

OFFICE OF THE EXECUTIVE
DEPARTMENT OF PURCHASING
BID NUMBER



JAMES B. MCCARTHY
SUMMIT COUNTY EXECUTIVE
OHIO BUILDING
AKRON, OHIO 44308

Bid Opening: Friday, September 29, 2006, 8:00 AM EST
175 S. Main St, Room 720, Akron, OH 44308

Fax Questions: By 4:00pm EST, Tuesday, September 26, 2006
(330) 643-8728

Thank you for your participation in providing the Office of the Executive – Department of Purchasing with pricing for Printing, Mailing and CAAS Address File Certification and Update Services for Real Property Tax Bill Processing, Dog License Processing, and Manufactured Home Bill Processing.

Bid specifications can be found beginning on Page 4.

There may be addendum to this bid package. To ensure you are made aware of any addendum to this bid package, you are to alert Jean Shanholtz either by telephone (330-643-7205) or email jshanholtz@summitoh.net of your intention to bid. It is important that she has your company's name, e-mail address, mailing address, contact person, and telephone number.

Before mailing your bid package it would be advisable to contact the Purchasing Office to ensure you are responding to a complete bid package to include addendum.

Your bid is to be addressed to the County of Summit, Department of Purchasing, 175 South Main Street Room 720, Akron, Ohio 44308 by 8:00 AM local time, Friday, September 29, 2006. All bids will be opened at that time and forwarded to the Director of Wireless Communications.

Please see - **The Form of Proposal** on Page 12-13.

Your bid bond/or certified check is to be enclosed with the bid proposal.

Please ensure your completion of all required forms found on Pages 12-24.

Should you have procedural questions, please feel free to call Jean Shanholtz at 330-643-8009.

Sincerely,

JAMES B. MCCARTHY – EXECUTIVE

Brian D. Nelsen
Deputy Director Purchasing

LEGAL ADVERTISEMENT

NOTICE TO BIDDERS

Sealed bids will be opened and publicly read on **Friday, September 29, 2006** at 8:00 a.m. E.S.T., at the County of Summit Ohio Building, Department of Purchasing, 175 South Main Street, Room 720, Akron, Ohio 44308.

This would be a two (2) year contract with the option for two (2) two year renewals.

**The Office of the Fiscal Officer – Treasurer’s Division
Printing, Mailing, and CASS Address File Certification and Update Services for Real
Property Tax Bill Processing, Dog License Processing, and Manufactured Home Bill
Processing.**

The estimated cost of the services is \$500,000 for the initial two (2) years.

Bid documents may be obtained free of charge from the County of Summit Department of Purchasing, 175 South Main Street, Room 720, Akron, Ohio 44308 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. You may also call 330-643-7205. You may access bid packages at the Summit County, Ohio website www.co.summit.oh.us. Click the title “Bidding Opportunities” found under the Services Directory.

The County reserves the right to reject all bids.

County of Summit
James B. McCarthy, County Executive

To be advertised on Friday, September 15, 2006.

Facsimile to Akron **Beacon Journal** on Tuesday, September 12, 2006.

Bill to: Summit County Purchasing
175 South Main Street Room 720
Akron, Ohio 44308

BIDDER INFORMATION SHEET

Sealed bids will be received by the County of Summit Department of Purchasing, 175 South Main Street, Room 720, Akron, Ohio 44308 until Tuesday, May 23, 2006, 8:00 a.m., E.S.T. for:

**The Office of the Fiscal Officer – Treasurer’s Division
Printing, Mailing, and CASS Address File Certification and Update Services for Real Property Tax Bill Processing, Dog License Processing, and Manufactured Home Bill Processing.**

The envelope containing the bid shall be marked with the project title and shall be opened immediately thereafter and read publicly.

Schedule of Bid Activities

Bid advertised on Friday, September 15, 2006

Fax Questions due by 4PM to 330-643-8728 by Tuesday, September 26, 2006

Bids received and opened on Friday, September 29, 2006, 8:00 AM E.S.T.

