

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 295-6125

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED
June 23 2014
Page 1 of 2

BID NUMBER #2014-#25 Tax Statements / Treasurer
BID CLOSING DATE AND HOUR July 11, 2014 at 4:00 pm
REQUIRED DELIVERY DATE SEE SPECIFICATIONS
____ Days after award of Purchase Order

TERMS Net, FOB this bid will open July 14, 2014 at 9:30am
DATE OF DELIVERY: SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Canadian County Treasurer is seeking bids for the preparation and mailing of tax statements for the Canadian County Treasurer.</p> <p>See Complete Tax Statements Mailing Specifications attached.</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p>All products bid shall be equal or comparable to the enclosed samples, and to the bid specifications.</p> <p><i>The reverse of this sheet must be completed and returned or the bid will be rejected.</i></p> <p>PLEASE STATE COMPLETION DATE: _____</p> <p>Contact person: Carolyn Leck, Canadian County Treasurer 201 N. Choctaw El Reno, OK 73036 (405) 295-6154</p>		<p>\$ _____</p> <p>Total</p>

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED
JUN 23 2014
SHELLEY DICKERSON
COUNTY CLERK
14298

APPROVED
Date June 17, 2014
Carolyn M. Leck
Officer of Department Head

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian
County Courthouse, 201 N. Choctaw Avenue, El Reno, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Canadian County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 08/14/2014
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day

of _____, 20____ (SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

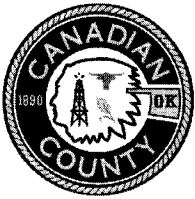
Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



Date Issued: June 23, 2014
Bid Number: **2014-#25**
Closing Date: July 11, 2014 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: July 14, 2014 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Tax Statements / Treasurer

Canadian County Treasurer is seeking bids for the preparation and mailing of Tax Statements for the Canadian County Treasurer.

Complete Tax Statement mailing Specifications:

1. Produce #10 window mail-out envelope, should be printed as per sample enclosed no changes are to be made, unless Canadian County Treasurer requests window replacement change.
2. Produce #9 return envelopes, should be printed as per sample enclosed. Return envelopes to be marked with red strip on both sides of fold flap.
3. Combine all data files from Canadian County, with the capability to process data to achieve best postage rates available, including CASS and PAVE certification, and print statements.
4. Fold finished Tax Statements, which have been printed as the sample enclosed with the statement to be a two-sided statement on 24 # paper. **NO OTHER CHANGES WILL BE ALLOWED.**
5. **Add in "RED" on back of tax statement directly under "important-please read-instructions and information". "If 1st half is not received by December 31st, the full amount plus penalty is due".**
6. Insert statement, and return envelope into mail out envelope and seal envelope.
7. Mail sealed envelopes using Canadian County Treasurer postal permit.
8. Individual specifications on each item are listed below.
9. Total Number of Statements; 68,500:
Number of Window Envelopes; 58,000:
Number of Return Envelopes; 58,000:
PLEASE NOTE: Mailing will be approximately 53,000.
10. Successful bidder will be required to furnish proof on all items to be approved by the County Treasurer.
11. The printing of the 2014 tax statements will begin approximately October 30, 2014. Date for processing these statements will vary depending on tax certifications by Canadian County.
12. Turnaround time for completion to be (5) five working days from the date the files are received. The dates for processing these statements will vary depending on tax certifications by Canadian County. Canadian County and vendor are obligated to the dates indicated in these specifications except that neither party shall be liable for any damages or penalty for any delay in performance of, or failure to perform, any obligation herein when such delay or failure is due to the element or acts of God.

