

**BARRY GLASSMAN**  
HARFORD COUNTY EXECUTIVE

**BILLY BONIFACE**  
DIRECTOR OF ADMINISTRATION



**KAREN D. MYERS, CPPB**  
DIRECTOR OF PROCUREMENT

**INVITATIONS FOR BIDS NO. 16-236**  
**PRINTING AND MAILING OF 2017 TAX BILLS**  
**ADDENDUM NO. 1**

April 8, 2016

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to prospective bidders.

**CLARIFICATION:** Page GR-2 1.4.1 Should read Twenty pound (20lb) white bond paper is required for the tax bills and flyers. The tax and assessment bills will be printed on perforated 8 1/2 x 11 paper.(See detailed specifications)

**CLARIFICATION:** Page DS-1 - 1.1.1 Add Annual tax bill paper will have one perforation 3 2/3" from the bottom of the 8 1/2 x 11 page.

**CLARIFICATION:** Page DS-1 - 1.1.2 Add Assessment notice paper will have one perforation 3 2/3" from the bottom of the 8 1/2 x 11 page.

**CLARIFICATION:** Page DS-1 - 1.1.3 Add Semi-annual tax bill paper will have two perforations equally dividing the 8 1/2 x 11 page into thirds

**Question No. 1:** Are the three bonds and the bid deposit referenced on page GI-4 applicable to the bid? All three that are listed have "if applicable" listed. We did not see the bonds referenced anywhere else.

**Answer No. 1:** Per page GI-1 bonds are not required for this bid.

**Question No. 2:** In the Requirements section 1.1 for Bill Mailing Packages, can you provide a breakdown of the number of bills per address for each scenario? For example, how many times were there 1 bill per address, 2 bills per address, etc.

**Answer No. 2:** Please see attached page with estimated quantities of bills per address based on last year's tax data. All of the quantities are subject to change.

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THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

**Question No. 3:** What type of address (data) file is submitted to the vendor?

**Answer No. 3:** An address data file is not submitted. Print ready pdfs will be supplied and available for download from Harford County's ftp site. The bills will be grouped in folders defined by the type of bill 'Annual', 'Semi Annual', 'Assessments' and 'Multi Address'. A document will be supplied that explains each group of bills and notes the type of paper (perf) to be used and bill counts.

**Question No. 4:** Who is the incumbent vendor?

**Answer No. 4:** The incumbent vendor is CMS, Inc. of Baltimore

**Question No. 5:** Can you provide a bid tabulation from the previous solicitation?

**Answer No. 5:** See attached.

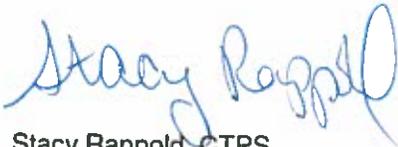
**Question No. 6:** How much was spent for these services the past 12 months?

**Answer No. 6:** Payment for the July 1 mailing was \$11,928.41 this did not include postage as it was paid directly to the USPS or bulk mailing services.

**Question No. 7:** Does the vendor provide the envelopes or does the county supply them to the vendor?

**Answer No. 7:** The vendor supplies the envelopes.

Sincerely,



Stacy Rappold, CTPS  
Procurement Agent III

SRR/vfy  
Attachment

cc: Rachel Holmes, Treasury

Bills Per Address	Quantity	Type
1	75230	Taxes
2	4300	Taxes
3	846	Taxes
4	323	Taxes
5	162	Taxes
6	80	Taxes
7	70	Taxes
8	40	Taxes
9	22	Taxes
10	22	Taxes
11	17	Taxes
12	10	Taxes
13	10	Taxes
14	10	Taxes
15	10	Taxes
16	6	Taxes
17	1	Taxes
18	4	Taxes
19	4	Taxes
20-29	14	Taxes
30-39	17	Taxes
40-49	6	Taxes
50-59	6	Taxes
60-69	2	Taxes
70-79	3	Taxes
80-89	2	Taxes
100-109	2	Taxes
140-149	1	Taxes
190-199	1	Taxes
210-219	1	Taxes
220-229	1	Taxes
230-239	1	Taxes
250-259	1	Taxes
410-419	1	Taxes

Bills Per Address	Quantity	Type
1	21327	Assessments
2	437	Assessments
3	45	Assessments
4	24	Assessments
5	8	Assessments
6	2	Assessments
7	1	Assessments
8	2	Assessments
9	1	Assessments
10	2	Assessments
13	1	Assessments
14	1	Assessments
16	1	Assessments
18	1	Assessments
20	1	Assessments
42	1	Assessments

The quantities are subject to change and are just an estimate based on last year's data.



DEPARTMENT OF PROCUREMENT TABULATION OF BIDS

BID NO. AND TITLE: 13-191 - Printing and Mailing of the 2014 Tax Bills BID DATE: 4/24/2013

I certify that I have read and recorded all bids received in response to the "Invitation for Bids".

PROCUREMENT Aaron Hall DATE 4/24/13  
 RECORDER Kristy L. Heim DATE 4/24/13

	BIDDER		BIDDER		BIDDER		BIDDER		BIDDER	
	Uptown Press Baltimore, MD	Alliance Mailing Baltimore, MD	Corporate Mailing Services Baltimore, MD	ZIP Mailing Services Landover, MD	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
Line 1 - Non Multiple Real Estate Tax Bills (83,000)										
Estimated Annual Total Line 1	\$ 14,410.00	\$ 14,032.80	\$ 8,138.15			\$ 10,292.00				
Line 2 - Multiple Real Estate Tax Bills (839 Addresses)										
Estimated Annual Total Line 2	\$ 1,950.00	\$ 1,300.00	\$ 201.36			\$ 3,775.50				
Line 3 - (3,700 Bills)										
Estimated Annual Total Line 3			\$ 1,702.00			\$ 925.00				
Line 4 - Assessments (27,000)										
Estimated Annual Total Line 4	\$ 590.00	\$ 1,275.70	\$ 2,409.75			\$ 3,348.00				
Line 5 - Additional Flyers (83,000)										
Estimated Annual Total Line 5	\$ 1,531.35	\$ 1,364.00	\$ 1,211.80			\$ 1,494.00				
Line 6 - November Tax Bills (10,000)										
Estimated Annual Total Line 6	\$ 1,650.00	\$ 1,275.70	\$ 980.50			\$ 1,860.00				
Total Lines 1 through 6 - EST. ANNUAL TOTAL	\$ 20,131.35	\$ 19,248.20	\$ 14,643.56			\$ 21,694.50				