I. BID BOND

Each bid in the amount of twenty five thousand (\$25,000) or more shall be accompanied by a bid bond signed by a surety company authorized to do business in Ohio, or by a cashier’s check or certified check on a solvent bank, which bond or check shall be in an amount not less than three percent (3%) of the amount of the bid, and in no event less than forty-five dollars (\$45.00). Such bond or check shall be given as security that if the bid is accepted, a contract will be executed in conformity with the bid. Bids less than twenty five thousand (\$25,000) require no bid bond.

- A. The bid bond or check of the successful bidder will be returned upon execution of the contract.
- B. Bid bonds or checks of unsuccessful bidders will be returned upon a written request submitted to the Department of Purchasing.

II. LICENSES/PERMITS

Bidders shall include in their proposal the cost for all licenses/permits required by the State of Ohio and/or the City of Akron, which are necessary to perform this contract and shall obtain all permits.

III. FORM OF PROPOSAL

The proposal shall be made on the attached blank forms, designated for such purpose, and shall be completely filled out to contain all the required information, and must be properly signed.

IV. UNACCEPTABLE BIDS

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the County of Summit upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County, or has failed to perform faithfully any previous contract with the County.

V. WITHDRAWAL OF BIDS

No bid will be allowed to be withdrawn after it has been deposited with the County of Summit, except as provided by law.

VI. REJECTION OR ACCEPTANCE OF BIDS

The County of Summit reserves the right to reject any and all bids, and any part or parts of any bid, and also the right to waive any informalities in the bid. The County has a right to hold bids for up to sixty (60) days. In awarding a contract, the County has the right to consider all elements in determining the responsibility of the bidder. Any bid which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be rejected.

VII. BIDDER QUALIFICATIONS

With his proposal, the bidder shall furnish evidence that is satisfactory to the County of Summit:

- A. Comprehensive experience in work of this type and a minimum of 5 years experience with government entities of comparative size. Facility located within Ohio. Ability to process and print in excess of 570,000 documents annually for one customer.
- B. Financial ability to perform the work to its completion in accordance with the specifications, and/or supply the required commodity.
- C. Effort and intent to provide equal employment opportunity and minority business enterprise requirements.
- D. Local Preference Resolution 2000-202

In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, Summit County has established a preference for local bidders as provided herein. The local preference shall also apply to contracts for the building, repair or renovation of public buildings or improvements. Local preference is given to vendors that have an established principal place of business, defined as a business with a significant economic and physical presence in Summit County. This principal place of business must have been established at least two (2) years prior to the bid opening date, shall be preferred as lowest if their bid does not exceed by more than three percent (3%) with an upper limit of ten thousand dollars (\$10,000), the apparent lowest bid. Bidders having established their principal place of business in the State of Ohio for two successive calendar years prior to the bid opening date may be preferred as lowest if their bid does not exceed by more than 2% of the apparent lowest bid.

To qualify for local preference, bidders must state on the bid form their principal place of business, the business address where work will be administered (post office boxes will

not be accepted in lieu of a street address) and the date of establishment. Each bidder shall have only one principal place of business. Local preference may only be applied in considering the lowest bid and shall not waive or nullify evaluation of which bidders are responsive and responsible.

VIII. TAXES

The County of Summit is exempt from all sales, excise, and transportation taxes, except State of Ohio gasoline tax. The unit prices for bid shall exclude all such taxes, and will be so construed.

IX. EXAMINATION OF SPECIFICATIONS, SITE, ETC.

The bidder must examine the specifications, location of the proposed work, if applicable, exercise individual judgment as to the extent of the work to be done, and agree to fully complete the work or deliver equipment or materials in accordance with the specifications for the price bid.

All bidders will be held to have thoroughly acquainted themselves with all conditions pertaining to the work and to have visited the site and to have familiarized themselves with the exact conditions existing.

The contractor is required to carefully read the specifications for all parts of the work so as to become familiar with the work covered under this contract.