13. All set up charges **must be** included in bid.
14. Invoice County Treasurer for **actual** number of statements mailed (no payment for over-runs).
15. Must conform to all current postal regulations.
16. Laser printing, mail processing and letter shop work may not be subcontracted.
17. Processing and handling must be completed at one location.
18. Backup equipment cannot be located on same site as original location to be processed, but all backup equipment must be at one location.
19. After award of bid, the County Treasurer will encumber a Purchase Order in the amount of the successful bid. Once all statements have been mailed, vendor will invoice County Treasurer for 100% of total bid.
20. Canadian County Treasurer's Office will provide postage permit fees required by the Post Office. Successful bidder will be required to furnish the County Treasurer with proof of mailing and postage receipts from Post Office. Successful bidder must be an authorized detached postal unit of United State Postal Service.
21. **Price quoted to be per thousand statements, mail out envelopes, return envelopes, printing, folding, inserting and mailing, (completely processed).**
22. The Canadian County Treasurer's Office will provide files containing the data for the Tax Bills, Specifications on the cartridges include:
 - a) Data will be uncompressed
 - b) Data will be in a flat file, ASCII format
23. Bill printer will need to print "OCR Font A" on bills for lockbox payments. Use "CODE 128" for bar code.
24. Statement included is mock-up of statement needed, OCR Line will be centered @ bottom and bar coding will be on right side, Successful bidder will need to contact Canadian County's programmer for specifics.
25. Programming details will be provided to successful bidder by Canadian County's programmer.
26. A test run will be required by the successful bidder after award of the contract. A test file will be provided by the Treasurer, according to the above specifications, and a minimum of 1,000 test statements will be required from the bidder.

MINIMUM BID SPECIFICATIONS:

- a) MAIL OUT ENVELOPES: #10 Window mail out envelopes (58,000)
- b) RETURN ENVELOPES: #9, (58,000)
- c) TAX STATEMENTS: (58,000) 2 sided statement, as per sample enclosed.

27. ANY PERFORATIONS SHALL BE EITHER CLEAN PERFORATIONS OR LASER CUT.

ADDITIONAL VENDOR RESPONSIBILITIES:

28. Vendor is solely responsible for any and all shipping and handling charges. No fuel charges will be passed onto the County.
29. Vendor will be responsible to contact the County Treasurer prior to any additional program changes or additions. Vendor will be required to inform Treasurer of additional costs so the proper monies can be encumbered. Failure to comply will result in Vendor being solely responsible for the changes and **no fees due** will be passed onto the Treasurer.
30. **Vendor must list two references and dates of jobs with Optical Character Reading (O.C.R.) readable print completed in the last three consecutive years.**

For Information Contact:

Carolyn M. Leck, Canadian County Treasurer

Phone: (405) 295-6154

Hours: Monday – Friday 8:00am to 4:30pm

Address: 201 N. Choctaw, El Reno, OK 73036

If you have any questions or need additional information, please contact:

Sherry Murray, Purchasing Agent, 405.295.6125 or 405.422.2441

smurray@okcana.cogov.net



Carolyn M. Leck

CANADIAN COUNTY TREASURER

P.O. Box 1095

El Reno, OK 73036-1095

ADDRESS SERVICE REQUESTED

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID
PERMIT NO. 100
EL RENO, OK

JOB # _____ Qty: 58,000 Paper: 24 WHITE WOVE
Size: 10.05 SS Web 1-29/16" Cont. H: 4 1/8 W: 9 1/2 Flip: 19/16 Open Side _____ Side Seam(W) _____
Seal: _____ Eull Gum _____ Reg/Wdw _____ Special _____ Poly _____ Size: 1 3/8 X 4 1/8 Size: _____ n/a
Inside Tint: NONE Tint Color: _____ Name _____ L: 1/2 B: _____ n/a
Print Colors: BLACK PO # _____ Form # _____ B: 1 1/8 B: _____ n/a

Approved as is **PLEASE PROOF CAREFULLY**
 Reproof

Signature _____
Your order will print exactly as shown on this proof. Once you have approved it, we are not responsible for any errors.

Canadian County Treasurer.org
www.canadiancounty.org

Make Checks Payable to:

CAROLYN M. LECK

CANADIAN COUNTY TREASURER

201 N. CHOCTAW

EL RENO, OK 73036

(405) ~~262-1070~~ 295-6330

Retain this portion for your records or when paying in person bring entire statement

MSI REV 11/12 3923-ADV-STMT



IMPORTANT – PLEASE READ — INSTRUCTIONS AND INFORMATION

If first half is NOT received by December 31st, the full amount plus penalty is due.

