bidder will be required to execute and return to the FNSB prior to issuance of a purchase order. Some paragraphs may change to reflect the terms and conditions of this IFB.)

1. PARTIES. The parties to this contract are the FAIRBANKS NORTH STAR BOROUGH ("Borough"), and **xxxxxxxxxx**. ("Contractor").
2. DUTIES. The Contractor shall perform the duties specified in Borough **IFB No. 15014** ("Solicitation"). The Contractor understands that the Borough makes no representation that it will look exclusively to the Contractor for the type of services requested. The Contractor will perform its duties under this agreement as an independent contractor.
3. QUALITY OF WORK. The Contractor will perform its duties pursuant to (a) the specifications in the solicitation and (b) the Contractor's specifications or representations in its solicitation submittal. Should the specifications of the solicitation and the specifications or representations of the Contractor's resulting submittal differ, the higher specification is applicable and will control. If there are no specifications, the Contractor will perform its duties in a professional, workmanlike manner, and in compliance with the standards of the Contractor's trade.
4. CONTRACT PRICE. The Borough will pay the Contractor ENTER THE AMOUNT. The Borough will pay on the following terms: (e.g. monthly.) If there are no terms specified in the solicitation, the Borough will pay the full contract price upon acceptance of performance. If the solicitation specifies payment terms of "As Requested," then payment for services will be paid for as the services requested are accepted. Under terms of "As Requested", the Contractor understands that the Borough is not guaranteeing any minimum amount of such services to be requested and is under no obligation to expend any minimum amount of the contract price.
5. CONTRACT TERMS. The Contractor's duties begin on INSERT THE DATE or when both parties have signed this agreement, whichever is later. This agreement will end by its own terms, or the Contractor will complete performance no later than INSERT THE DATE.
6. CONTRACT RENEWAL OPTION.
 - 6.1. The Borough reserves the option to renew this contract upon written agreement of both parties for INSERT NUMBER HERE additional one-year periods. All renewals are to be for a period of one year at the same terms, conditions, and price set forth herein.
 - 6.2. However the Contractor, at least 120 days prior to the contract anniversary date, may request in writing, changes to the terms, conditions and pricing. Approved changes cannot constitute substantial changes to the contract and must be supported with appropriate written documentation.
 - 6.3. The approval of any change(s) is at the sole determination of the Borough.

- 6.4. If the Invitation for Bid or Request for Proposal, upon which the original contract was issued, provides for changes to terms, conditions and pricing for a renewal period based on changes in price/cost indices or other criteria, the changes set forth in the IFB or RFQ will prevail.

7. FACILITIES AND LICENSES.

- 7.1. The Contractor will provide all facilities, equipment, supplies, services and personnel necessary to carry out its duties under this agreement.
- 7.2. The Contractor will obtain all necessary permits and other authorizations that are required by law to perform the services. During the contract term, the Contractor will remain in good standing under all such permits, and will comply with all applicable statutes, regulations, and ordinances.

8. OWNERSHIP OF DOCUMENTS. The Borough owns all specifications, proposals, notes, logs, photographs, and all other documents that the Contractor develops in the performance of this agreement. The Borough may use these documents without additional compensation to the Contractor. For one year after the Borough's final payment to the Contractor under this agreement, the Contractor will, at the request of the Borough, provide the Borough with any materials related to or developed in the performance of this agreement. The Borough will pay the Contractor for reasonable search and copying charges related to such requests.

9. INSURANCE REQUIREMENTS. If you are unsure if your firm will be able to provide the insurance described in this section, please contact your insurance broker or agent before you submit your proposal.

- 9.1. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A. M. Best Company or specifically approved by the Borough's risk manager.

- Commercial General Liability coverage, written on an occurrence basis, with limits of not less than \$1,000,000 per occurrence.
- Automobile Liability coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.
- Workers' Compensation coverage including Employer's Liability with limits of not less than \$100,000 each accident, \$500,000 disease—policy limit, and \$100,000 disease—each employee. All workers' compensation policies shall contain a waiver of subrogation clause in favor of the Borough.

- 9.2. The insurer shall send the Borough thirty (30) days written notice before it cancels, refuses to renew, or materially alters coverage required by this contract. The Contractor shall assure that the insurance policies include a provision requiring this prior notice.