X. EEO COMPLIANCE

The successful bidder must furnish documentation complying with State of Ohio and federal laws relating to discrimination and equal employment opportunity as outlined in the specifications on included forms.

Questions relating to EEO requirements should be directed to the County of Summit EEO office, telephone (330) 643-2404.

XI. OTHER REQUIREMENTS FOR SUCCESSFUL BIDDERS

- A. All permits, certificates of inspection, etc., relating to performance of contracts, if any, must be obtained prior to the contract being executed.
- B. Successful bidder must furnish a copy of an unexpired State of Ohio Certificate of Worker's Compensation.
- C. A "Declaration of Personal Property Tax Delinquency" form must be fully executed and notarized pursuant to ORC Section 5719.042, before an award can be made.
- D. A "Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization" form must be fully executed pursuant to section 2909.33 of the Ohio Revised Code.
- E. The contractor shall indemnify and save the County harmless from all claims or liabilities of any type or nature to any person, firm, or corporation arising from, resulting from, or attributable to the work done under this agreement by the contractor itself or acting with others.

- F. Successful bidder must furnish the County with taxpayer identification number. Internal Revenue Code requires the County to file an information return by January 31st of the following year on all payments made to another person of \$600.00 or more. Section 3406 of the Internal Revenue Code requires the County to withhold at a rate of twenty percent (20%) if a payee fails to furnish a correct taxpayer identification number, and the back-up withholding requirements continues until the requested information is received.

XII. SAFETY REQUIREMENT

The contractor, its employees, agents, representatives, and any other party working on its behalf, shall comply with all applicable terms of the Occupational Safety Health Act, 29 U.S.C. 651 et seq. and any applicable related regulations, including, but not limited to, those stated in 29 CFR 1910 and 29 CFR 1926, and shall comply with all applicable terms of Ohio Revised Code Chapter 4167. This compliance shall include, but shall not be limited to, at a minimum, providing all employees working on the project with the necessary training before the work is performed, and providing all safeguards, safety devices, and protective equipment. The contractor further shall take any and all other actions reasonably necessary to protect the life and health of employees of the contractor and of the County and to protect property in connection with the performance of the work under this agreement.

XIII. DISADVANTAGED BUSINESS PREFERENCE

In determining the qualifications of bidders, the Board of Control shall exercise a preference for bids from disadvantaged businesses as provided herein.

Bids from disadvantaged businesses may be preferred as lowest if their bid does not exceed by more than three percent (3%) the apparent lowest bid or ten thousand dollars (\$10,000), whichever is less.

Preference shall not apply as provided in this section where prohibited by State or Federal law or regulation.

No bidder shall receive preferences cumulatively exceeding five percent (5%) or fifteen thousand dollars (\$15,000), whichever is less.

XIV. DEFINITIONS

For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“Disadvantaged business” means either a small business (including a sole proprietorship, partnership, corporation or joint venture of any kind) that is owned and controlled by the United States citizens and residents of Ohio who are members of an economically disadvantaged group (which includes minorities, females and persons with disabilities) or any governmentally owned and operated sheltered workshop for the mentally retarded and developmentally disabled located within the State of Ohio.

“Owned and controlled” means that at least fifty-one percent (51%) of the business is owned by persons who belong to an economically disadvantaged group as provided in subsection hereof,

and that such owners have control over the management and day-to-day operations of the business and an interest in the capital, assets, and profits and losses of the business proportionate to their percentage ownership. If the business is a corporation, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the board of directors; the principal executive officers; and ownership in shares of every class of stock. If the business is a partnership, at least fifty-one percent (51%) of each class of partnership interest must be owned by partners belonging to an economically disadvantaged group and own the entire interest in the capital, assets, profits and losses of the business, not including mortgages and other types of financial arrangements secured by assets or bonds secured by revenues. If the business is a joint venture, at least fifty-one percent (51%) of the joint venture must be controlled by economically disadvantaged persons, one (1) or more of such persons being designated as the joint venture manager, and such persons have an interest in the capital, assets, profits and losses of the joint venture proportionate to their percentage of ownership.