Please **verify the description** of the property. If any errors in the description are found, **notify the Canadian County Assessor's Office as soon as possible**. This notice covers taxes for the calendar year, January 1 through December 31 of the year indicated on the front.

If paying by mail, please keep the top portion of this bill along with your cancelled check. Please note, your taxes are not "paid" until your check clears the bank.

→ *E-checks and credit card payments available on line only.*

For **real estate and personal property** taxes, interest accrues at a rate of 1 1/2% per month plus advertising and fees. **Tax warrants will be issued on all unpaid personal property taxes.**

QUESTIONS AND PROBLEMS:

295-6330

County Treasurer: *405-262-1070 * Responsible for preparation and mailing tax notices based on information contained on the current taxroll certified by the County Assessor and Non-Ad Valorem assessments provided by the levying authorities. **Failure to receive such notice shall not extend date due or interest fees accrued.**

295-6331

County Assessor: *405-262-1070 * (Homestead Exemptions) Responsible for preparation of the current ad valorem taxroll, assessed value, exemptions, taxable value, assessed owner (s) name and address change, and legal property description.

IF PAYING HALF: 1st Half is due by December 31st, 2nd Half is due by March 31. HALF PAYMENTS cannot be accepted on Delinquent Tax. Delinquent Tax Years are listed on statement, contact County Treasurer for Delinquent Tax owed. **EACH STATEMENT FOR TWENTY-FIVE DOLLARS (\$25.00) OR LESS MUST BE PAID IN FULL.**

A charge will be assessed on all returned checks.

RATE OF TAX UPON YOUR PROPERTY: is determined by the County Excise board upon the budgets submitted by the Schools, Cities and County, plus amounts necessary to pay the bonded indebtedness voted by the people. Under the American system, the people, by their vote, determine the amount of the taxes they shall pay. Instead of each taxpayer having to pay separate amounts to the Schools, City and County, all of the tax is paid to the County Treasurer, who, in turn, distributes it to these agencies. All of the tax money you pay your County Treasurer stays right here in our own community. If you are an 100% exempt disabled veteran and own property in a Rurel Fire District or Ambulance Service District, you are still responsible for those charges. **To conserve your time and ours, if there is any question concerning your tax rate or amount on your property, discuss the matter with the office of the County Assessor.**

PLEASE INCLUDE YOUR TAXROLL ITEM NUMBER ON YOUR CHECK.

Taxpayer Copy

Make Checks Payable to:

CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N. CHOCTAW
EL RENO, OK 73036
(405) 262-1070 295-6330

34317 1 MB 0.405 *0034317 S1
SECOND CHANCE HOMES LLC



%CHASE HOME FINANCE LLC
304 E MAIN ST
MIDDLETOWN DE 19709-1482

Breakdown	Mills	Amount
COUNTY GENERAL	10.39	31.07
COUNTY HEALTH	1.56	4.72
VO-TECH GENERAL (V6)	10.40	31.48
VO-TECH BUILDING (V6)	5.20	15.74
COUNTY WIDE 4-MIL (EL RENO)	4.16	12.59
CITY SINKING (ER)		
SCHOOL DIST GEN. (EL RENO)	36.01	109.00
SCHOOL DIST BLDG (EL RENO)	5.14	15.56
SCHOOL DIST SINK. (EL RENO)	30.34	91.84
TOTALS	103.20	\$ 312.00

I-EL RENO/ER/V6

Real Estate

School Dist Tax Year Taxroll Item #
34ER6 2013 27378BT

	Values
Gross Assessed	3027
Exemptions	0
Net Assessed	3027
Total Tax	\$ 312.00
Total Tax Payments	0.00

Total Due 312.00

Legal Description:
206 N FOSTER (2 Lots)
FAIR LTS 28 & 29 BLK 8

Parcel ID Number
020180-008028-000000

Owner 3255203

KEEP THIS PORTION
" This needs to be in caps + in Red "

Retain this portion for your records or when paying in person bring entire statement

020180-008028-000000

Second Half Payment

School Dist Tax Year Taxroll Item #
34ER6 2013 27378BT

Real Estate

CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N CHOCTAW
EL RENO OK 73036
(405)262-1070

