

**SPECIFICATIONS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON**

ITEM: Printing and Mailing Services for the Kanawha County Assessor's Office.

LOCATION: Kanawha County Assessor's Office
409 Virginia Street, East
Charleston, WV 25301

CONTACT:	Jerie Whitehead	Sheri Moore
	Purchasing Director	Personal Property Supervisor
	Kanawha County Commission	Kan. Co. Assessor's Office
	P.O. Box 3627	409 Virginia Street, East
	Charleston, WV 25336	Charleston, WV 25301
	Telephone: (304) 357-0115	Telephone: (304) 357-0270

BID OPENING: Bids must be received on or before Monday, April 30, 2012, by 11:00 AM in the Kanawha County Commission Purchasing Department, 407 Virginia Street, East, Third Floor, Rm 229, Charleston, WV 25301 (PO Box 3627, Charleston, WV 25336)

SPECIFICATIONS: 76,000 - #10 window envelopes 24# white wove, printed in black and red ink, machineable.

2. 76,000 - #9 return envelopes 24# white wove, printed in black ink, machineable.
3. 76,000 - Instruction Folder/Letter, 8 ½ x 14; white uncoated offset, printed duplex (2 sided) in black ink. Must be folded double parallel.

4. 76,000 - Dog Tax Applications, 3 ½ x 8 ½, 110# wove index printed black ink on one side. PDF will be provided.
5. 76,000 (more or less) - Tax Returns printed Duplex (2 sides) with variable data on 8 ½ " x 11", white paper; tri-folded and inserted in #10 window envelope with dog license card, Instruction letter and # 9 return envelope, sealed and mailed Presorted First Class.

Data for mailing will be on Access database. Form layout must match exactly the 2012 Assessment Return. Printed samples must be provided prior to printing to test bar code and account number scanning.

Sample database is available on request.

6. 2,000 Blank Returns as well as all left over materials (i.e. #10 envelopes, #9 envelopes, Instruction folders and dog tax applications) delivered to the Assessor's office.
7. All materials must be machineable quality and delivered to the US Postal Service no later than June 30, 2012.

TERMS AND CONDITIONS:

No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County. However, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.

SEE JERI WHITEHEAD, PURCHASING DIRECTOR IN THE KANAWHA COUNTY COMMISSION OFFICE FOR SAMPLE PACKETS.