“Minority” means African-Americans, Native Americans, Hispanics and Southeast Asians.

“Persons with disabilities” means individuals with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, individuals with a record of such an impairment, or individuals regarded as having such an impairment.

“Small business” means any business having twenty-five (25) or fewer employees or less than one million dollars (\$1,000,000) in annual gross sales.

XV. PROCEDURE

In order to qualify for preference, bidders must be certified as a disadvantaged business prior to the advertisement for bids or other announcement for quotes by the County, and must actually perform the work or supply the goods or services themselves without the use of subcontractors other than certified disadvantaged businesses. Bidders shall provide in their response to any bid or quote written evidence of the certification by the State of Ohio or appropriate agency of the Federal government that the bidder is currently recognized as a business owned and operated by a minority, female or person with a disability. If no State or Federal agency exists for such certification, then the bidder shall submit, prior to bidding, an affidavit containing such information as the Executive deems necessary to determine if the business is owned and operated by a minority, female or person with a disability, and such affidavit shall be certification thereof.

XVI. GENERAL CONDITIONS AND RESTRICTIONS

1. Exception to Package Request Specifications
It is intended that the information package specifications describe the County Requirements and response format with sufficient detail to secure comparable information. However, vendors are not precluded from submitting information, which differs from the described specifications. If such information packages are in the interest of County, they will be considered.
2. Implied Requirements
All projects and services, which are not specifically mentioned in this information package, but which are necessary to provide the functional capabilities described by the vendor will be included in the bid.

3. Vendor-Supplied Materials
Any material submitted by a vendor will become the property of the County unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.
4. Optional Features
Packages may contain descriptions of options or alternatives, which may be available to the County. These descriptions must clearly identify such items as options and indicate any cost impact. Base costs shown in the Package Cost Summary are to exclude costs of such options. The cost data section of each response should identify, itemize separately and provide actual cost impact of such options.
5. Multiple Packages
Any major variations or alternatives should be presented as additional packages. Such secondary packages should follow the same instructions and format as the primary package, but need include only information, which differs from it.
6. Package Submission
Packages are to be submitted by Friday, September 29, 2006, by 8:00 a.m., E.S.T. Packages withdrawn after the time set for package receipt will not be reconsidered at a later date. Bids (in triplicate) will be sealed in an envelope addressed to: Summit County Department of Purchasing, 175 South Main Street, Room 720, Akron, Ohio 44308 and labeled

**The Office of the Fiscal Officer – Treasurer’s Division
Printing, Mailing, and CASS Address File Certification and Update Services for Real
Property Tax Bill Processing, Dog License Processing, and Manufactured Home Bill
Processing**

7. Unacceptable Packages
No packages will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the County of Summit upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County, or has failed to perform faithfully any contract with the County.
8. Withdrawing Packages
No package will be allowed to be withdrawn after it has been deposited with the County of Summit, except as provided by law.
9. Confidentiality
No reports, summaries, letters or other documents prepared with respect to the engagement will be released without the approval of the County of Summit Authority, except as required by State and Federal law.
10. Conflict of Interest
No officer, member, or employee of the County of Summit will participate in any decision relating to the Agreement, which affects his personal interest, or have any personal or pecuniary interest, direct or indirect, in the Contract or in the proceeds thereof.

11. Integrated Agreement

The Request for Proposal, the Information, and any written documents supplementing, amending, or incorporating the Request for Proposal and the Information represents the entire and integrated Agreement between the Firm and the County of Summit, and supersedes all prior negotiations, representations, or agreements, whether written or oral. The Contract may be amended only by written agreement of the Firm and the County of Summit.

12. Indemnification

The Firm will indemnify and save harmless the County of Summit, and their respective officers, agents and employees from and against all suits or claims that may be based upon any injury to persons or property arising out of an error, omission or negligent act of Firm or its subcontractors, and Firm shall, at its own expense, defend the County of Summit, officers, agents and employees in all litigations, pay all attorney's fees, damages, court costs and other expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against the County of Summit, or any of its officers, agents or employees pursuant to such litigation.