- 9.3. During the contract term, the Contractor shall add and maintain the Borough as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- 9.4. Before providing any services under this contract, the Contractor will provide the Borough with a certificate of insurance showing the coverage specified in this section in a form acceptable to the Borough.
- 9.5. The aforementioned insurance requirements can be met through any combination of primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.
10. PERFORMANCE BOND: During the term of the contract, and if required by the solicitation, the Contractor shall obtain and maintain in force a Performance Bond in the amount of, INSERT DOLLAR AMOUNT HERE, in a form approved by the Borough.
11. INDEMNIFICATION, DEFENSE AND HOLD HARMLESS PROVISION:
 - 11.1. The Contractor shall defend, hold harmless and indemnify the Borough, its officers, agents, and employees, against any claims, loss, and/or damages directly or indirectly arising from or claiming to arise from any injury to any person(s), damage to any property, or any economic loss, arising out of, in whole or in part, (1) the Contractor's performance or non-performance of its duties under this contract; and/or (2) any defect in any services provided by the Contractor. This duty to defend, indemnify, and hold harmless shall include the Contractor's responsibility for any and all foregoing claims, even if such claims are groundless, false, and/or fraudulent and any and all equitable relief, damages, costs and attorney fees except those caused by either the Borough's sole negligence or its willful misconduct.
 - 11.2. This obligation shall be continuing in nature and extend beyond the term of this agreement. The doctrine of equitable tolling extends the time within which an action for breach of this provision may be filed.
 - 11.3. "Contractor" and "Borough" as used in this section, include the employees, agents, sub-contractors, and any other persons who are directly employed by or otherwise legally responsible, respectively to each party.
12. TERMINATION.
 - 12.1. Both parties may agree in writing to terminate this agreement at any time; either party may terminate the contract if the other party fails to perform in the manner called for in the contract; the Borough may terminate the contract for its own convenience on thirty (30) days written notice; and the agreement will terminate if the Borough Assembly fails to appropriate necessary funds or repeals all or substantially all of the appropriations which fund this agreement.
 - 12.2. In case of default by the contractor, for any reason whatsoever, the Borough may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost or other remedies under law or equity.

- 12.3. If this contract is terminated, the contractor has no further duty to perform other than that work reasonably necessary to stop work in a safe and workmanlike manner. Likewise, if this contract is terminated, the Borough has no further duty to pay the contractor except for the work satisfactorily completed or goods delivered and accepted, as of the date of termination, and the additional work completed as being reasonably necessary to stop work in a safe and workmanlike manner.
13. IMPOSSIBILITY TO PERFORM. The contractor is not liable for any failure to perform its obligations under this agreement, if that failure is caused by any unforeseeable force beyond the control of, and without the fault or negligence of, the contractor. For the purposes of this agreement, such forces shall mean any emergency under the Alaska Disaster Act (AS 26.23); war (whether declared or not); revolution; invasion; insurrection; riot; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment, or labor because of priority, allocation, or other regulations of any governmental authorities.
14. EQUAL OPPORTUNITY. The Contractor will fulfill all its legal duties under the civil rights laws of the State of Alaska and the United States, including, but not limited to AS 18.80, and the Civil Rights Act of 1964, 42 U.S.C. sec. 2000a and following. When subcontracting work; the Contractor agrees to use practices that assure equal opportunity to companies owned by women and minorities.
15. CONTRACT DOCUMENTS.
- 15.1. If the parties enter into this agreement as a result of a Borough Invitation for Bid, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the specifications in the Invitation for Bid as issued by the Borough, and the Contractor's bid form.
- 15.2. If the parties enter into this agreement as a result of a Borough Request for Proposal, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the Request For Proposal as issued by the Borough, and the proposal submitted by the Contractor.
- 15.3. If the parties enter into this agreement as a result of a Borough written Request for Quotation, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement, the Request For Quotation as issued by the Borough, and the written quote from the Contractor.
- 15.4. If the parties enter into this agreement as a result of an oral Request for Quotation, then the following documents constitute the whole agreement of the parties, and they prevail in the following order in the event of any inconsistency between them: This agreement and any statement of services attached to it. Any terms, which might have been discussed orally, are not binding on either party, unless incorporated in writing into this agreement.

- 15.5. The Borough purchase order to be issued for this work is a contract document. The terms specified on the Borough purchase order for this work are subordinate to those in all other contract documents. This clause does not alter the order of predominance of contract documents as specified in other subsections of this section.
16. ETHICS. Bidder acknowledges that Section 16.70.030 of the Fairbanks North Star Borough Code provides as follows:
- 16.1. "It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- 16.2. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order."

Contractor agrees to follow the terms of this ordinance.

17. RELEASE. The Borough assumes no responsibility for the loss or damage of Contractor's property placed on or in Borough Owned property and the Contractor hereby expressly releases and discharges the Borough from any and all liability for loss or damage to such property. The Borough shall have the sole right to collect and sell or otherwise dispose of all articles left by the Contractor in any Borough facility fifteen (15) days after the termination of this agreement.
18. OTHER.
- 18.1. The Contractor may not assign any duties under this agreement without the prior written consent of the Borough.
- 18.2. This agreement binds the successors, heirs, personal representatives, and any assigns of the parties.
- 18.3. Time is of the essence of this contract.
- 18.4. Neither party waives its rights under this agreement if it fails to object when the other party fails to perform.
- 18.5. Before paying the Contractor, the Borough may deduct the amount of any debt from any source that the Contractor owes to the Borough.