206 N FOSTER (2 Lots)

FAIR LTS 28 & 29 BLK 8

206 N FOSTER (2 Lots)

Owner 3255203

SECOND CHANCE HOMES LLC
%CHASE HOME FINANCE LLC
304 E MAIN ST
MIDDLETOWN DE 19709-0000

This Statement is a
sample with back taxes
owed. ↓

**Delinquent Taxes 2012R 2012S 2011R
2011S 2011S 2010R 2010S 2010S 2009R
2009S 2009S 2009S 2008R**

Payment Enclosed	
Payments	
SECOND Half Tax	\$ 156.00
Total	\$ 156.00



20130027378

Enter Address Change Here

Return this stub with
SECOND HALF
payment before **APRIL 1ST**

W M Deputy

020180-008028-000000

First or Full Payment

School Dist Tax Year Taxroll Item #
34ER6 2013 27378BT

Real Estate

CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N CHOCTAW
EL RENO OK 73036
(405)262-1070

206 N FOSTER (2 Lots)

FAIR LTS 28 & 29 BLK 8

206 N FOSTER (2 Lots)

Owner 3255203

SECOND CHANCE HOMES LLC
%CHASE HOME FINANCE LLC
304 E MAIN ST
MIDDLETOWN DE 19709-0000

**Delinquent Taxes 2012R 2012S 2011R
2011S 2011S 2010R 2010S 2010S 2009R
2009S 2009S 2009S 2008R**

Payment Enclosed	
Payments	
Select Payment	
Circle One	
FULL PAYMENT	\$ 312.00
OR	
HALF PAYMENT	\$ 156.00



20130027378

Enter Address Change Here

Return this stub with
FIRST HALF or FULL
payment before
JANUARY 1ST

TAX becomes DELINQUENT January 1 unless
paid in Full or Half. Late PENALTY is 1.5% per
month until Paid.

W M Deputy

Taxpayer Copy

677AS001 CANDNTAX: 0000677
School Dist Tax Year Taxroll Item #
27YK6 2013 15849

Make Checks Payable to:
CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N. CHOCTAW
EL RENO, OK 73036
(405) 262-1070 295-6330

Breakdown	Mills	Amount
COUNTY GENERAL	10.39	52.06
COUNTY HEALTH	1.56	7.75
VO-TECH GENERAL (V6)	10.40	51.70
VO-TECH BUILDING (V6)	5.20	25.85
COUNTY WIDE 4-MIL (YUKON)	4.16	20.68
CITY SINKING (YKN)	6.45	32.06
SCHOOL DIST GEN. (YUKON)	36.53	181.59
SCHOOL DIST BLDG (YUKON)	5.22	25.95
SCHOOL DIST SINK. (YUKON)	29.01	144.21
JUDGMENT (YUKON)	0.30	0.15
TOTALS	108.95	\$ 542.00

	Values
Gross Assessed	4971
Exemptions	0
Net Assessed	4971
Total Tax	\$ 542.00
Total Tax Payments	0.00



677 1 FP 0.433 *0000677 S1
SWIFT, BRIAN
209 S 4TH ST
YUKON OK 73099

Real Estate

Owner 3260928

Total Due 542.00

Legal Description:
219 S 4TH ST (2 Lots)
LAKE N50' LTS 29-32 BLK 113

KEEP THIS PORTION
"This needs to be in caps + in Red"

Parcel ID Number
090415-113029-000000

Retain this portion for your records or when paying in person bring entire statement

NSI REV 11/12 3823-ADW-5101

090415-113029-000000

Second Half Payment

School Dist Tax Year Taxroll Item #
27YK6 2013 15849

CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N CHOCTAW
EL RENO OK 73036
(405)262-1070