13. Non-appropriation of Funds

Vendors are advised that although the term of this contract may span several fiscal years, this contract is contingent upon the County budgeting and appropriating the funds necessary for the continuation of this contract year by year.

In the event that the funds necessary for the continuation of this contract are not approved for expenditure in any year, this contract shall terminate on the last day of the fiscal year in which funding was approved, with no penalty to the County.

FORM OF PROPOSAL
(Please Submit in Triplicate)

The wording of the proposal shall be retained throughout, without change, alterations, or additions. Any changes in the wording may cause the proposal to be rejected.

To: County of Summit Department of Purchasing
Attn: Brian D. Nelsen
175 South Main Street Room 720
Akron, Ohio 44308

Having read the specifications and examined the work required for the project entitled:

**The Office of the Fiscal Officer – Treasurer’s Division
Printing, Mailing, and CASS Address File Certification and Update Services for Real
Property Tax Bill Processing, Dog License Processing, and Manufactured Home Bill
Processing**

And also having received and taken into account addenda numbers:

And likewise having inspected the site and the conditions affecting and governing the work of said project, the undersigned hereby proposes to furnish all material and to perform all labor as specified and described in said specification for the said work, for the following pricing:

BILLINGS

| | |
|--------------------------|----------|
| Cost to Print | \$ _____ |
| Cost of Insert | \$ _____ |
| Cost of Folding | \$ _____ |
| Cost of Sorting | \$ _____ |
| Cost of Stuffing | \$ _____ |
| Cost of Postage | \$ _____ |
| CASS Certification Price | \$ _____ |

SUPPLIES *

| | |
|--|----------|
| Cost of Window Envelopes | \$ _____ |
| Cost of Return Envelopes (various colors) | \$ _____ |
| Cost of Blank once perforated paper | \$ _____ |

Cost of Blank twice perforated paper \$ _____

Other Miscellaneous Costs (explain) \$ _____

TOTAL \$ _____

Estimated Cost Per Piece \$ _____

*Indicate Price Discount offered on bulk supplies

Accompanying this proposal is _____ (certified check, bank draft, security bond) in the amount of _____, which is to be forfeited to Summit County, Akron, Ohio, if the undersigned fails to execute the contract in conformity with "the terms of contract". I (we) agree to complete all work in connection with this bid.

In submitting this bid, it is understood that the right is reserved by the County to reject any and all bids. It is also agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

Insert below, bidders name. If a corporation, give the State of incorporation using the phrase, "A corporation organized under the laws of:" If a partnership, give name of partner using the phrase, "Copartners trading and doing business under the firm name and style of;" If an individual using a trade name, give individual name using the phrase, "An individual doing business under the name and style of".

NAME OF FIRM _____

NAME OF CORPORATION _____

NAME OF PRESIDENT _____

CORPORATION IS ORGANIZED UNDER THE LAWS OF _____

SIGNATURE _____

BY _____

PRINCIPAL PLACE OF BUSINESS ADDRESS _____

DATE OF ESTABLISHMENT OF PLACE OF BUSINESS _____

FEDERAL TAX I.D. NUMBER _____

TELEPHONE NUMBER _____

OVERVIEW

BACKGROUND

The Summit County Fiscal Office is responsible for processing and printing of property tax bills on a semi-annual basis. The information to print these bills is resident on a Unix based platform in a relational data base format under Oracle. The bills are a two-sided document. These bills are printed twice a year in January and in June. The semi-annual print processing is broken down in the following manner:

One (1) 8 ½ x 11 size original, printed for each parcel.

Approximately 180,000 parcels are printed with the following breakdown:

| | | |
|----|-----------|---------|
| a. | Singles | 119,000 |
| b. | Banks | 13,000 |
| c. | Multiples | 35,000 |
| d. | Escrow | 13,000 |

Approximately 13,000 escrow coupon parcels with Two (2) 8 ½ X 11 size sheets per parcel are also mailed.

Approximately 600 Delinquent Contracts with Two (2) sheets per parcel.