- 18.6. The laws of the State of Alaska will govern the interpretation of this agreement. Any action arising from this contract will be filed in Fairbanks, Fourth Judicial District, State of Alaska.
- 18.7. This agreement may be amended only in writing.
- 18.8. The contract documents constitute the entire agreement between the parties, and supersede all prior agreements, representations, and negotiations.
- 18.9. Any terms of this Agreement, by their nature, extend beyond the expiration or termination of this contract shall remain in effect until fulfilled.

19. REPRESENTATIVES. Each party may deliver notices under this agreement to the representative and address listed below:

Borough Representative: Dawn Hellickson, Office Manager
Assessing Department
Fairbanks North Star Borough
809 Pioneer Road (P. O. Box 71267)
Fairbanks, AK 99707

Contractor Representative: _____

Business Name: _____

Address: _____

FOR THE CONTRACTOR:

Authorized Representative

Title: _____

Date: _____

**FOR THE FAIRBANKS NORTH
STAR BOROUGH:**

Luke Hopkins, Borough Mayor

Date: _____

APPROVED:

Borough Attorney

Date: _____

ATTEST:

Nanci Ashford-Bingham, Borough Clerk

Date: _____

E. SAMPLE SIGNER'S ACKNOWLEDGMENT*This is a sample of the form that the successful bidder will be required to execute and return to the FNSB with any signed contract documents.***The signer of the agreement and the signer of this Acknowledgment must be the same person.****(Mark only one – all signatures must be notarized)**STATE OF ALASKA)
)SS
____ JUDICIAL DISTRICT)☐ **The Contractor is a sole proprietorship**

The foregoing Contract was signed and acknowledged before me this

____ day of _____, 20____,

by _____
(Print Name of Proprietor)Of _____
(Print Name of Company)_____
(Signature of Proprietor)☐ **The Contractor is a partnership**

The foregoing Contract was signed and acknowledged before me this

____ day of _____, 20____,

by _____, partner (or agent) on
(Print Name of Acknowledging partner or agent)behalf of _____, a partnership.
(Name of partnership)_____
(Signature of Acknowledging Partner or Agent)☐ **The Contractor is a corporation**

The foregoing Contract was signed and acknowledged before me this

____ day of _____, 20____,

by _____
(Print Name of Officer)_____
(Title of Officer)
of _____
(Name of Corporation)a/an _____ Corporation,
(State of Incorporation)

on behalf of said Corporation.

(Signature of Officer*)

(CORPORATE SEAL)

Attest _____
(Corporate Secretary)*The signer of the contract should be a corporate officer unless there is a
corporate resolution attached authorizing the person to bind the corporation.☐ **The Contractor is a limited liability company**

The foregoing Contract was signed and acknowledged before me this

____ day of _____, 20____,

by _____
(Name of Manager or Managing Partner)_____
(Title)of _____
(Name of Limited Liability Company)_____
(Signature of Manager or Managing Partner)Attach Letter of Partners indicating Manager's or Managing
Partner's authority to enter into agreement.**Regardless of the type of company, the signature must be notarized.****The signer of the contract or agreement and the signer above of this Acknowledgment must be the same person.**

(NOTARY SEAL)

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____.

Notary Public in and for the State of _____
My commission expires: _____

(to be executed prior to and submitted with the bid)

G. BIDDER'S CHECK LIST

Bidders are advised that, notwithstanding any instructions or inferences elsewhere in this Invitation for Bid, only the documents shown on this sheet need be submitted with and made part of their bid. Other documents may be required after bid time, but prior to award. Bidders are advised that failure to submit the documents shown on this sheet and return the forms in the condition indicated SHALL RENDER THE BID NON-RESPONSIVE.

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out, in the condition indicated, and submitted with the bid.

NOTE: Only those items marked by an (X) are required

X	An original signature must be on the Cover Sheet, Page 1 of the Invitation for Bid.
X	Complete Bid Form with an original Signature.
X	The person signing the bid must initial erasures or other changes made to the Bid form sheet. Note: "White Out" or other liquid correction methods must be initialed.
X	Non-collusion affidavit must be completed and turned in with their bid.
X	All amendments issued that require acknowledgment shall be acknowledged in the space provided on the Bid form or by manually signing (original signature) the Amendment Sheet and submitting it prior to the bid opening.
X	Bidders shall submit a list of at least three (3) references with contact names and phone numbers.
	The bidder must be the manufacturer of the product offered or if requested, shall attach to their bid evidence from an official of the manufacturer or manufacturer's authorized distributor, stating that the bidder is qualified as an authorized dealer or reseller and has the authority to sell the product being offered and pass the manufacturer's warranty through to the FNSB with all first holder benefits of the warranty.
Within ten days from publishing Notice to Award	The bidder must provide insurance as noted in bid document, and as required, within ten days of notice of award.
Within ten days from publishing Notice to Award	The bidder must include their current Alaska Business License number on the cover sheet of this IFB prior to bid submittal, or provide a copy of the business license, within ten days of notice of award.