Real Estate

219 S 4TH ST (2 Lots)

LAKE N50' LTS 29-32 BLK 113

219 S 4TH ST (2 Lots)

Owner 3260928

SWIFT, BRIAN
209 S 4TH
YUKON OK 73099-0000

Payment Enclosed	
Payments	
SECOND Half Tax	\$ 271.00
Total	\$ 271.00

20130015849

Enter Address Change Here

Return this stub with
SECOND HALF
payment before **APRIL 1ST**

W M Deputy

090415-113029-000000

First or Full Payment

School Dist Tax Year Taxroll Item #
27YK6 2013 15849

CAROLYN M. LECK
CANADIAN COUNTY TREASURER
201 N CHOCTAW
EL RENO OK 73036
(405)262-1070

Real Estate

219 S 4TH ST (2 Lots)

LAKE N50' LTS 29-32 BLK 113

219 S 4TH ST (2 Lots)

Owner 3260928

SWIFT, BRIAN
209 S 4TH
YUKON OK 73099-0000

Payment Enclosed	
Payments	
Select Payment	
Circle One	
FULL PAYMENT	\$ 542.00
OR	
HALF PAYMENT	\$ 271.00

20130015849

TAX becomes DELINQUENT January 1 unless paid in Full or Half. Late PENALTY is 1.5% per month until Paid.

Enter Address Change Here

Return this stub with
FIRST HALF or FULL
payment before
JANUARY 1ST

W M Deputy

FROM

CITY STATE ZIP NO.

CHECK HERE IF THIS IS A NEW ADDRESS



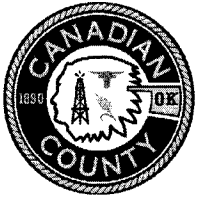
Carolyn M. Leck

CANADIAN COUNTY TREASURER

P.O. BOX 1095
EL RENO, OK 73036-1095

Place
Stamp
Here





**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: June 23, 2014
Bid Number: **2014-#25**
Closing Date: July 11, 2014 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: July 14, 2014 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT ~
Tax Statements / Treasurer

State of Oklahoma)
County of Canadian) §

I, Sherry Murray, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

Automated Mail Service
6915 East 38th Street
Tulsa, OK 74145-3242

Bid News
project@bidnews.com

Century 21
Attn: Steve
212 N Rock Island
El Reno, OK 73036

Chilcutt Direct Mailing
PO Box 14890
Oklahoma City, OK 73113-0890

CSI
2627 E I-44 Service Road
Oklahoma City, OK 73111

ePlan
4115 South Providence, Suite 105
Columbia, MO 65203

Francis Tuttle Vo-Tech Center
Attn: Bid Assistant – Judy Robbins
12777 N Rockwell
Oklahoma City, OK 73142

Hooper Printing
301 W Gray
Norman, OK 73069

Ideal Mailing Inc
800 Overhead Drive
Oklahoma City, OK 73128-1220

McCall and Associates
PO Box 548
Mustang, OK 73064

Mercury Press Inc
1910 S Nicklas
Oklahoma City, OK 73128

Mid-West Printing Co
Attn: Scott Seay
PO Box 650
Sapulpa, OK 74067

Oklahoma Business Forms Inc
Attn: Ron Skrasek
PO Box 272128
Oklahoma City, OK 73137-2128

Online Data Services
3295 River Exchange Drive, Suite 213
Norcross, GA 30092

Peregrine Services
Attn: Tom Stith
21451 W 121st Street
Olathe, KS 66061


Presort First Class
2621 SE 15th
Oklahoma City, OK 73129

Royal Printing Co Inc
1830 NW 4th Drive
Oklahoma City, OK 73106

Southwest Direct Mail Inc
1738 NW 16th
Oklahoma City, OK 73106-2066

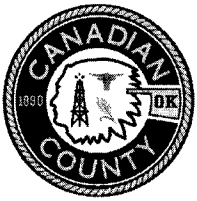
Summit Business Systems
Attn: Jim Carman
500 Enterprise Drive
Edmond, OK 73013

Witness my hand and seal this 23rd day of June, 2014.


Sherry Murray, Purchasing Agent

(SEAL)





Canadian County
Purchasing

BID CHECKLIST

Date Issued: June 23, 2014
Bid Number: **2014-#25**
Closing Date: July 11, 2014 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: July 14, 2014 at 9:30am
 Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

Is the Invitation to Bid Signed and Notarized? _____

Are all applicable spaces filled in? _____

Are all necessary papers enclosed? _____

Is the Bid # and Opening Date on outside of return envelope? _____

Thank You,

Sherry Murray, Purchasing Agent