The Summit County Fiscal Office is responsible for the processing and printing of the manufactured home bills on a semi-annual basis. The information to print these bills is a standard text file, delimited format. These bills are printed twice a year in April and June. There are approximately 2,200 bills each cycle.

The Summit County Fiscal Office is responsible for processing and printing the delinquent property tax billing. The information to print these bills is resident on a Unix based platform in a relational data base format under Oracle. These bills are printed once a year in October. There are approximately 18,000 parcels.

The Summit County Fiscal Office is responsible for processing and printing the dog license billing. The information to print these bills is a standard text file, delimited format. These bills are printed once a year in December. There are approximately 45,000 licenses.

SCOPE

Summit County desires to out source the print and mailing process. Additionally, the addresses should be sanitized and become CASS certified. The newly updated address information should be saved as separate fields and provided to the County as a hard copy report.

OBJECTIVES

The ultimate objective is to out source the semi-annual print process of property tax bills, escrow coupons, delinquent coupons, manufactured home bills, the annual print of dog license bills and the delinquent billing. Summit County also desires that the prospective vendor sanitizes the address and returns the corrected information to the County in an acceptable hard copy for changes only. The printed bills will be sent first class mail via the most cost effective manner possessing an Akron postmark or bulk permit.

DELIVERABLES

PRINTED MATERIAL

All tax bills, direct mailers, bank, escrow, delinquent bills, dog license bills and manufactured home bills would be printed and mailed with an Akron postmark or bulk permit. Additionally, any documents required to be inserted in the mailers will be done as described. The leftover forms, envelopes, blank paper with one perforation and blank paper with two perforations will be sent to the Fiscal Office Data Center at 175 S. Main St., Room 310 in Akron.

MAGNETIC MEDIA/E-MAIL/FTP

There will be nine (9) types of bills printed and electronic files provided in print image format from Unix and two (2) types from a standard text file, delimited format. There will be separate electronic files for direct mailers, banks, escrows and delinquent bills. CAAS Certification will occur ahead of time. Electronic files will be sent 3-5 days ahead of the print process in order to allow for sufficient time for address scrubbing by the bidder and file updating by the County prior to bill printing. The address included on the electronic files will be the “**Bill To**” address. A hard copy report and e-mail will be sent to the County showing the address corrections, old/new.

FREQUENCY

The bills will be printed twice a year. Early January and early June is the usual time frame. A schedule of processing and printing, which includes exact dates, will be published 3-5 days prior to each printing period. The escrow coupons are printed in December and July. Delinquent coupons are in December and June. Manufactured Home bills are in April and June. The delinquent billing is in October and dog licenses in December.

FORMS, INSERTS, AND ENVELOPES

Specifications for the designing and furnishing of various tax bills and payment coupons, along with the furnishing of the mailing and return envelopes, (inserts if required) and postage, in addition to the printing, folding, inserting, stuffing, sorting and mailing of real estate tax bills, delinquent real estate coupons, RED escrow coupons, delinquent real estate newly certified, dog licenses, and manufactured home bills, for the Summit County Fiscal Office.

The Fiscal Office shall receive bids for furnishing all labor, materials, postage, equipment and transportation necessary to print, fold, stuff (including inserts) and mail all items set forth above.

Included with each bid shall be samples of the proposed items set forth above. Please refer to Appendix A, as samples should closely resemble the new form.

PRINT PROCESS

All data will be laser printed. The scan line, located at the lower right-hand part of the form, **MUST** be printed in OCR-A format and scannable by the Unisys NDP500 scanner.

PRINT PROCESS BREAKDOWN

The following is a breakdown of the parcel count on a semi-annual basis and processing guidelines:

| | |
|----------------------|---------|
| *180,000 are printed | |
| a) Single bills | 119,000 |
| b) Banks bills | 13,000 |
| c) Multiples | 35,000 |
| d) Escrow | 13,000 |

* 13,000 Escrow monthly coupons

* 600 Delinquent contract coupons

* 2,200 Manufactured Home bills

The following are counts for annual billings.