H. BID FORM**1. METHOD OF AWARD:**

Award will be made to the low responsive, responsible bidder meeting all requirements. This award is for the specified equipment and services only. Award shall be based on the sum of the total costs for Lot One. Estimated quantity listed for Item No. 5 is for award purposes only. The FNSB reserves the right to increase or decrease quantities for Item No. 5 as necessary to accomplish the actual requirements and make payment at the unit price bid

2. PERFORMANCE BOND:

The successful bidder shall be required to submit a performance bond equal to the total price of Lot One ten days from the publishing the Notice of Award. An irrevocable letter of credit, cashiers check, and cash are acceptable forms of bonds. The performance bond will be returned upon satisfactory completion of the original contract and any extension or renewal thereof.

3. FOB POINT:

Fairbanks North Star Borough
PO Box 72167
Fairbanks, AK 99701

4. REFERENCES

Bidders shall submit a list of at least three references with contact names and phone numbers. The references shall be for variable printing and mailing services that are similar in size and scope. Bidder's that submit references that prove to be unsatisfactory, in the sole opinion of the Borough, may be declared non responsive. These references shall include demonstrated ability in the following areas:

- a. Variable Data Printing (VDP)
- b. Mailing Services (Bulk Mailings of 47,000 or more pieces)
- c. Bar-Coding Experience

REFERENCE COMPANY/CONTACT NAME	REFERENCE PHONE NUMBER

5. PROMPT PAYMENT DISCOUNT:

Indicate discount for prompt payment here: _____. Note that the discount will not be used to evaluate the bid and is not a factor in the method of award.

Please Note:

Prices quoted for commodities or services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided, without further cost. Prices quoted in bids must be exclusive of federal, state and local taxes. If the bidder believes that certain taxes are payable by the Borough, the bidder may list such taxes separately, directly below the bid price for the affected item.

---BID FORM CONTINUED NEXT PAGE---

BID FORM CONTINUED**LOT ONE**

ITEM NO.	DESCRIPTION	QTY/UNIT	UNIT PRICE	EXTENDED PRICE
Item No. 1	Postage Permit Fee	1/fee	\$	\$
Item No. 2	CASS Certification Fee	1/fee	\$	\$
Item No. 3	Program Development / Setup Fee for Assessment Notices.	1/fee	\$	\$
Item No. 4	Printing and Preparation for mailing of Assessment Notices on January 28, 2015 as specified.	<i>Estimated</i> 47,000/each	\$	\$
Item No. 5	Blank Assessment Forms from Production to include all handling and shipping cost. <i>Required delivery date</i> January 16, 2015	4,000/each	\$	\$
LOT ONE TOTAL				\$

OPTION

Custom Re-Write of Preprinted Assessment Notice Form.	\$
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To determine that the bidder meets the minimum requirements in Section C, Item 5, paragraphs “a”, “b” and “c”, please check “yes” or “no”. Make any comments in the space provided to support your answers. To be considered “responsive” bidders shall meet the minimum requirements.

Does your organization have at least (3) three years experience in printing and processing high volume (47,000 or more pieces) bulk mailings? ____ YES ____ NO

Is your organization able to send and receive data electronically via-email (the file size will be about 4MB in size, in ASCII format)? ____ YES ____ NO

Does your organization have an FTP site for file transfer of data? _____ YES ____ NO

--- BID FORM CONTINUED ON NEXT PAGE ---

BID FORM CONTINUED

Does your organization have technical support available during Borough office hours 8 am to 5 pm, Alaska Standard Time, Monday thru Friday? _____ YES _____ NO

To determine that the bidder meets the minimum requirements in Section C, Item 5, paragraphs d, please check “yes” or “no”. Make any comments in the space provided to support your answer. To be considered “responsible” bidders shall meet the minimum requirements.

Is your organization able to data print and process assessment notices within a 10-day window in accordance with scope of work? _____ YES _____ NO

Amendment No.(s) _____ is/are hereby acknowledged.

Original Signature

Vendor's Name (Print or Type)

Title/Name (Print or Type)

Address

Telephone Number

City, State, Zip

Facsimile Number

Email Address