* 18,000 Delinquent billing once a year

* 45,000 Dog License billing

* Extra forms and envelopes as may be required by the County on a “as needed” basis. Including blank paper with one perforation and blank paper with 2 perforations.

* Approximately 15,000 of the printed real estate tax bills will be sorted and printed according to a mail account. These will consist of multiple bills being shipped to one address. Bulk inserting and/or boxing will be required. A mail code file corresponding addresses will be provided.

Each set of escrow coupons are printed on two (2) sheets of 8 ½ x 11 paper for an approximate total of 13,000 bills and delinquent tax coupons are printed on two (2) 8 ½ x 11 sheets for a total of 600 bills on semi-annual basis. Insert letters are included with each mailing. In addition, insert labels are included with the escrow coupons. The semi-annual escrow balance due bill includes an insert letter. Separate electronic files will be created for banks, singles, multiples and escrow coupons, delinquent tax coupons, statements and newly certified.

ADDRESS CERTIFICATION AND UPDATE

The electronic file sent is created in an ASC II environment off of an Oracle Data Base in ASC II text print image format. The format of the electronic files to be CASS certified PRIOR to printing can be found in Appendix B. The January processing of tax bills is called First Half, and the June processing of tax bills is called Second Half. During First Half processing of each tax year, the County requires that all addresses be sanitized and become CASS certified by current U.S. Postal Standards. Any errors that occur during certification should be reflected with each record and documentation provided by the vendor on the error that occurred.

As a condition of the contract, a test must occur to verify that CAAS certification can be appropriately processed as well as Unix print-image electronic file processing can occur. The

Fiscal Office Data Center will supply a test file to be used by the prospective bidder. The results of the tests and the CASS certification update will be returned via hard copy for evaluation and testing by the Data Center.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE

As used in this certificate, the term "contract" includes the term "Purchase Order" and all other agreements effecting purchase of supplies or services. If this certificate is submitted as part of a bid or proposal, the term "seller" shall refer to the Bidder, Offeror, Subcontractor or Supplier. This certificate shall be renewed annually. Notwithstanding the foregoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this certificate is in effect. The undersigned Seller certifies the following to County of Summit hereinafter referred to as Buyer:

A. REPORTS Within thirty (30) days after any contract/subcontract awards and prior to each March 31 thereafter during the performance of work under that contract, the Seller shall file Standard Form 100, entitled "Equal Employment Opportunity Employer Information Report EEO-1" unless Seller has either filed a report within 12 months preceding the date of the award or is not otherwise required by law or regulation to file.

B. PRIOR REPORTS: If seller has participated in a previous contract or subcontract subject to the Equal Opportunity Clause 41 C.F.R. Sec. 60-1.4 (a) (1) through (7), the clause originally contained in section 301 or Executive Order No. 10925, or the clause contained in section 201 of the Executive Order No. 11114, seller has filed all required compliance reports. Seller shall obtain similar signed representations indicating filing of all required compliance reports, signed from all proposed subcontractors prior to awarding subcontracts not exempt from the Equal Opportunity clause.

C. CERTIFICATION OF NONSEGREGATED FACILITIES: Seller certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform services at any location under its control where segregated facilities are maintained. Seller agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this certification, the term "segregated facilities" means any waiting rooms, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or natural origin, because of habit, local customs or otherwise. Contractor further agrees that except where it has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): **NOTICE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES**. A Certification of Nonsegregated Facilities, as required by Section 60-1.8 of Title 41 of the Code of Federal Regulations, must be submitted prior to the award of a subcontract exceeding

\$10,000.00, which is not exempt from the provisions of the Equal Opportunity Clause. Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

D. AFFIRMATIVE ACTION COMPLIANCE PROGRAM: Prior to 120 days after receipt of any subcontract in the amount of \$50,000.00 or more, a Seller, with fifty (50) or more employees which is not otherwise exempt under 41 C.f.R., Part 60-1, shall develop for each of its establishments a written affirmative action compliance program as called for in 41 C.F.R., Sect. 60-1.40. Seller will also require its lower-tier subcontractors who have fifty (50) or more employees and receive a subcontract of \$50,000.00 or more and who are not otherwise exempt under C.F.R., Part 60-1 to establish written affirmative action compliance programs in accordance with 41 C.F.R., Section 60-1.40.

E. Bidders are responsible for EEO compliances as provided in Executive Order 11246 and implementing regulations TITLE 41, Chapter 60-4.3 (Equal Opportunity Clause and Notice of Standard Specifications), 60-250, and 60-741 when applicable.

F. Seller certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause or other such notifications or noncompliance with EEO regulations.

Executed this _____ day of _____, 20_____ by:

Firm: _____

By: _____ Title: _____

Item: _____

Project: _____

AFFIRMATIVE ACTION CERTIFICATION

FOR

EQUAL EMPLOYMENT OPPORTUNITY

_____ (Name of Bidder) understands that, if it is found to be the best suitable bidder hereby agrees that in the hiring of employees for the performance of work under this contract or any sub-contract here under, no contractor or sub-contractor or any person acting on behalf of such contractor shall by reason of race, creed or color, discriminate

against any citizens of the State of Ohio in the employment of labor or workers who qualify and who are available to perform the work to which this contract relates.

_____ (Name of Bidder) further agrees that no contractor, subcontractor or any person acting in his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.

OFFICIAL SIGNATURE

DATE

This certification becomes part of the resultant contract.

NOTICE TO LABOR UNIONS OR OTHER ORGANIZATIONS OF WORKERS

NONDISCRIMINATION IN EMPLOYMENT

TO: _____
(Name of Union or organization of workers)

The undersigned currently holds contracts with the County of Summit, involving funds or credit of the U.S. Government or (a) subcontract(s) with a prime Contractor holding such contract(s).

(If not applicable please mark "NA")

You are advised that under the provisions of the above contract(s) and in accordance with Executive Order 11246, section 202, dated September 28, 1965, the undersigned is obliged not to discriminate against any employee or applicant for employment because of race, color, creed, or national origin. This obligation not to discriminate in employment includes, but is not limited to the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION,
RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT TRAINING

DURING EMPLOYMENT, RATE OF PAY OR OTHER FORMS OF COMPENSATION,
SELECTION FOR TRAINING INCLUDING APPRENTICESHIP, LAYOFF OR
TERMINATION.

This notice is furnished to you pursuant to the provisions of the above contract(s) or
subcontract(s) and Executive Order No. 11246.

Copies of this notice will be posted by the undersigned in conspicuous places available to
employees or applicants for employment.

(Contractor or Subcontractor)

NOTICE

Attached is a declaration of Personal Property Tax Delinquency form, which is required by ORC
5719.042 for every competitive bid contract awarded by the County.

When an award is made after a competitive bid, the successful bidder must attach the fully executed
statement to his contract documents, i.e., contract or purchase order, as applicable.

Inquiries concerning this matter may be directed to the Summit County Law Department, County of
Summit Executive's Office, Ohio Building, 8th floor, 175 South Main Street, Akron, Ohio 44308

DECLARATION OF PERSONAL PROPERTY TAX DELINQUENCY

OHIO REVISED CODE 5719.042

I _____ hereby affirm that
_____, bidder herein IS/IS NOT (as
applicable) charged at the time of submitting this bid with any
delinquent personal property taxes on the general tax list of personal
property of the County of Summit.

The amount of such due and unpaid delinquent tax and any due and
unpaid penalties and interest is \$_____.

Signature

Title

STATE OF _____

COUNTY OF _____, ss.

Before me, a Notary Public, in and for said County, personally
appeared _____, authorized signatory for
_____, and acknowledges that he has
signed the foregoing instrument and that the same is his free act and
deed.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my
office at _____, State of _____, this _____ day
of _____ 20_____.

Notary Public

APPENDIX A

SAMPLE DOCUMENTS

APPENDIX B

TAPE FILE FORMAT